



Meeting Minutes March 27, 2013

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:01 a.m. on March 27, 2013 in Wingo 315 by President McBrayer.

Roll Call

Senators Present: Stephanie Hailey McBrayer, Lindsey Osborne, Tracy Spence, Sylvia Childers, Kimberly Ashley-Pauley, Veda Charlton, John Fincher, Chad Hearne, Mark Heffington, Lori Hudspeth, Mary Jackson, Denicha Kemp, Aaron Knight, Linda Lentz, Kim McKee, Tyra Phillips, Michelle Reinold, Erica Ruble, Cheryll Theall, Meghan Thompson, Lula Tyus

Senators Absent: Vicki Parish (AE), Patricia Smith (AE), Meagan Dyson (A), Charlotte Fant (AE), Andrew Faulkner (AE), Arch Jones (AE), Josh Markham (A), Debbie Melendez (AE), Rheo Morris (AE), Jenny Ruud (AE)

Minutes

The minutes of the March 13, 2013 meeting were approved electronically on March 20, 2013.

Officers' Reports

President McBrayer

- *Breakfast with Bears*
 - President McBrayer and Patricia Smith attended the Breakfast with Bears with UCA students at the Arkansas State Capitol on March 14, 2013.
- *Board of Trustees Retreat*
 - There were updates and presentations on the HLC report, the HPER Center expansion, key performance indicators, development, strategic plan, and Greek Village on the first day. On the second day, President Courtway asked the Board members for the most important items for them as a trustee at UCA for the next five years. Some common themes occurred: retention, budgeting/fundraising, and a new science building.
- *Concealed Weapons Open Forums*
 - Staff Senate will host 2 Concealed Weapons forums. President Courtway and Chief James will be in attendance and Katie Henry will be the moderator. A survey was created for those who cannot make the forums or do not want to make a public comment.
- *Submissions*
 - An employee submitted a concern with why open positions are not posted outside of the UCA website. It was found out that the university has paid for our jobs to be advertised on HigherEdJobs.com. The desire is that there be a consistent method of job posting and hiring procedures.

- *Spring Picnic*
 - President Courtway is working on securing a food donation for the spring picnic.
- *Staff Handbook*
 - The newly revised staff handbook is set to come before the Board of Trustees on the May agenda. The committee is currently working on some changes clarifying the internal and emergency hiring policies and departmental reorganization. They are also adding information about the internal audit hotline.

Vice President Osborne

- *No report*

Secretary Parish

- *No report*

Treasurer Spence

- There were no changes in Staff Senate accounts since the last meeting.

Parliamentarian Childers

- *No report*

Senate Committee Reports

Courtesy Committee – Senator Jackson

- *Sympathy* – Pat Otto, Chris Knight
- *Congratulations* – Jim Wright

Spring Picnic – Senator Jackson

- Everything is moving forward.
- While this event is hosted by Staff Senate, both faculty and staff are invited to the event as well as to participate in all the games, cake donations for the cake walk, and volunteering at the event. Any questions can be directed to the committee chair, Mary Jackson at maryj@uca.edu or 450-5367.

Elections Committee – Vice President Osborne

- There are 18 positions to be filled during elections. Thus far, 39 people have been nominated and 12 have accepted the nomination. Please continue to nominate individual's you think would be interested in Staff Senate. Elections will occur April 10-12.

Scholarship Committee – Senator Fant

- Full report is attached. See Appendix I.

Basketball Committee – Secretary Parish

- Full report is attached. See Appendix II.

Employee Recognition Committee – Senator Heffington

- Full report is attached. See Appendix III.

Senate Committees with No Report: Angel Bear Tree Committee, Appointments Committee, Constitution Review Committee, Commencement Committee, Communications Committee, Compensation Committee, Elections Committee, Employee Recognition Committee, Football Committee, Professional Development Committee, Staff Handbook Committee, Winter Feast Committee

University Committee Reports

Safety Committee – President McBrayer

- This committee will meet March 28. Full report is attached. See Appendix IV.

Higher Learning Commission Compliance Committee – President McBrayer

- Full report is attached. See Appendix V.

Strategic Budgeting Advisory Committee – President McBrayer

- Full report is attached. See Appendix VI.

University Committee Website: <http://www.uca.edu/committees>

University Committees with No Report: Academic Integrity & Discipline Committee, Affirmative Action Committee, Cost Containment/Responsible UCA, Disabilities Grievance Committee, Diversity Advisory Committee, Employee Benefits Advisory Committee, Health & Wellness Promotion Committee, Housing Exemptions Committee, Information Services Advisory Committee, Public Appearances Committee, Public Art Committee, SEED, Sexual Harassment Complaint Committee, Student Grievance Committee, Strategic Planning & Resource Council (SPARC), Strategic Planning Committee (SPC), University Calendar Committee

Old Business

Aaron Knight made a motion “to approve Staff Senate to purchase a subscription to Survey Monkey, which costs \$204.” The motion was 2nd. After discussion, it did not pass.

New Business

Diversity Task Force Recommendation:

Senator Thompson made a motion “to adopt the resolution [attached in Appendix VII].” The motion was 2nd. After discussion, it passed with 2 Senators abstaining.

Staff Senate Constitution:

The goal is to have the constitution on the May Board of Trustees meeting agenda. Staff senate will vote approve the new constitution by e-vote next week and then it will need a vote of approval from the full staff.

The bylaws only need Staff Senate approval. Edits and comments should be submitted to the Staff Senate Constitution task force members by Friday.

Good and Welfare

- Bear’s Den & Marco’s Pizza are sponsoring an Easter egg hunt on campus.
- Bear’s Den & Marco’s Pizza are now accepting BearBucks.
- Conway Valero & Roadrunner gas stations are accepting BearBucks with a \$.10/gal. discount (pre-pay only) through the month of March.
- RSO Tax Information Thursday, March 28 at xperiod
- Walk a Mile In Her Shoes is April 4th at the Crafton Alumni Pavillion
- Spring Fling is next week.
- Wellness Fair is Tuesday, April 16 10:30-2:30
- Board of Trustees Budget Workshop is Friday, April 5 at 10:00
- Concealed Carry Open Forums: April 2nd xper, Ida Waldron & April 3rd 3:00, McCastlain.
- Campus Talk is April 11th at xperiod.

Adjournment

Meeting adjourned at 10:36 a.m. by President McBrayer. The next regular meeting is April 10, 2013.

Minutes submitted by: Vicki Parish, Secretary & Veda Charlton, Senator

Appendix I

Staff Senate Committee Name	Scholarship Committee
Date of Meeting	03/14/2013
Roll Call: Senators Present (please indicate if any voted via email)	<p>Committee members present were Charlotte Fant, Erica Ruble, Tracy Spence, and Lula Tyus. Members with excused absence include Maegan Dyson, Mark Heffington, and Josh Markham.</p> <p>Scholarship evaluations for each scholarship were done electronically and submitted prior to the March 14, 2013, committee meeting. Information requested on the scholarship applications and volunteer requirements of previous scholarship recipients were verified by the scholarship committee prior to the March 14 meeting.</p>
New Business	<p>The Staff Senate Scholarship Committee met on Thursday, March 14, 2013, to finalize scholarship recipients for Fall 2013 - Spring 2014 pending verification of final Spring 2013 grades. The projected awards are listed alphabetically as follows:</p> <p>Staff Senate Staff Scholarship: * Diane Farr \$300 per semester/total \$600 per academic year * Carmen Harper \$50 per semester/total \$100 per academic year * Vernessa Harvey \$200 per semester/total \$400 per academic year * Josh Rawls \$150 per semester/total \$300 per academic year * Jessica Underwood \$300 Fall 2013 only</p> <p>No Lilly Harmon Book Scholarship will be awarded for Fall 2013 - Spring 2014 due to no applicants. Only one Lilly Harmon Scholarship can be awarded each year.</p> <p>Staff Senate Dependent Scholarship: * Amber Strom \$250 per semester/total \$500 per academic year * Tyler Walsh \$250 per semester/total \$500 per academic year</p> <p>Committee members present reviewed scholarship committee related-materials (chair responsibilities, scholarship committee guidelines, all 3 scholarship guidelines). We did not review the applications or the online evaluation forms due to time constraints. Recommended revisions will be completed by Charlotte Fant and emailed to all committee members. The committee will meet at a later date determined by a Doodle Poll to finalize recommended changes. The committee will not meet on March 26 due to conflicts.</p>
Next Meeting:	To be determined
Submitted by:	Charlotte Fant
Email	CFant@uca.edu
I need to address Staff Senate at our next regular meeting.	- No

Appendix II

Staff Senate Committee Name	Basketball Volunteers Committee
Date of Meeting	03/20/2013
Roll Call: Senators Present (please indicate if any voted via email)	Vicki Parish, Tyra Phillips, Veda Charlton, Debbie Melendez
New Business	<p>THANK YOU expressed to each team leader for their faithful service on this committee.</p> <p>Reviewed goals set for the year and how effectively they were reached.</p> <p>Opportunities for Growth: The committee determined to add the terminology "Usher #" on the map. We also decided to ask the Campus Signage Committee and Steve Schoenhut what can be done about the handicap restroom signs. They could more clearly read "Handicap Accessible Only Restroom" or have an additional high-visible sign that states, "Public Restrooms Upstairs."</p> <p>Goals Met: It seems that communication with staff about games and training has been better this year. HR has added Staff Senate volunteering to their orientation training for employees. It seems that there are returning volunteers this year as well because there were 44 people who volunteered 2 or more games out of 72 total volunteers.</p> <p>Each team leader was also given a token of thanks for working so many games from Staff Senate's supply of UCA paraphernalia.</p> <p>We decided to spend up to the budgeted amount of money (\$200) on 3 gifts for the top three volunteers next year. Next year's budget will need to include \$50 for a random drawing like this year.</p> <p>We decided that a goal for next year's season to be further discussed at the first meeting of the new committee next year will be how to recruit more student organizations to consider hosting games.</p>
Old Business	<p>We gave away two tumblers to the two top volunteers that each volunteered 8 games: Patricia Rogers & Ruth Corduan.</p> <p>We also drew a random name out of the list of volunteers (each game volunteered got the name in there again) to receive the \$50 Wal-Mart gift card. The name drawn was John Fincher.</p>
Next Meeting:	Before Next Season
Submitted by:	Vicki Parish
Email	vparish@uca.edu
I need to address Staff Senate at our next regular meeting.	- No

Appendix III

Staff Senate Committee Name	Employee Recognition Committee
Date of Meeting	03/26/2013
	Mark Heffington, Kimberly Ashley-Pauley, Arch Jones, Tracy Spence, Chad Hearne, Linda Lentz, Michelle Reinold
Roll Call: Senators Present (please indicate if any voted via email)	Johathan Vest - Selection Committee Reesa Ramsahai - Selection Committee
	Charlotte Fant was unable to attend, but she sent her evaluations prior to the meeting.
New Business	Discussed EOY evaluation scores. Decided on a possible day for EOY interviews. Preliminary discussion about how to improve the EOY process for next year.
Old Business	Finalized EOY interview process and interview questions. Finalized the EOY/EOQ luncheon.
Next Meeting:	Our next meeting has not been set.
Submitted by:	Mark Heffington
Email	markh@uca.edu
I need to address Staff Senate at our next regular meeting.	- No

Appendix IV

University Committee Name	UCA Safety Committee
Date of Meeting	03/25/2013
Roll Call: Senators Present (please indicate if any voted via email)	Stephanie McBrayer, Andy Faulkner
New Business	The University Safety Committee met and voted to support the President's position to opt out of allowing Concealed Carry License holders to carry their weapons on campus for the next academic year. (Arkansas Act 226)
Next Meeting:	unknown
Submitted by:	Stephanie McBrayer
Email	smcbrayer@uca.edu
I need to address Staff Senate at our next regular meeting.	- No

Appendix V

University Committee Name	Higher Learning Commission Report Committee
Date of Meeting	03/25/2013
Roll Call: Senators Present (please indicate if any voted via email)	Stephanie McBrayer
New Business	<p>Agenda: Updates on the UCA Monitoring Report Scorecard</p> <p>Diversity Committee's report and faculty senate response- scope of the report too narrow</p> <p>"AVID" day to promote the understanding of the UCA mission</p> <p>Critical Dates in preparation for the HLC Focused Visit to UCA. - Date of visit: November 11-12, 2013</p> <p>Required materials and submission procedures for the focused visit.</p>
Next Meeting:	4/22/13
Submitted by:	Stephanie McBrayer
Email	smcbrayer@uca.edu
I need to address Staff Senate at our next regular meeting.	- No

Appendix VI

University Committee Name	(SBAC) Strategic Budget Advisory Committee
Date of Meeting	03/14/2013
Roll Call: Senators Present (please indicate if any voted via email)	Stephanie McBrayer, Lindsey Osborne, Vicki Parish, Tracy Spence, Erica Ruble
New Business	<p>Agenda: - Review of UCA financial reports</p> <p>- Proposed process for demonstrating links between budget and strategic plan (financial scorecard for the HLC)</p> <p>- Additional objective for Goal 3 (develop and manage the fiscal resources necessary to provide ongoing support for the university's mission and strategic plan)</p> <p>- update on shared governance survey and strategic plan forums</p>
Next Meeting:	4/11/13
Submitted by:	Stephanie McBrayer
Email	smcbrayer@uca.edu
I need to address Staff Senate at our next regular meeting.	- No



WHEREAS, the mission statement of the University of Central Arkansas states we are dedicated to attracting and supporting a diverse student, faculty and staff population and enhanced multicultural learning opportunities; and

WHEREAS, the mission statement further states we value the opportunity to work, learn, and develop in a community that embraces the diversity of individuals and ideas, including race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, physical ability, political affiliation, and intellectual perspective; and

WHEREAS, the 2010 Higher Learning Commission team suggested the creation of a committee to look at diversity needs and determine if they are comfortably met within the present system; and

WHEREAS, Staff Senate expresses sincere appreciation to the members of the Diversity Advisory Committee, who spent significant time discussing matters of institutional diversity; and

WHEREAS, creation of a new division with a vice president is not warranted and would represent a significant administrative cost; and

WHEREAS, positions to support diversity and inclusion within existing divisions would better serve the university community; and

WHEREAS, Disability Support Services, Multicultural Services and Upward Bound are efficiently managed within their respective administrative units;

THEREFORE, BE IT RESOLVED, that Staff Senate recommends the creation of an Office of Student Diversity and Inclusion led by an associate dean, or equivalent, in the division of Student Services, with Multicultural Services and Disability Support Services reporting to that office; and be it further

RESOLVED, that Staff Senate recommends the addition of a Director of Employee Diversity & Inclusion in the Office of Human Resources, who would also serve as the Affirmative Action Officer, and be it further

RESOLVED, that Staff Senate recommends Disability Support Services, Multicultural Services, and Upward Bound remain in their respective administrative units; and be it further

RESOLVED, that Staff Senate recommends the addition of two program coordinators in the Office of Multicultural Services to provide leadership and programming for areas not currently represented; and be it further

RESOLVED, that Staff Senate recommends creating a Council for Institutional Diversity & Inclusion with members to include the President, Provost, Vice-President of Student Services, Associate Vice-President of Human Resources, Associate Dean for Student Diversity & Inclusion, Director of Employee Diversity & Inclusion, Director of International Programs, and representatives from the Student Government Association, Staff Senate and Faculty Senate, and be it further

RESOLVED, that these recommendations be forwarded to the President for his consideration.