



Regular Meeting Agenda
January 29, 2025
10:00am
Wingo 315

Senators Absent: 6
Proxy(s) Present: 2
Senators Present: 22
Ex-officio: Not Present

I. Call to Order

- A. Vice President Fricks called the meeting to order at 10:00 am.

II. Approval of the Minutes

- A. Will be sent for approval and then sent to the larger body.

III. Guest Speakers

A. LeSha Smith - Faculty and Staff Celebration

1. Revamping the service awards and it has a new name, “Faculty/Staff Recognition Celebration.” It will be more fun and have a photo booth, food and music. Marvin Williams and Charlotte Strickland will be MC’s. Come early and hang out/take pictures. There are plans in the works to do something fun every day that week. The goal this year is to celebrate everyone’s milestones.
 - a) 1 pm- 3 pm for the entire event. Program will only be during x-period.
 - b) If you or a colleague has completed a certification, please send those names to Charlotte to be recognized in the program
 - c) Retirees will still have the luncheon prior to the awards
 - d) EEE has started (as of January) awarding keychains to employees for their one year anniversary

IV. Officer Reports

A. President Ables

1. None

B. Vice President Fricks

1. Senators have been submitting their reports and that really helps with our operations manual. Those whose committees are done with their responsibilities as of the fall, I'll start to send you information about the operations report so we can start to get it refreshed before the next year rolls around.
2. Please come see me at some point today after our meeting, or you can chat/email me to check volunteer hours. Reminder that senators need 12 hours

C. Treasurer Watson

1. No report

D. Secretary Kern

1. Minutes have been approved and minutes have been uploaded to the website. They will be in our Staff Senate section of Inform moving forward. So there will be a link and you can access them directly or from the website.

E. Parliamentarian/Historian, Travis Johnson

1. Acknowledgement of proxies
2. Confirmation on proxy protocol will be proposed at a later meeting

F. Ex Officio Ruud

1. No report

V. Senate Committee Reports

A. Outreach & Communications

1. We discussed our goals for the Spring semester, as well as preliminary plans on W(h)ine & Cheese, newsletter, Dining with Staff Senate, and Line Dance class. Refer to 'Important Dates' for more details

B. Courtesy Committee

1. 3 cards

VI. University Committee Reports

A. Veterans Day Committee

1. We had limited participation in the actual Veteran's Day program this year. People were coming by and getting food, but not doing the resource fair or the program. It was decided that we would move back to the McCastlin Ballroom and separate the resource fair and the program. We will have the fair during X-period and have half of it in the building and half out of the building in an effort to draw participants. The program will be at 5:00 and not have a presenter. We will add a swearing in ceremony where we anticipate 50+ military recruits to be sworn in. This will allow for families, students, faculty and staff to attend. There will be no food, but may look at dessert (cookies). Will talk to appropriate campus staff about getting the music in the building and having it outside as well.

VII. Constituent Concerns/Communication

- A. Treasurer Watson:** Also, would you mind sharing this link to an evaluation? I would love their feedback if they're willing to do so.

VIII. Old Business

- A. None**

IX. New Business

A. Volunteer Senator Slump ideas and Suggestions

1. How to encourage more staff to volunteer and see the benefits that are a result of volunteering for events
2. No-show policy proposal/ideas to manage those that sign up and don't show up/give notice. How do we hold those individuals accountable after repeated no shows
 - a) Reviewing GivePulse to determine what reminders/notices currently go out and how to add an accountability measure if possible
 - b) Intentional communication from the VP to follow-up after x amount of times
3. Additional training/developing a consistent guide to distribute to all team leads/committee chairs for consistency across events regarding expectations

- a) Showing appreciation and letting our constituents know how much we value them.
 - b) Effective communication to communicate expectations and the ability to make best judgments independently (i.e. restroom breaks, snack break)
 - c) Changing how the phone numbers are collected. Many volunteers are not putting an actual phone number to be contacted
4. GivePulse- explaining to constituents the reason for switching to GivePulse was to create uniformity across events as well as accurate reporting to HR.
- a) If constituents have issues navigating the platform, please refer them to Secretary Kern or VP Fricks.
 - b) This is the pilot year for Staff Senate utilizing, so please show grace and provide feedback to help us work out the issues. Each volunteer opportunity is different in some ways and require unique settings
 - (1) Specific/detailed/timely feedback is the goal to streamline solutions/responses
5. If a constituent has question regarding a discrepancy in their Staff Senate Hours total in their leave portal, direct them to email staffsenate@uca.edu

X. Good and Welfare

- A.** Senator Hammond- The HPER Center is crowded. We have fitness classes started, so you can come by and check those out. Those are so well and we started intramural basketball. So it's a little crazy in the gym in the evenings, but it's good to go.
- B.** Senator Morgan-So pray for post-award and pre-award. Uh, we have a lot of funders messaging us about the executive orders that went through pausing funding. So our phones are going crazy right now
- C.** Senator Hall- On behalf of the LEAD program, I am excited to announce the launch of the Feed the Den Food Donation Drive! Starting Monday, February 3rd, you'll find LEAD-branded food donation boxes in most non-academic buildings across campus. The drive will run through March 14th, and our goal is to help restock the Bear Essentials Food Pantry in preparation for Spring Break and the remainder of the semester. Every contribution makes a difference!
- D.** Senator Fulton- Men's basketball games tonight at 6:30 pm and Saturday at 1 pm for the women's game. Pancake breakfast last week by athletics was great.If anyone wants to volunteer to be a part of Employee of the Year, please let me know through email me. We will open up nominations next week to get everything done by March 14th.

XI. Adjournment

- A.** Motion to adjourn at 10:52 am by Senator Hammond; seconded by Treasurer Watson.