Nov. 16, 2017  
DSC Room 205D  
10-11 a.m.

1. Welcomes and Introductions

* President Richard Harper welcomed Staff Senate members and called the meeting to order at 10:07 a.m.

1. Review Minutes

* Richard Harper asked for review of the minutes. There was not a quorum to approve the minutes.

1. Guest Speaker – Kristi Smith, senior director of development, gave an update on the Campus Campaign and National Day of Giving.

* Smith said they started the Campus Campaign late this year, and they would try to start the campaign earlier next year.
* Smith said it is important for employees to give since it shows donors and businesses that the employees are invested in the university.
* Smith said that 80% of students on campus need some kind of assistance and that any contribution, even just $5, will make a difference.
* The Tuesday after Thanksgiving is Giving Tuesday. There will be a table set up in the Donaghey Student Center to encourage people to give to the university.
* Kristi Smith left her contact information: [klsmith4@ualr.edu](mailto:klsmith4@ualr.edu), 501.569.8739 (office), and 501-351-4902 (cell).

1. Treasurer’s Report – Mary Worthy was absent. No treasurer’s report was given.
2. Committee Updates

* **Blood Drive**-Dara Goad reported the goal of 24 donors for the Oct. 31 blood drive was surpassed. There were 34 donors, but three were unable to give. Three winners for the costume contest won basketball tickets, a sweatshirt, and a T-Shirt. The next blood drive will be on Feb. 14, 2018.
* **Communications**-Angelita Faller reported a photographer photographed the Fall Open House. The Helping Hands story will be in the Nov. 16 university newsletter. The committee will start work on the newsletter next.
* **Fundraising**-Dara Goad reported that Staff Senate sold 590 tickets for the teacup auction and made $353 in the silent auction during the Fall Open House held Nov. 15. Staff Senate spent $124.23 for cake and punch. The total profit from the event is $818.78, which will go toward the Helping Hands Committee.
* Suggestions for next year’s Fall Open House include seeking more donations from businesses, finding businesses to donate food and refreshments, and to offer businesses who donate promotions through mentions in stories, website, and other communications.
* **Governance**-No update given.
* **Helping Hands**-Rena Burt reported Reach 13,000 Campaign donated 3,600 can to the food drive already. Boxes are set up around campus to donate to the food drive. Burt estimates they have 4,000 cans at this time and $120 in monetary donations. They should be able to afford all the gift cards without using other Staff Senate funds.
* Anytime Fitness on Cantrell is giving incentives to its members to donate to the food drive.
* The committee has received 61 applications for the food baskets and hope to reach 100 applications by Nov. 30. Everything that is not used from the food baskets is donated to the Trojan Food Pantry.
* A student from the Department of Mass Communications will produce a video about the Helping Hands Project and will interview staff members on Dec. 1.
* **Issues and Concerns**-Belinda White reported a Facfocus post was sent out talking about food insecurity on campus. Belinda White sent out an email advertising the Issues and Concern committee and the Helping Hands Project.
* An email was received asking about maternity leave on campus.
* Another suggestion was made to have a year-round project called “Having the Heart of a Trojan,” where employees sponsor other employees and students who are in need.
* Another email was from an employee who did not think it was fair that employees are required to use mandatory vacation time during Christmas break and suggested that the university should give employees those days off for free. Dara Goad reported that new employees can work overtime during the holidays and that the university substitutes several holidays during Christmas break.
* A suggestion was made that we develop an intranet on the website for employee-only information that is not posted on the public website.
* Dara Goad suggested bringing in a Human Resources employee to discuss benefits.
* **Professional Development**-No update given.
* **Staff Awards Ceremony**-No update given.

1. Open Forum

* Discussion of food insecurity on campus.
* Richard Harper suggested the creation of a mid-year highlight report of Staff Senate achievements to show how Staff Senate positively impacts the university community, and another report detailing the issues and concerns of staff members.

1. Meeting Adjournment

* Richard Harper adjourned the meeting at 11:03 a.m.

1. Next Meeting

* The next meeting will be at 10 a.m. Dec. 14, 2017, in DSC Room 205D.