



Meeting Minutes May 29, 2013

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:01 a.m. on May 29, 2013 in Wingo 315 by President McBrayer.

Roll Call

Senators Present: Stephanie Hailey McBrayer, Lindsey Osborne, Tracy Spence, Vicki Parish, Kimberly Ashley-Pauley, Veda Charlton, Charlotte Fant, Chad Hearne, Mark Heffington, Lori Hudspeth, Mary Jackson, Arch Jones, Denicha Kemp, Aaron Knight, Josh Markham, Tyra Phillips, Erica Ruble, Cheryl Theall, Meghan Thompson, Lula Tyus

Senators Absent: Sylvia Childers (AE), Patricia Smith (AE), Meagan Dyson (AE), Andrew Faulkner (A), John Fincher (AE), Linda Lentz (AE), Debbie Melendez (AE), Rheo Morris (AE), Michelle Reinold (AE), Kim McKee (A), Jenny Ruud (AE)

Minutes

The minutes of the May 8th, 2013 meeting were approved electronically on May 16, 2013.

Officers' Reports

President McBrayer

- *Bowling for Business*
 - We were invited to participate in Bowling for Business again this year. Advancement has agreed to pay for a team to attend. We need 5 senators to participate on June 28. Volunteers were taken at meeting.

Vice President Osborne

- *Post Office Box*
 - Staff Senate used to have a box, but we no longer do. Vice President Osborne set up a post office box in the student center. The address is PO Box 5155 if needed.
- *Constitution Updates*
 - The Physical Plant had a mandatory safety meeting and Larry Lawrence allowed us to gather constitution votes at this event. This event provided 78 affirmative and 11 negative votes. These numbers added to what we already have brings us to a total of 346 affirmative and 30 negative.
 - Vice President Osborne will be sending an email to division senators today with the names and email addresses of those staff members in their division that have not yet logged in to vote. One division Senator is asked to send an email asking these people to vote on the Constitution and providing them with the updates and the link to the voting ballot.

- Question 1: If someone has logged in but didn't get to vote, that link can be reset now. If this has happened to you or someone you know, have them contact Lindsey or Staff Senate.
- Question 2: Why are we limiting the number of logins rather than the actual submissions? If we limited the number of submissions per person, then the submission and the username would be tied in the back ground. This year is the most secure elections Staff Senate has ever had, and thus the voter turn-out has diminished this year. As people become more familiar with this new way of voting, it will likely improve voter turn-out.

Secretary Parish

- *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 31, 2013. (Last extension of the deadline.)

Treasurer Spence

- *No changes*

Parliamentarian Childers

- *No report*

Senate Committee Reports

Courtesy Committee – Senator Jackson

- *Sympathy* – Family of Charles Dunn, Graham Gillis
- *Get Well* – Terry Brewer, Jeremy Bullock
- *Congratulations* – Ernie Ness, Neil Hattlestad, Linda Musselman, Elaine McNiece, Debbie Howell, Isaiah Lavender, Cliff Beacham, Brian Campbell, Lila McCauley

Elections Committee – Vice President Osborne

- Staff Senate Officer Election nominations will be in new business and elections will occur on June 12.
- June 26 is New Senator Orientation (10:00 a.m.) and Senate Luncheon (11:00)
 - Vice President Osborne needs RSVPs and vegetarian options by the end of the week.

Professional Development Committee – Senator Thompson

- The committee met and awarded almost \$2500 in professional development funds to 8 different staff members for July-December 2013 events.
- A question was brought to Senator Fincher regarding how professional development is tied to working football and basketball games. Fincher replied informing the staff member where professional development and scholarship money comes from.

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

University Committee Reports

Strategic Budgeting Advisory Committee (SBAC) – President McBrayer

- See the full report in Appendix I.

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, Higher Learning Commission Report Committee, 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 Planning Committee (SPC), Strategic Planning & Resource Council (SPARC), Student Grievance Committee, University Calendar Committee

Old Business

None.

New Business

- Emergency Fund Request was brought forward to Senate for consideration.
 - Senator Knight made a motion “that we allocate funds to cover the application fee to the apartment to be paid directly to the apartment.” After discussion, it was 2nd and did not pass.
 - Suggestion was made to reword the request form and maybe MOU to include stronger language such as “verifiable.”
- Executive Committee Nominations are being accepted now through 4:30 p.m. Friday, May 31, 2013. Nominations accepted during meeting and further nominations can be emailed to Vice President Osborne.
 - Nominees will have the opportunity to address Senate before June 12 elections.

Good and Welfare

- Read Oklahoma – Senators and others are encouraged to donate gently used or new children’s books to this cause through Cheryl Theall through May.
- Women’s Shelter Donations – Veda Charlton is accepting donations of towels and rags to deliver to the women’s shelter.
- Senators are encouraged to meet in front of the new bear 15 minutes before the next meeting for a photo opportunity.
- Senator Jones commended executive committee and the constitution revision committee for their hard work on the constitution.

Adjournment

Meeting adjourned at 10:44 a.m. by President McBrayer. The next regular meeting is June 12, 2013.

Minutes submitted by: Vicki Parish, Secretary

Appendix I

University Committee Name	(SBAC) Strategic Budget Advisory Committee
Date of Meeting	05/09/2013
Roll Call: Senators Present (please indicate if any voted via email)	Stephanie McBrayer, Vicki Parish, Tracy Spence, Arch Jones
New Business	<p>Strategic Budgeting Advisory Committee Meeting Agenda May 9, 2013; 1:40 p.m. Wingo 315</p> <p>I. Approval of minutes of April 11, 2013 II. Review of Financial Reports III. UCA Financial Analysis – Mr. Bunny Adcock, UCA Trustee (attached) IV. Update on Budget Items form May 3 BOT Meeting V. Other Business VI. Adjournment</p>
Next Meeting:	6/13/13
Need to Upload a File?	UCA Financial Analysis-4-16-13.pdf
Submitted by:	Stephanie McBrayer
Email	smcbrayer@uca.edu
I need to address Staff Senate at our next regular meeting.	- Yes

To see the UCA Financial Analysis prepared by Trustee Adcock, visit <http://uca.edu/staffsenate/files/2013/05/UCA-Financial-Analysis-4-16-13-1.pdf>.