Wednesday, July 10, 2013

Call to Order
The regular UCA Staff Senate was called to order at 10:01 a.m. on Wednesday, July 10, 2013 in Wingo Hall 315 by President Osborne.

Roll Call
Senators Present: Lindsey Osborne, Chad Hearne, Tracy Spence, Meghan Thompson, Stephanie McBrayer, Jane Andis, Sylvia Childers, Diane Farr, Mark Heffington, Sandra Hooper, Mary Jackson, Tiffany Johnson, Arch Jones, Denicha Kemp, Aaron Knight, Joslyn Kuykendall, Linda Lentz, Josh Markham, Kim McKee, Debbie Melendez, Susan Peterson, Jack Phillips, Heather Romine, Erica Ruble, Colin Stanton, Cheryl Theall, Lula Tyus, and Theresa White.

Senators Absent: Lori Hudspeth, Kimberly Ashley-Pauley, Vicki Parish, and Tyra Phillips.

Minutes
Acknowledgement of electronic approval of the June 12, 2013 minutes.

Officers' Reports

President Osborne

- Bowling for Business
    June 28th bowling for business was a success. Thanks foundation for sponsoring our team.
- Staff Senate Shirts
    Signup sheet distributed for orders.

- Goals for the coming year
    Index cards distributed for senators to provide goals, officers will compile results, and discuss in last meeting of July.

- Lewis Science Center architectural services committee. Meghan Thompson is serving in this position.

- Attending lunch with President Courtway, Student Government Association president, and Faculty Senate president this afternoon. Will report at next Senate meeting.

- Requesting list of full-time employees for constituent list from Human Resources

Vice President Hearne

- Committee appointments
    Distributed signup sheet

- Staff Senate website updated

Secretary, Meghan Thompson represented Lori Hudspeth

- Google calendar removed from Staff Senate website
- Senators to have proxy access of Staff Senate's calendar. Instructions for proxy access are attached to minutes. (Attachment 1)
- Contacts over past few weeks: (all resolved)

    o Time sheet not received by HR. Requested emergency funding. Resolved without using Staff Senate funds.
    o Cost of Living Adjustment does not apply to those employees hired after 12/31/12
    o Service Recognition bonus is combined state agency years, not just UCA years

Treasurer Spence

- Finishing last year up financials
- Working on new budget requests

Parliamentarian/Historian Thompson

- Parli-Pro Workshop
    Handout attached (Attachment 2)

Senate Committee Reports

Courtesy Committee – Senator Jackson
- Sympathy: Susan Hall (father passed away), Mitch Parker (father in law passed)
- Get Well: Billy Hill
- Congratulations: Maria Johnson (grandbaby-Isabella), Robin Clark (baby boy-Miles Landry)

Employee Recognition
- EOQ: Kim Collister

University Committee Reports
    None

Old Business
        None

New Business
        None

Good and Welfare
- Promo pens, pads, tablecloth, and banners are here.
- SGA Fish Fry next Thursday at 7:00 on Arkansas Lawn

Adjournment
        Following a motion by Aaron Knight, the meeting adjourned at 10:33 a.m.

Minutes submitted by: Meghan Thompson and Lori Hudspeth

Attachment (1)

Becoming a Proxy User in Another User's Mailbox

      1 In the Main Window or Calendar, click *File > Proxy*.

        or Click the Mode Selector, then click *Proxy*.

      2 To add a user, type the name in the *Name* field, then click *OK*.

               • The user's Mailbox is opened. The name of the person for whom you are acting as proxy is displayed at the top of the Folder List.

               • If the user has not yet given you proxy rights in his or her Access List, the name is added to the Proxy List but the user's Mailbox is not opened

      3 To remove a user, click the name, then click *Remove*.

      4 To return to your own Mailbox, click the folder list header drop-down list, then click your name.

TIP: You can work with several Mailboxes open at one time. (Click *Window*, click *New Main Window*, then switch to the Mailbox you want.) You can tell the Mailboxes apart by looking for the Mailbox owner's name, which appears as the root folder label for each Mailbox.

Viewing the Calendars of Multiple Users or Resources

You must have the appropriate Proxy rights to add users to a Multi-User List and view their schedules in a Multi-User view.

      1 Click *Calendar* in the Nav Bar, then click the *Multi-User* view button on the Calendar toolbar.

      2 If this is the first time you have used the Multi-User view, right-click in the Multi-User view, click *Multi-User List*, select the check boxes by the names of the users whose calendars you want to view, then click *OK*.

      3 View the users' schedules.

      4 If you have appropriate Proxy rights and want to schedule an appointment, you can click and drag from the time you want the appointment to be, to include the users you want to include in the appointment.

You can modify the Multi-User List associated with this Multi-User view. You can also create additional Multi-User views.

Parliamentary Procedure Basics
"Everything you need to know about parliamentary procedure you learned in kindergarten."

Play fair.
Take turns.
Don't pick on the little ones (i.e. the minority).
Don't be a bully or push.
Wait until you're called on.

Why?
- Keeps meeting orderly and efficient
- Promotes positive decision making on behalf of our constituents
- Focuses senate on one item of business at a time
- Observes the rule of the majority
- Protects the rights of the minority
- Mandated by Staff Senate Constitution

What?
- Guidelines used to move business along during meeting
- *Roberts Rules of Order Newly Revised*
- Parli Pro-Informal Style

How?
- Facilitated though the chair (President)
- Clarified by Parliamentarian
- Follows meeting agenda
- Based on motions made by senators

When?
- Staff Senate Meetings (primarily Old and New Business)

Parliamentary Procedure "Lingo"

Motion
A proposal or resolution by a member that the senate take a certain action or express a certain view. A motion is considered out of order if it conflicts with the constitution or by-laws of the group.

Main Motion
A motion to introduce a principal subject. Only one main motion may be considered at a time and must be disposed of before another main motion may be considered.

Friendly Amendment
A small change to an original motion. Those who made and seconded the original motion must agree to the amendment.

Motion to Lay on the Table (or Tabling)
A motion to lay aside a pending question for an indefinite amount of time

Motion to Take from the Table
A motion enabling the assembly to resume consideration of a previously tabled item

Point of Order
To object to a proceeding as being in conflict with the rules of procedure. The chair must recognize the point.

Previous Questions
A motion to end debate, which requires the assembly to vote on the issue at hand. The motion must be suspended, requires a 2/3 vote, and is not debatable.

Majority Vote
More than half of the votes, or 50%+1

Quorum
The number of members required in the by-laws to hold a legal meeting.

Motion to Adjourn
A motion made at the conclusion of a business meeting or at the final business session.

Handling a Motion

Three Steps to Bring Before the Senate

1. A member **makes a motion** & submits it in writing to the chair.

2. Another member **seconds** the motion.

3. The chair **states the question** on the motion.

Three Steps in the Consideration of a Motion

1. The members **debate** the motion (unless no member claims the floor for that purpose).

2. The chair puts the question to a **vote**.
   A. The chair restates the question.
   B. The chair takes the vote:
      "All in favor of the motion, say aye."
      "Those opposed, say no."

      A vote passes with a simple majority (except in cases of suspending the rules, previous question, limit or extended debate & amend a previously adopted motion), which requires a 2/3 vote.

3. The chair announces the **result** of a vote. A complete announcement should include:
   A. Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed).
   B. Declaration that the motion is adopted or lost.
   C. Statement indicating the effect of the vote or ordering its execution.
   D. Where applicable, announcement of the next item of business.