



Regular Meeting Agenda

August 14, 2024

10:00am

Wingo 315

Senators Absent: Adam Crain, Dylan Richardson, Lizzie Langston, Ricky Harris, Shelly Vangsnes, Sherita Kern, Travis Johnson, Trey White

Senators Present: Alexandria Smith-Todd, Audreka Peten, Emily Hall, Eric Fulton, Garrett Rimmer, J.W. Calvery, Jasmine Driver, Jennifer Ruud, Jessica Taylor, Jessica Morgan, Jennifer Olson, Kendra Erickson, Lucee Lugo, Melanie Watson, Robby Burton, Robyn Smith, Shalia Delph,, Teresa Burton, Veneta Fricks, Whit Ables

I. Call to Order

A. President Ables called the meeting to order at 10:00am.

II. Approval of the Minutes of previous meeting

A. 7/10/24 and 7/31/24 minutes were approved and posted on the Staff Senate website.

III. Guest Speaker: Debbie Brigham - Admin Support Coaching Circle

- A. Started about a year ago in HR, working closely with Charlotte Strickland on this idea. Michelle Kepke joined as co-presenter. New program to pull together information and wanted to add funds to provide food, etc.
- B. It will support the admin support staff at the university. It was presented that something was needed where we could pull all of our admin support staff to come together as a team. It is brand new and will meet on Wednesday's, once a month and starts in September.
1. Initially meetings were going to be all Zoom meetings, but we wanted to build camaraderie and do some things face to face. Will meet in the Student Center in September and then go into zoom calls.
 2. Zoom calls will mostly be training and development. When they sign up, if they need extra help in a certain area (i.e Microsoft Word or Excel).
- C. We will focus on adding support and value to the admin staff and future admin who come onboard through a mentoring program. Allow them to get to know and not be in their silos. Some staff are a part of smaller departments and may be by themselves. There will be discussions to talk about challenges, ideas, training opportunities, and mentorship.
1. Possible meeting segments (not all segments will be covered each meeting).
 - a) Did You Know segment- learning about things happening in each department/announcements

- b) Mentor program- take volunteers (UCA employed for a number of years) to become mentors to newly hired admins to take them under their wing. Will be continuous follow-up and reaching out.
 - c) Development- training
 - d) Volunteer opportunities- volunteering within the community
 - e) HAVE FUN!- doing icebreakers, lunches, holiday fun
 - f) Feedback- at the end of each meeting, they will be able to provide feedback on what they need and brainstorm how to provide assistance and understanding challenges
- D.** The goal is to create a culture where everyone is capable and confident. There will be an introduction email sent to those interested and it will be posted in Inform to detail meeting dates.
- E.** We don't have a budget/funds. Pulled a couple of menu ideas/items from Aramark. Previous admin luncheon had about 60 attendees and was a lot of fun. We don't plan to do a luncheon, but used the number to estimate for future events. There will be eight sessions with four being in person. Would like to do something like donuts, coffee, etc for those in-person sessions
- 1. Asking for \$150/session which totals \$600 for the full year of in-person sessions.
- F.** Questions/Remarks
- 1. Pres. Ables- You mentioned several guest speakers, do you know who you would like to come speak? Staff Senate would be interested in guest speaking.
 - a) D. Brigham- that sounds like a great idea and adding Be Well. We would love that to give information. Not everything is hammered down. September will be more of a get to know each other; October will be the Canva training
 - 2. Senator Fulton- I'm classified as Admin 2 in addition to other titles at the library, do I still qualify for this group?
 - a) M. Kepke- you could be a project coordinator, an analyst— we just want to pull everyone together because that is a challenge with the titles. Yes, of course you could be a part of the group. Targeting support staff
 - 3. Senator Lugo- You said it would be on Inform, but if we know somebody, where can we point them?
 - a) D. Brigham- we will use our email list to start sending invites and they can sign up to develop our working email database.
 - 4. Senator Taylor- I started in an admin role and think this is a great program. Appreciate all your work!
 - 5. Pres Ables- regarding volunteering, Staff Senate does a lot of calls for volunteering, so if you need that info please reach out. Are you receiving or have you asked any other organizations for funding?
 - a) D. Brigham- Staff Senate is the first stop and we don't have any plans to ask anyone at the moment. Do you have any recommendations?

IV. Officer Reports

A. President, Whit Ables

1. Big Thank You to all of the volunteers for commencement and having a strong presence. Everything went really well.
2. We will be having back to school breakfast on Aug. 29 (refer to important dates). Please try to make it if you can. We had a pretty good showing of senators last year.
 - a) Senator Melanie- work around the room and introduce yourself as you come in as a staff senator
3. Attended board meeting and there was a lot of good news.
 - a) Enrollment is up and President Davis said we are locked for 2,100 at the least for the freshman class; up by 24%. There are over 700 Commitment students.
4. Reminder for all staff senate committees to meet by Aug. 30th and submit a committee report.
 - a) For the compensation committee, I'll be sending correspondence to meet next week.
5. Photos will be taken at our next meeting on August 28th at the entrance of Wingo. We should have our polos by then, but if not we will figure something out.

B. Vice President, Veneta Fricks

1. Thanks to all the committee chairs. I've met with everyone. I'm starting to get everyone's needs and hopefully I'll be done no later than Friday.
2. We are still working with GivePulse to be able to get everything up. We have access to our CubConnect account to be able to connect to GivePulse and should be done by the end of the week.

C. Treasure, Melanie Watson

1. No report.

D. Secretary, Sherita Kern

1. No report

E. Parliamentarian/Historian, Travis Johnson

1. No report.

F. Ex Officio, Jenny Ruud

1. No report.

V. Senate Committee Reports

A. Angel Bear Committee

1. We have our timeline (attached)
2. We have a couple of new things that the committee will talk about
 - a) Verification to confirm that the angel/child actually lives with the employee due to issues that we encountered last year. We will utilize HR to assist
 - b) Adding special notes to the tags on the trees for the donor to call/email the co-chairs if they need clarification on gift preferences

B. Football Committee

1. We met yesterday. We are exactly a month away from our first home game.
2. We are working on planning. The maximum number we want is 12 total. Six assigned and six alternates
3. Garrett Rimmer has the green, Event Staff shirts for the volunteers
4. Senator Trey White will handle the GivePulse side of things and I will handle correspondence with details.

C. Courtesy Committee

1. 1 card requested.

VI. University Committee Reports

A. None

VII. Constituent Concerns/Communication

A. Update on Previous Constituent Concern: I am new to the Staff Senate and not sure if this is the proper way to inform everyone about this concern. I work in the Finance and Administration Department in McCastlain Hall in the basement. We have a water fountain right outside our offices. However, no one is able to or will use it due to the dark green water that comes out of it. We asked for maintenance/Conway Corp to take a look at it for us. But we were told that it is just from the pipes and if we hold down the button and let the water run it will clear up. Most of the workers down here carry refillable water bottles/cups everyday and we have to go to Wingo or the student Center to refill our bottles. We simply do not trust drinking from any of the fountains in our building due to this dark green water. I was asked to bring this to the attention of the Staff Senate and hope we can get some kind of a resolution.

1. Response from Kevin Carter: Sorry for the late reply! I was out last week and have been playing catch-up for a few days. Conway Corp tested the chlorine level and the water and found it to be in the acceptable regulated range. Conway Corp believes that due to the low occupancy and low use of McCastlain during the summer, the water has become stagnant and lines need to be flushed. We did not advise anyone to hold the button down until it cleared up. Our plumbers flushed all of the lines that would have taken care of the issue if it was in fact what Conway Corp described. It sounds like it is still problematic, so I have asked Adam Hensley our EHS manager to contact a company called Environmental Enterprise Group so they can take water samples for lab testing. Once we have the results back, we can share the results with the building occupants and work on addressing any issues we find. Please don't hesitate to reach out if you have any additional questions.

B. Constituent Concern: Why is there only one person responsible for the Micollab telephone system? With one person, there is a delay in responding and getting the issue fixed. Thank you

1. Response: President Ables will reach out to IT for clarification.

C. Constituent Concern: Clarifying the policy on “double parking” or taking up two spots for longer vehicles (i.e. trailers)

1. Response: Will be conferring with Amy Whitehead to provide clarification

VIII. Old Business

A. None

IX. New Business

- A. The Admins Support Coaching Circle- requested funding for \$600 for in-person meetings. \$150 for four sessions to cover the cost of food and coffee for up to 60 people.
 - 1. Senator Jessica Taylor made a motion to approve funding for the Admins Support Coaching Circle for up to \$600 for refreshments for the in-person meetings contingent upon their request to Aramark for donating the snacks
 - a) Motion passes
 - 2. President Ables will reach out with updates

X. Good and Welfare

- A. Senator Whit Ables - I defended my dissertation proposal and I am cleared to start research hopefully this month. I'm looking at a defense in March and spring graduation in Spring 25
- B. Senator Veneta Fricks - The Fall 2024 emergency textbook grant opens on Monday the 19th and the link will work on Monday. First come; first serve. If you have student/dept. groups who would like the Dean of Students office to come to speak, we are more than willing to do so to discuss policies and procedures to be proactive. 313-TALKUCA, an anonymous reporting mechanism for any student concerns is LIVE. It can be regarding any concern and they will get a response. The reporter's name and phone number will not be revealed. It can be used with mobile devices that have texting capabilities by texting 313-TALKUCA (313-825-5822). Once a report is submitted, the reporter will be guided through the process by a Dean of Students staff member. Types of anonymous reports may include but are not limited to; hazing, uncharacteristic or extreme aggression towards others, suicide ideation, or major life events (family deaths, change in financial status, or loss of a relationship). If you are not sure if your submission qualifies for 313-TALKUCA, submit your report anyway. The Dean of Students Office will make a determination about next steps for your report.
- C. Senator Eric Fulton- Convocation is next Wednesday and Employee of the Year will be revealed. Let's welcome all of our new freshmen with love. Help out with move-in this weekend if you can. Library will be closed this Saturday. Will be open 8-5 pm tomorrow and Friday. Will be back to 2- 12; 7- midnight starting Sunday.
- D. Senator Tiffany Turner- Student Center renovations are supposed to be finished by Friday. Move-in is Sunday and then Welcome Week kicks off.
- E. Senator Jessica Taylor- professional development applications for Quarter 2 are open and were sent out from the staff senate email. Last week Purple Passion went great, so thanks to everyone who attended. Tomorrow is our first official athletic competition of the year, so our Women's Soccer team takes on Tulsa. Men's Soccer plays Friday and both games are away. You can view it on ESPN+.
- F. Senator Garrett Rimmer- We play Arkansas State on Aug. 31st.
- G. Senator Shalia Delph- Congratulations to Lizzie on promotion to Asst. Director for Campus Preview Day. She will officially start on the 16th. The Welcome Center is temporarily closed due to a leak until sometime in October possibly. Tours will resume on September 3rd and tours will begin and end in Harrin Hall

Admissions is hiring for a Recruiter for Northwest Arkansas. Admissions applications for Fall 2025 open August 1st.

- H.** Senator Emily Hall- starting tomorrow until the Wednesday after Welcome Week, Advising will have labs open to help any last minute freshmen who need help in Bernard Hal in the Advising Center. I accepted a new position as the new Assoc. Director of Online Transfer and Returning Student Services. I will be moving to Harrin Hall at the beginning of September.
- I.** - Student Life is wrapping up the search for the Director position. Greek chapters are beginning to get ready for move-in volunteering, Welcome Week, and fall recruitment.
- J.** Senator Kendra Erickson - Housing is at full capacity. Upperclassmen and Honors come in on Saturday and Move-in is August 18th and will be centralized check-in.
- K.** Senator Robyn Smith- approved accommodations already for a Fall 25 student

XI. Adjournment

- A.** Motion to adjourn at 11:05 am by Senator Eric Fulton seconded by Senator Jennifer Olson.

Important Dates:

- August 19 - Lunch on the Lawn with First Year Experience (12-1:30pm)
 - Location: McAlister Lawn
- August 21 - Convocation
- August 28 - Staff Senate (2024-2025) Photo
 - Location: Wingo Hall Entrance
- August 29 - Back to School Breakfast (6:30-9am)
 - Location: McCastlain Ballroom
- December 3 - Holiday Reception at President Davis's House (5:00-6:30pm)
- December 4 - Winter Feast
- December 11 - Holiday Breakfast (6:30-9am)
 - Location: McCastlain Ballroom