



Meeting Minutes May 8, 2013

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:01 a.m. on May 8, 2013 in Wingo 315 by President McBrayer.

Roll Call

Senators Present: Stephanie Hailey McBrayer, Lindsey Osborne, Tracy Spence, Vicki Parish, Veda Charlton, Charlotte Fant, Chad Hearne, Lori Hudspeth, Mary Jackson, Arch Jones, Denicha Kemp, Aaron Knight, Debbie Melendez, Rheo Morris, Tyra Phillips, Michelle Reinold, Erica Ruble, Cheryl Theall, Meghan Thompson, Lula Tyus

Senators Absent: Sylvia Childers (AE), Patricia Smith (AE), Kimberly Ashley-Pauley (AE), Meagan Dyson (A), Andrew Faulkner (A), John Fincher (AE), Mark Heffington (AE), Linda Lentz (AE), Josh Markham (A), Kim McKee (AE), Jenny Ruud (AE)

Minutes

The minutes of the April 24th, 2013 meeting were approved electronically on May 6, 2013.

Officers' Reports

President McBrayer

- *Contacts*
 - A concern was submitted regarding ARA edible food waste. Stephanie contacted Jim Nabors (sr. Food Service Director) about this concern and he reported back that a new change is in process now for food donations. Aramark is currently looking for environmentally and socially responsible ways to dispose of edible food waste.
 - A concern came to Stephanie regarding why the Professional Development Committee doesn't provide book scholarships to employees attending at UCA, but it does cover books at other institutions. Stephanie informed this person that this is because the Scholarship Committee can cover some expenses for employees taking classes at UCA.
 - The Arkansas Democrat Gazette requested and were provided the results from the concealed carry survey.
- *Commencement*
 - Thank you to Debbie Melendez and the volunteers that worked commencement.
- *Spring Picnic Committee*
 - The 2013 Spring Picnic was a big success. Thank you to the committee that worked hard on this year's event. Thank you cards sent to sponsors.

- *Board of Trustees Meeting Update*
 - The Board of Trustees approved the updated Staff Handbook. Thank you to the Staff Handbook committee.
 - The Board of Trustees approved a 3% COLA. Thank you to the Staff Senate Compensation Committee.
 - The Board of Trustees opted to give \$25,000 of the one-time bonus from the Coke contract to Staff Senate.
 - President Courtway submitted his final recommendation regarding diversity at UCA to the Board of Trustees.

Vice President Osborne

- *Constitution Updates*
 - After a consultation with Katie Henry it was determined that not voting or indifference does not equal acceptance. Due to the low number of votes, the Staff Senate Constitution ratifications were pulled from the Board of Trustees agenda at the last minute.
 - At the time of the meeting there were 268 affirmative votes and 19 negative. We need a majority of staff members on campus to vote affirmative.
 - We still need about 115 more people to vote. Discussion ensued on ways to get more people to vote. Katie Henry did agree to allow Staff Senate to provide paper ballots to Physical Plant employees to vote for accessibility purposes.

Secretary Parish

- *Submissions*
 - A staff member submitted a concern with the inability to vote after leaving the ballot without a vote due to a technical problem. Vice President Osborne will follow up with this staff member after talking with Senator Heffington.
 - Upon reading the Board agenda, a staff member misunderstood that the constitution was going before the Board of Trustees without results of the staff vote. I explained to the staff member that the Board agenda is prepared weeks in advance based upon the best information available at the time. I also shared with this person that it was pulled from the agenda because of the lack of staff votes.
- *Operations Manual*
 - Secretary Parish needs every Staff Senator to look at the areas of the Operations Manual that they have any influence on and send any updates and edits to her by May 17, 2013.

Treasurer Spence

- *Regular Account*
 - *Changes: Copy Center expense of \$17.50, Professional Development funds to University Training of \$500.00*
 - *Balance: \$5329.56*
- *Professional Development*
 - *Changes: Committee sent people to Women in Higher Education for \$245.00 and Chic-Fil-A Leadercast for \$225.00, professional development funds awarded for \$1292.00*

- *Outstanding: There are outstanding professional development funds still in the account for around \$1400.00 to be spent. This should leave a balance in the account of around \$55.00.*
- *Continuing Fund - No change*
- *Agency Account*
 - *Changes: Spring Picnic expenses, greeting card expenses, Employee of the Year/Quarter plaques, promotional sunglasses*
 - *Spring Picnic revenues (\$259.75) minus expenses (\$31.36) left a balance of \$228.39 to be deposited into the Emergency Fund.*
 - *Balance: \$11,256.75*

Parliamentarian Childers

- *No report*

Senate Committee Reports

Courtesy Committee – Senator Jackson

- *Sympathy* – Family of David Sumpter, John Fincher, Wendy Holbrook
- *Get Well* – Preston Grumbles, Jesse Ray, Lorraine Duso
- *Congratulations* – Vickie Wyeth, Mary Kay Dunaway

Elections Committee – Vice President Osborne

- The elections are finished.
- Staff Senate Officer Election nominations will be on May 29 and elections will occur on June 12. Nominees will be given the opportunity to address Senators on June 12.
- June 26 is New Senator Orientation and Luncheon

Commencement Committee – Senator Melendez

- There were just enough volunteers to serve and the event went well.

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

University Committee Reports

Higher Learning Commission Report Committee – President McBrayer

- See the full report in Appendix I.

Strategic Planning Committee (SPC) – President McBrayer

- See the full report in Appendix II.

Strategic Planning & Resource Council (SPARC) – President McBrayer

- See the full report in Appendix III.

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, Higher Learning Commission Compliance, Employee Benefits Advisory Committee, Health & Wellness Promotion Committee, Housing Exemptions Committee, Information Services Advisory Committee, Parking & Traffic Committee,

Public Appearances Committee, Public Art Committee, SEED, Sexual Harassment Complaint Committee, Strategic Budgeting Advisory, Student Grievance Committee, University Calendar Committee

Old Business

None.

New Business

None.

Good and Welfare

- Bear Tree Art is set to finish on Thursday.
- Does Staff Senate want to sponsor the Summer Cereal Drive again this year?
- Cheryl Theall and Meghan Thompson have been elected as SGA Advisors this year.

Adjournment

Meeting adjourned at 10:44 a.m. by President McBryer. The next regular meeting is May 29, 2013.

Minutes submitted by: Vicki Parish, Secretary

Appendix I

University Committee Name	Higher Learning Commission Report Committee
Date of Meeting	05/06/2013
Roll Call: Senators Present (please indicate if any voted via email)	Stephanie McBrayer
New Business	<p>1. Minor changes were made on the scorecard (which will be sent to the team by mid-week).</p> <p>2. For completion of the focused visit report dates for submission of drafts and authors and co-authors for each part of the report were determined as follows:</p> <p>May 20 - send drafts of subheadings under each chapter to team members for comment/suggestions (team members will reply in 'send all' format)</p> <p>June 14 - send drafts of chapters to team members who will reply with any suggestions in "reply all" format by June 19th.</p> <p>June 28 - send final draft to Dr. Glenn who will then take ownership of the document and will be in charge of final editing. (If additional events occur that might change some of the narrative, those changes should be sent to Dr. Glenn as soon as that information is available).</p> <p>Author Assignments Introduction and Executive Summary Author - Jonathan Glenn Ch. I - University mission, strategic plan and strategic budgeting Author - Nancy Reese Co-Authors - Diane Newton, Wendy Castro</p> <p>Ch. II Diversity and Inclusiveness Author - Maurice Lee Co-Author - Ronnie Williams</p> <p>Ch. III Organizational Clarity: Governance and Communication Author - Brad Teague Co-Authors - Charles Watson, Stephanie McBrayer (Kurt Boniecki to assist with data analysis)</p> <p>Ch. IV Assessment of Student Learning Author - Wendy Castro Co-Authors - Joanna Castner, Conrad Shumaker</p> <p>Ch. V Institutional Effectiveness Author - Jonathan Glenn Co-Author - Wendy Castro</p> <p>It was decided that the team will meet on call whenever there are areas that require discussion.</p>
Next Meeting:	TBD
Submitted by:	Stephanie McBrayer

University Committee Name	(SPC) Strategic Planning Committee
Date of Meeting	05/02/2013
Roll Call: Senators Present	Stephanie McBrayer, Tricia Smith, Lindsey Osborne
New Business	SPC continued to discuss the recommendations and feedback received from all of the campus forums. We were able to get through Goal 2. Notes from the recommendations for Goal 1 can be found in the latest minutes (attached).
Next Meeting:	June 4, 2013
Submitted by:	Stephanie McBrayer

UCA Strategic Planning Committee Minutes - April 4, 2013

Dr. Reese opened the meeting at 1:40 p.m. in Wingo Hall 315

Attendees Present:

Dr. Nancy Reese, Chair
 Brian Bolter
 Kevin Browne, President, Faculty Senate
 Wendy Castro
 Jonathan Glenn
 Jovana Ilic
 Stephanie McBrayer, President, Staff Senate
 Shelley Mehl
 Lindsey Osborne
 Adam Price
 Bobby Reynolds
 Michael Rubach

Steve Runge
 Jay Ruud
 Spencer Sims, President, Student Government Association
 Patricia Smith

Absent:

Kim McKee
 Colby Qualls
 Tab Townsell

Handouts:

A copy of the minutes from February 7, 2013
 A copy of the goals from the University of Arkansas

Discussion:

- The minutes of February 7, 2013 were reviewed. Jonathan Glenn moved to approve the minutes. Shelley Mehl seconded the motion. The motion passed unanimously.
- The committee heard input from those present during the review of the UCA Strategic Plan at the Board of Trustees retreat (Kevin Browne, Bobby Reynolds, Steve Runge). The committee also examined the Goals from the University of Arkansas Annual Report. Discussion ensued regarding the relative merits of aggressive versus realistic goal setting. Overall, the discussion was balanced between the need for aspirational versus realistic goals.
- The committee began a review of the compiled comments from the campus forums. Based on input from the forums, the committee recommended making the following changes in Goal 1.
 - Change wording of Goal 1 and Objectives to read as follows:
 - Goal 1: Act With Integrity and Transparency at All Levels
 - Objective A: Support faculty/staff/student input into decision-making.
 - Objective B: Base decisions on data, evidence, and appropriateness to the university's vision, mission, and strategic plan.
 - Objective C: Share information in comprehensive and readily accessible ways with all university constituencies.
- The committee will start with Goal two (2) at the next scheduled meeting.

Next Meeting: 1:40 p.m., May 2, 2013 in Wingo Hall 315

Meeting Adjourned: 2:30 p.m.

Appendix III

University Committee Name	(SPARC) Strategic Planning & Resource Council
Date of Meeting	05/03/2013
Roll Call: Senators Present (please indicate if any voted via email)	Stephanie McBrayer
New Business	SPARC met to discuss the year and determine recommendations for changes to the strategic planning and strategic budgeting process for next year.
Next Meeting:	6/7/13
Submitted by:	Stephanie McBrayer
Email	smcbrayer@uca.edu
I need to address Staff Senate at our next regular meeting.	- No