



Regular Meeting Agenda

March 13, 2024

10:00am

Wingo 315

Senators Absent: Alison Taylor, Bryttani Bartlett, Carlos Herrera, Dylan Richardson, Jennifer Day, Jennifer Jones, Tina Wells

Senators Present: Audreka Peten, Angela Jackson, Christy Dade, Eric Fulton, Emily Hall, J.W. Calvery, Jasmine Driver, Jennifer Olson, Jennifer Ruud, Jessica Taylor, LeSha Smith, Melanie Watson, Millie Goins, Nadia Eslinger, Natalie Shock, Richard Hammond, Ricky Harris, Robby Burton, Robyn Smith, Shelley Vangsnes, Sherita Kern, Tiffany Turner, Travis Johnson, Trisha Clark, Veneta Fricks, Whit Ables

I. Call to Order

A. President Ruud called the meeting to order at 10:01am.

II. Approval of the Minutes of previous meeting

A. 2/28/24 will be approved and posted on the Staff Senate website.

III. Guest: Charlotte Strickland, Director of Employee Engagement & Enrichment, Dr. Shaneil Ealy, UCA Outreach, and Millie Goins - LEAD Program

A. The LEAD program is a leadership program at UCA for full-time employees.

B. The committee researched 10 institutions to understand different leadership experiences provided.

C. There was a campus-wide survey on training across campus with 278 responses from faculty and staff. The following themes emerged:

1. Need for supervisory skills training (will begin in fall)

2. Leadership and growth

D. A team of 10 staff and faculty from across campus worked to create the program.

E. Topics for the LEAD program will include.....

F. The pilot program will launch in September with the expected cohort size of 20-25 people in the cohort. At this moment 33 online and 1 paper applications have been submitted.

G. Applications are due April 12th. Submit your application here!

H. See attachment for full details.

IV. Officer Reports

A. President, Jennifer Ruud

1. Provost search has concluded and an announcement is anticipated before spring break.

2. Eclipse volunteers are still needed. Volunteers will receive a t-shirt and free food. Sign up [here](#).

3. The following language will be added back to goal 3 of the strategic plan pending approval of the committee, “UCA will prioritize attracting and maintaining employees at competitive market salaries.”
 4. Campus Talk is tomorrow during X-period in the COB. Budget 101, salaries, and COLAs will be a part of the conversation. Senators are encouraged to attend.
 5. Staff Senate Retreat will be Wednesday, June 12th. Location TBD.
- B. Vice President, Whit Ables
1. Encourage staff to apply for staff senate. Nominate someone [here!](#)
 2. Senators please remember to complete the 12 required senate volunteer hours.
- C. Treasure, Angela Jackson
1. Staff Senate accounts are still healthy (account statements attached).
- D. Secretary, Veneta Fricks
1. No report.
- E. Parliamentarian/Historian, Melanie Watson
1. No report.
- F. Ex Officio, Carlos Herrera
1. Thank you for supporting the 40th event! Please send any pictures from the event. (reported by President Ruud)

V. Senate Committee Reports

- A. Courtesy Committee
1. No cards requested.
- B. Staff Grants Committee
1. 5 staff grant applications were received. 3 of the 5 applications were partially funded. A total of \$2,500 was granted.
- C. Spring Social Committee
1. Plans for Spring Social are being finalized. Adams Catfish will be catering lunch. There will also be games and prizes. There will be a call for assistance.
- D. Outreach & Communications
1. Staff Senate will host another Whine & Cheese event on March 28th from 4:30pm-6:00pm in Skyboxes overlooking Estes Stadium.
 2. Line Dance
 - a) There are 4 remaining sessions. Come and learn Kick Rocks in preparation for the Eclipse kickoff event and Texas Hold ‘Em.
- E. Basketball
1. Thank you to all senators and staff who volunteered for the tournament games.

VI. University Committee Reports

- A. Food Service Committee
1. The food service committee met and is working on some projects. If there are concerns with any of the Aramark food retail locations, please contact the committee.

B. Parking Committee

1. The parking committee met to decide on 6 appeals. 1 appeal was reduced, and appeals were 5 denied.

VII. Constituent Concerns/Communication

A. **Constituent Concern:** Lewis Science Center parking concern follow-up.

1. **Response from Kevin Carter, AVP for Facilities:** The Physical Plant will repaint the orange lines so the metered spaces are more distinguishable. Those spaces also have the metered signs up now.
2. **Response from John Merguie, Chief of Police (UCAPD):** If anyone received a ticket in those spaces prior to the lines being repainted and the metered signs being posted, they will need to complete the appeal process and Chief Merguie will assist those individuals.

B. **Constituent Concern:** A constituent reached out about the lack of faculty/staff only lots with no metered spaces included and wanted to know why there weren't more designated lots for faculty/staff only.

1. **Response from Jenny Ruud, Staff Senate President:** Staff Senate will forward this concern.

C. **Constituent Concern:** Governor Huckabee-Sanders Minimum wage raised to \$15 per hour, but doesn't include higher ed.

1. **Response from Jenny Ruud, Staff Senate President:** The University is working on raising the minimum salary and continuing to work on COLAs for employees.

D. **Constituent Idea:** A constituent reached out to present an idea for Staff Senate to bring the UCA-Net item sale from emails onto campus in a garage sale fashion.

1. **Response from Jenny Ruud, Staff Senate President:** The Staff Senate executive board thought that this would be a great opportunity for faculty and staff. However, the exec team agreed that this initiative is not one that the Staff Senate would like to take on at this time, but will support if it was organized by another entity.

VIII. Old Business

- A. None

IX. New Business

- A. None

X. Good and Welfare

- A. Senator Jennifer Ruud - Have a great Spring Break!
- B. Senator Angela Jackson - Women's Tea will be April 20th. RSVP by emailing Angela Jackson (angelaj@uca.edu). Travis Johnson has been named as the Assistant Director for the Office of Diversity and Community. His start date will be March 18th.
- C. Senator Millie Goins - March is National Nutrition Month & National Disability Awareness Month.
- D. Senator Emily Hall - Early registration. Prepare for registration [here](#).

- E. Senator Jessica Tayler
 - 1. Sugar Bears will play FGCU for the ASUN Championship on Saturday March 16th.
 - 2. See more information about UCA athletics [here](#).
- F. Senator LeSha Smith - Tuition remission for employees will open March 15th. The forms can be found [here](#).
- G. Senator Richard Hammond - The annual UCA faculty/staff golf tournament will be held on May 6th at Nutters Chapel. Please contact Richard Hammond for more information.
- H. Senator Dylan Richardson - UCA Admissions will host a Spanish speaking tour on April 19th @ 2:30pm.
- I. Senator Whit Ables - The Registrar's office has an opening for Coordinator for Articulation and Evaluation.
- J. Senator Eric Fulton - The Spring Break Library hours follow: 3/16-3/17 closed, 3/18-3/22 9:00am-4:00pm, 3/23 closed, and 3/24 resume normal hours.

XI. Adjournment

- A. Motion to adjourn at 10:43am by Senator Melanie Watson seconded by Senator J.W. Calvery.

Important Dates:

March 14th - Campus Talk (X-Period)
 March 25th - Staff Senate Paid Line Dance Class
 April 1st - Employee Paid Line Dance Class
 April 4th - Zydeco
 April 5th - Focused Friday
 April 8th – Total Solar Eclipse Events
 April 15th - Staff Senate Paid Line Dance Class
 April 22nd - Employee Paid Line Dance Class
 April 26th - Spring Social
 May 3rd - Focused Friday
 May 3rd - May 4th - Spring Commencement

Upcoming Guests

March 27th - Colby Wilson, Student Government Association President
 May 29th - President Houston Davis



LEAD

UNIVERSITY OF CENTRAL ARKANSAS

UCA LEAD

(Lead, Engage, Act, Discover)

Pilot Program 2024-2025

Are you a UCA employee interested in leadership development and peer networking? The UCA LEAD Program is your answer. Apply today!

Launching its pilot cohort in September 2024, this program brings together highly motivated UCA employees who value dynamic interactions among academic, operational, and external members and want to learn more about the university and their own leadership development. Participants will gain a different perspective on the campus community, acquire a new network of colleagues, and receive neat swag.

OUR PURPOSE

To bring together highly motivated UCA employees to experience first-hand the operational structure, relationships, and leadership within Higher Education to better serve and educate our students and colleagues.

OUR OBJECTIVES

LEAD

*Understanding SELF - leading from within. Team building and self-reflection.

ENGAGE

*Understanding state, local and UCA specific logistics in Higher Education Working to educate colleagues and assist in responses to its changes and challenges.

ACT

*Understanding OTHERS – working collectively with others, communication, coaching, and self-regulation.

DISCOVER

*Understanding UCA's CULTURE and our role within it and emphasizing collaboration. Understanding the community connection – UCA and Conway and desired impact.

BENEFITS

- Access to available resources & applicable content to assist participants in their daily role at the university and increase their leadership competencies
- New cohort to learn from and develop with while learning/building skills and applying knowledge to university scenarios and challenges
- Exposure to a variety of venues, guest speakers, and leadership within higher education, thus expanding the participant's knowledge and understanding of UCA and also higher education in general
- Build community and increase collaborative efforts on campus
- Benefit Departments, faculty and staff senates, and the institution as a whole
- Provide employee recognition at the Department/Unit level
- Retain UCA employees

PROGRAM LOGISTICS

Selected participants will meet once a month for seven (7) sessions.
Wednesdays 1:00 – 4:00 p.m. in various venues on the UCA campus.

September 25, 2024

October 30, 2024

November 20, 2024

*December 11, 2024 (optional holiday gathering)

January 29, 2025

February 26, 2025

March 19, 2025

April 23, 2025 Completion Ceremony and Celebratory Reception

Please complete the application by April 12, 2024, to be considered for this opportunity.



LEAD

UNIVERSITY OF CENTRAL ARKANSAS

Questions and Answers

- 1. What is LEAD?** LEAD is a series of leadership and higher education workshops. It is *free for all employees and is sponsored by Employee Engagement and Enrichment. In LEAD, participants will build their leadership skills and higher education knowledge. They will develop professionally and personally, and network with experts within and beyond the UCA campus.*
- 2. Who is LEAD for?**
LEAD is for any full-time faculty or staff member, regardless of title, position, department, or length of service.
- 3. How much time is required to successfully complete this program?**
LEAD participants invest in a monthly meeting Wednesdays (1:00 – 4:00) for a total of seven sessions, from September 2024 – April 2025.
- 4. Is there outside work or homework?**
No. Participants attend the sessions, participate actively, and complete reflection exercises prior to leaving. During the completion ceremony participants will share their reflections, insights, and goals for improving an aspect of UCA, based on what has been learned.
- 5. Is there a cost to the program?**
At this time, LEAD Fall 2024 is free to accepted participants.
- 6. Do I have to take sick leave or vacation time to attend the sessions?**
No. This professional development is part of your employment. As a professional courtesy, it is strongly suggested that participants notify their supervisors of the application process and possible selection so that supervisors are aware and can plan within the department for coverage.

7. What is the selection process and when will I find out if I have been selected?

The selection process is by application only. The LEAD committee of ten, composed of staff and faculty from various campus departments, will review the applications to determine the pilot cohort. A cohort of 20-25 is planned. Those selected will be notified via email by May 3, 2024.

8. What can I expect from the program content?

The committee is working hard to create an interesting, invigorating, and insightful program. Its content includes tentatively:

September 25, 2024 1:00 – 4:00 p.m.

Emphasis: LEAD

UCA President greeting, program overview and expectations, teambuilder. Strengthsquest. Reflection.

October 30, 2024 1:00 – 4:00 p.m.

Emphasis: ENGAGE

Understanding Higher Education systems and processes, statewide.

Guest Speakers: UCA Board member, Lobbyist, Arkansas Department of Higher Education leader

November 20, 2024 1:00 – 4:00 p.m.

Emphasis: ENGAGE

Understanding UCA-specific Higher Education systems, processes, and budgets. Initiating and navigating change - Change Style Inventory

December 11, 2024 Holiday social & volunteer service project

January 29, 2025 1:00 – 4:00 p.m.

Emphasis: ACT

Navigating difficult workplace issues and personalities. Communication and coaching. Working collectively with others, building teams. Guest speakers.

February 26, 2025 1:00 – 4:00 p.m.

Emphasis: DISCOVER

Cultivating Culture, collaboration across campus, shared governance. Panel.

March 19, 2025 1:00 – 4:00 p.m.

Emphasis: DISCOVER

Working collectively with others, our external stakeholders.

Chamber, Conway Corp, AmeriCorps, UCA Outreach & Community Engagement, UCA Board member, Non-profit representative.

April 23, 2025

LEAD Completion Ceremony and Celebratory Reception

9. **How do I apply?** *Click the link below to complete the application, or email Charlotte Strickland at chars@uca.edu to access a paper application.*

[UCA LEAD Application for 2024-25](#)

10. **Who do I contact if I have additional questions?** *Charlotte Strickland, UCA Employee Engagement and Enrichment, chars@uca.edu. Wingo Hall #109. 852- 2319.*

UCA LEAD Application

Application for the 2024-25, Pilot Cohort of the LEAD Program
Due April 12, 2024

For Full-Time employees:

Are you interested in furthering your leadership development and meeting a community of supportive peers? The UCA LEAD Program is for UCA employees interested in leadership development and networking with supportive peers.

Launching its pilot cohort in September 2024, this program brings together highly motivated UCA employees who value dynamic interactions among academic, operational, and external members and want to learn more about the university and their own leadership development. Participants will gain a different perspective on the campus community, acquire a new network of colleagues, and receive neat swag.

Please complete the application by **April 12, 2024**, to be considered for this opportunity.

Please note: *If completing the paper copy - please return to 109 Wingo.*

Please provide the following information:

Name: _____

Email Address: _____

Best Phone Number: _____

UCA Position/Title _____

PLEASE CIRCLE ONE ANSWER FOR EACH QUESTION:

Employee Status

- a. Staff
- b. Faculty

How many years total have you worked at UCA?

- a. Less than 2 years
- b. 2 to 5 years
- c. 6 to 10 years
- d. More than 10 years

How many years have you worked in your current UCA position?

- a. Less than 2 years
- b. 2 to 5 years
- c. 6 to 10 years
- d. More than 10 years

During your employment at UCA, have you served as a supervisor?

- a. No, I am not a supervisor (Note: you are still eligible for the program and encouraged to apply)
- b. Yes, supervising is a new role for me.
- c. Yes, I have supervised for 2-5 years.
- d. Yes, I have supervised for more than 5 years.

Describe what leadership means to you._____

What are your professional goals?_____

What professional goals would you like to accomplish within the next year or two?_____

Beyond your position/title, how have you made an impact at UCA through your service at UCA?_____

What are ways you have taken the initiative to develop professionally (e.g., professional conferences; maintaining and acquiring certificates, leadership or supervisory training/programs, and/or working with a professional coach, mentors, or career advisor)?_____

What motivates you to apply to this program?_____

As a participant, what unique qualities or outlooks will you bring to this program?

Participation in the UCA LEAD program requires in-person attendance and engagement at all scheduled sessions, participation in a group project, and written personal reflections.

By marking next to each of the following items, I accept my responsibility.

- I am required to bring a growth mindset, a willingness to self-evaluate and receive feedback, and do my part to strengthen the UCA community.
- I will prioritize attending the LEAD sessions. They will meet monthly (September, October, November, January, February, and March), on Wednesdays from 1:00 to 4:00 pm.
- I will prioritize attending the LEAD social gathering in December.
- I will prioritize attending the LEAD graduation in April.
- I will alert the LEAD Coordinator if a participation issue arises.

I have spoken with my supervisor about my interest in the program.

- a. Yes
- b. No

My supervisor's name and contact information:

Please indicate your shirt size:

- a. XS
- b. S
- c. M
- d. L
- e. XL
- f. XXL

I am committed to strengthening my leadership skills as a member of the UCA LEAD program.
(Provide your signature below)

SIGNATURE

Staff Senate Accounts Overview				
Description	Account	Starting Balance	Actual Balance	
Regular State	125500	3,883.00	15,002.33	For Items under contract (Aramark, BSW, Southern Tees)
Prof Dev	125501	32,045.00	19,422.00	Only for Professional Development
Continuing	150042	60,940.00	49,860.26	When item(s) being purchased benefit all staff on campus (t-shirts, standup desks, etc)
Agency	810013	25,343.44	25,893.78	Items not covered with state money (Plaques, donations to other groups/dept.) This is where football, basketball, and reynolds goes.
Staff Scholarship	FN0075	3,274.92	2,674.92	
Dependent Scholarship	FN2364	0.00	751.07	
Lilly Harmon Scholarship	FN2363	0.00	729.87	
Emp of the Year	FN0154	5,148.31	5,148.31	
Staff Enhancement	FN1054	20,286.46	20,007.72	provide support for most or majority of staff
Emergency	FN1094	11,622.86	10,740.11	
Angel Bear	FN2036	12,447.56	10,772.64	
Staff Grants	FN2310	5,000.00	5,000.00	Seed Grants
END Employee of Year	FE0656	12,059.25	12,059.25	Can NOT spend
END Staff Scholarship	FE0727	25,000.00	25,000.00	Can NOT spend
END Dependent Scholarship	FE2364	15,000.00	15,000.00	Can NOT spend
END Lilly Harmon Scholarship	FE2363	10,000.00	10,000.00	Can NOT spend
END Staff Enhancement	FE0801	52,528.93	52,528.93	Can NOT spend