



## Meeting Minutes January 11, 2012

### Call to Order

The regular UCA Staff Senate meeting was called to order at 10:01 a.m. on January 11, 2012 in Wingo 315 by President Winters.

### Roll Call

**Senators Present:** Dianna K. Winters, Stephanie Hailey McBrayer, Kimberly Ashley-Pauley, Sylvia Childers, Vicki Parish, Patricia Smith, Sherry DeVault, Charlotte Fant, Amber Hall, Chad Hearne, Mark Heffington, Faith Hopkins, Mary Jackson, Arch Jones, Amanda Legate, Ashley Lyon, Lindsey Osborne, Tracy Spence, Arian Story, Lula Tyus, Theresa White

**Senators Absent:** Tanya Buchanan (AE), Veda Charlton (AE), Meagan Dyson (AE), Andrew Faulkner (AE), Josh Markham (AE), Leslie Knox (AE), Kim McKee (AE), Gail Ozanich (AE), Michelle Reinold (AE), Jenny Ruud (AE)

### Minutes

The minutes of the November 30, 2011 meeting were approved electronically on December 7, 2011.

### Officers' Reports

#### President Winters

- *Employee of Year Awards* – There will be an electronic vote before next meeting to decide whether to add an additional EOY award to the slate.

#### Vice President McBrayer

- *No Report*

#### Secretary Parish

- *Contact Form Requests:* Reported on issues submitted via the anonymous contact form since the last meeting and what action has been taken on each.
- *Senator Binders* – New senators (since June) need to contact Vicki Parish so she can get a binder together for them.

#### Treasurer Ashley-Pauley

- *Regular Account* – Balance of \$1,566.13
  - In November, the president's office was given \$400 of previously allotted Veteran's Day funds and they returned \$191 of the unused money.
- *Agency Account* – Balance of \$5,380
  - Deposit made of all Angel Bear Tree funds of \$2,559. Ashley Lyon was given a check of \$2,000 to pay for un-adopted angel shopping trip. She will return the unused \$424. Additional donations were made to the cause that brings the total amount left over of \$1,033 available funds to use to establish a foundation account for the annual Angel Bear Tree project.
- *Staff Professional Development Account* – Professional Development funds used last semester were \$1,552, which leaves the fund with a balance of \$3,348. Some left over PD awards will be taken from this balance during the current semester.

#### Parliamentarian Childers

- *No Report*

## **Committee Reports**

### **Courtesy – Senator Jackson**

- *Sympathy* – Brenda Gaff (loss of family member), Terry Brewer (loss of family member), Laura Mellard Monroe (loss of family member), Milisa Moore (loss of family member), Amber Williams (loss of family member)
- *Get Well* – Dave Robinson (neck surgery)
- *Congratulations* – Ray Owens (new employment)

### **Compensation Committee – Amber Hall**

- The committee has been meeting weekly to review salary concerns and prepare a proposal of a 5 year salary plan to present to the Budget Advisory Committee. The proposal will be given at the BAC meeting January 12, 2012 in Wingo 315 during x-period. For a full report see Appendix 1.

### **Professional Development Committee – Senator Legate**

- No Report

### **Staff Handbook Committee – President Winters**

- Committee will meet again soon.
- Information from the HLC committee and Faculty Senate is all converging with the changes being reviewed and proposed by this committee.

### **Employee of the Year/Quarter – Vice President McBrayer**

- Nominations are currently being accepted for superior work during the current quarter (Jan-Mar, Q3).
- The committee met to discuss employee of the year guidelines and provided a draft proposal to Senate. Due to the tight timelines for EOY, the committee will make the announcement and open the form for EOY nominations very soon.
- Committee will meet after today's meeting to vote on EOQ2. Announcement should go out tomorrow.
- For a full report see Appendix 2.

### **Football Volunteers – Senator Faulkner**

- No report.

### **Basketball Volunteers– Senator Parish**

- Spring semester games still need many volunteers. Potential volunteers may call or email Vicki Parish.
- Sherry DeVault-Bunt has resigned from this committee due to family circumstances.
- Special thanks given to Kevin Stowe and Amber Williams for volunteering as team leaders recently.
- Plan to contact HR regarding the question of awarding compensatory time to volunteers for spring games.

### **Scholarship Committee – Senator Fant**

- Applications will go out soon for spring scholarships.

### **Special Events Committee – President Winters**

- New committee chair needed.

### **Angel Bear Tree Committee – Senator Lyon**

- For full report see Appendix 3.

### **Diversity Committee – President Winters**

- For full report see Appendix 4.

## **University Committee Reports**

### **Higher Learning Commission Report Committee**

- For full report see Appendix 5.

### **Budget Advisory Committee**

- Meets tomorrow.

### **Employee Benefits Advisory Committee – Parliamentarian Childers**

- Met December 7, 2011 and interviewed three agencies to find a benefits consultant for UCA (Stephens, AON/Hewitt and Region's). The committee voted for Stephens to be UCA's representative and the agency was supposed to be approved and hired by January 4, 2012.

### **Cost Containment Committee – President Winters**

- Will need someone to serve on this committee.

### **Health & Wellness Promotion**

- No Report.

### **Parking & Traffic Committee – Chad Hearne**

- Next meeting is January 31 in Wingo 209 at x-period.

### **SPARC – President Winters**

- No report.

### **SEED Committee – Senator Lyon**

- No Report.

### **UCA Safety Committee**

- No Report.

### **Old Business**

None.

### **New Business**

President Winters made a motion to setup a fund with the foundation that is an Angel Bear Tree Fund with the available \$1,033. Motion carried after some discussion.

Discussion made noting that the Senate has several different funds earmarked for different things. President Winters is working on a campaign in conjunction with Advancement to raise money for these funds this spring. She anticipates there will be an online form to allow people to easily make donations.

### **Good and Welfare**

Discussion made noting that Senator Legate saw a need and set up a Google calendar that shows all of the senate meetings as well as all committee meetings that senate is represented. This calendar can be viewed publicly on the senate webpage at <http://uca.edu/staffsenate/calendar-of-events/>.

### **Adjournment**

Meeting adjourned at 10:48 a.m. by President Winters. The next meeting will be January 25, 2012.

Minutes submitted by: Vicki Parish, Secretary

<b>Committee Name</b>	Compensation Committee
<b>Roll Call: Senators Present (please indicate if any voted via email)</b>	Members Present: Amber Hall, Sylvia Childers, Stephanie McBrayer, Dianna Winters, Linda Lentz, Larry Burns, Valerie Nicholson, Patricia Smith Guests Present: Graham Gillis Members Absent: Veda Charlton
<b>New Business</b>	Minutes were approved electronically on Monday, December 12, 2011. Meeting was called to order at 3:07 p.m. by Chair Amber Hall. Proposal Options: Dr. Graham Gillis was invited to the meeting to help better discuss the committee's options for proposals to be submitted to BAC. Many questions were asked of Dr. Gillis in regards to if anything specific could be done for employees in relations to the comments from the survey. The committee decided to try to work on the most realistic proposals that have the most chance of getting approved by the UCA executive staff and OPM. Proposal details will be decided upon in the next meeting. Meeting was adjourned at 4:19 p.m.
<b>Next Meeting:</b>	12/19/2011
<b>Submitted by:</b>	Amber Hall
<b>Email</b>	amberh@uca.edu
<b>Date Submitted</b>	01/10/2012

<b>Committee Name</b>	Compensation Committee
<b>Roll Call: Senators Present (please indicate if any voted via email)</b>	Members Present: Amber Hall, Dianna Winters, Linda Lentz, Patricia Smith, Valerie Nicholson Members Absent: Veda Charlton, Sylvia Childers, Stephanie McBrayer, Larry Burns
<b>New Business</b>	Minutes were approved electronically on Tuesday, January 10, 2012 for the December 13,2011 meeting. Meeting was called to order at 3:10 p.m. by Chair Amber Hall. Proposal Presentation: Discussion took place on different ideas of how to

present the information. Dianna Winters volunteered to help design the layout of the document. Chair Amber Hall will send the information to Dianna Winters and a draft will be sent to the committee in January before the BAC meeting.

Meeting was adjourned at 4:19 p.m.

**Next Meeting:** 1/9/2012

**Submitted by:** Amber Hall

**Email** amberh@uca.edu

**Date Submitted** 01/10/2012

**Committee Name** Compensation Committee

**Roll Call: Senators Present (please indicate if any voted via email)**

Members Present: Amber Hall, Dianna Winters, Stephanie McBrayer, Graham Gillis (in for Valerie Nicholson), Patricia Smith, Linda Lentz, Sylvia Childers

Members Absent: Veda Charlton, Larry Burns

**New Business**

Minutes were approved electronically on Tuesday, January 10, 2012 for the December 19,2011 meeting.

Meeting was called to order at 3:20 p.m. by Chair Amber Hall.

Proposed Document: A second version of the document has been distributed. The committee discussed any noticeable changes that they wanted done. It was decided that we would take the document and look over it. It was further discussed what should be reviewed in the document. All changes to be considered were to be submitted to Chair Amber Hall by 9:00 a.m. on Tuesday, January 10th.

Meeting was adjourned at 4:15 p.m.

**Next Meeting:** TBD

**Submitted by:** Amber Hall

**Email** amberh@uca.edu

**Date Submitted** 01/10/2012

<b>Committee Name</b>	Employee of the Year
<b>Roll Call: Senators Present (please indicate if any voted via email)</b>	Arch Jones, Mark Heffington, Kimberly Ashley-Pauley, Lindsey Osborne, Gail Ozanich
	We met to finalize the Employee of the Year Interview Evaluation Form.
	We will be presenting the updated Employee of the Year Guidelines for final approval by the Senate on 11.11.12.
<b>New Business</b>	We are now accepting nominations for the Employee of the Year (Quarter III- January thru March) now!!
	Special thanks to an AWESOME committee!!!! Gail Ozanich, Lindsey Osborne, Tracy Spence, Arch Jones, Mark Heffington, and Kimberly Ashley-Pauley.
<b>Next Meeting:</b>	11.11.12
<b>Text</b>	To evaluate and select the EOQ II winner.
<b>Submitted by:</b>	Stephanie McBrayer
<b>Email</b>	smcbrayer@uca.edu
<b>Date Submitted</b>	01/10/2012

**Committee Name** Angel Bear Tree

**Roll Call: Senators Present (please indicate if any voted via email)**

Lula Tyus  
 Tracy Spence  
 Vicki Parish  
 Sylvia Childers  
 Sherry Bunt  
 Gail Ozanich  
 Catherine Marhenke

I wanted to take a minute and thank everyone who helped out with UCA Staff Senate's Angel Bear Project this year! From those who adopted, donated, attended the winter feast, and beyond, we couldn't have helped our staff the way we did without you all! Numbers are fun, so here goes:

23+ Meal boxes were given, including eggs, butter, ham or turkey and more!  
 53 Families were helped  
 154 Angels were adopted  
 300+ Presents were wrapped  
 500+ Gifts were given, including 8 bicycles!

Thank you UCA for showering our staff with hope and love during this wonderful time of year!

A special thanks to the following:  
 Vicki Parish for championing the food box coordination and distribution, we couldn't have done it without you and your mad organizational skills!  
 Sherry Bunt for securing and stockpiling all of the amazing food and prize donations!  
 Gail Ozanich, Heather Romine, Sherry Bunt, Lula Tyus, Vicki Parish, Sylvia Childers, Rheo Morris, Thomas & Lacie Bruick, Craig Seager, and Matthew Carney for being the best gift wrappers ever!  
 Special thank you to my fabulous shoppers who shopped till they dropped, Lula Tyus, Tracy Spence, Vicki Parish, Lacie Bruick, and Matt Carney!! They made sure all angels received a present (or two or three)!!

A heartfelt thanks to Vicki Parish, Sylvia Childers, and Lula who tirelessly and back breaking-ly bagged and boxed all of the 500+ gifts to get them ready for distribution!! (Could not have done it without you three!!)

Also wanted to thank the Angel Bear Committee as a whole, Catherine Marhenke, Tracy Spence, Lula Tyus, Sherry Bunt, and Vicki Parish! Thanks for all of your help planning and organizing the Angel Bear Project!

Thanks for making Angel Bear Tree 2011 the best yet!!

**Next Meeting:** TBD

**Submitted by:** Ashley Lyon

**Email** alyon@uca.edu

**Date Submitted** 01/11/2012

**Old Business**

<b>Committee Name</b>	Staff Senate Diversity
<b>Roll Call: Senators Present (please indicate if any voted via email)</b>	No meeting yet; this report is just a status update.
<b>New Business</b>	<p>As part of the strategic plan and UCA's response to the HLC Report, Dr. Maurice Lee has been tasked to develop criteria and plans for the establishment of an Office of Diversity for the university. The mission of the office (when established) is part of the overall strategic plan and it is important that our diversity committee corresponds to the university's diversity mission. To ensure that our goals/missions fit within the overall diversity goals/needs, President Winters has been working with Dr. Maurice Lee to develop the mission/criteria for the Staff Senate Diversity committee in order to make sure it is in line with the university's diversity goals and mission.</p> <p>Jan 17, Leslie Knox, who will serve as the chair of our committee, will meet with President Winters to discuss the university needs and how our committee will be structured. A proposed mission and guidelines will be developed and it will be presented to the senate for final approval before the committee truly begins work.</p>
<b>Next Meeting:</b>	Jan. 17, 2011; Buffalo Alumni Hall
<b>Submitted by:</b>	Dianna K. WInters, Staff Senate President
<b>Email</b>	dwinters@uca.edu
<b>Date Submitted</b>	01/10/2012



**Committee Name** HLC Report Committee: Organizational Clarity Subcommittee

**Roll Call: Senators Present  
(please indicate if any voted  
via email)**

Brad Teague, Faculty Senate President Janet Wilson, Staff Senate President Dianna K. Winters

**New Business**

The HLC Report Committee is responsible for writing the response to the HLC Report's findings of issues with UCA. Within the Committee, there are a number of subcommittees working on different sections of the report.

The Organizational Clarity: Communications and Shared Governance subcommittee is compiling the the response to the HLC reports comments about UCA's communications/shared governance. Subcommittee is responsible for writing the part of the HLC Report response for this area

The committee facilitated a survey of faculty and staff to identify areas that need to be addressed. Meeting 1-11-12 to review three areas of concerns and ways to address each.

**Next Meeting:**

1-11-12

**Submitted by:**

Dianna K. Winters, Staff Senate President

**Email**

dwinters@uca.edu

**Date Submitted**

01/10/2012

**Committee Name**

HLC Report Committee

**Roll Call: Senators Present  
(please indicate if any voted  
via email)**

Neil Hattlestad, Lynn Burley, Jonathan Glenn, Diane Newton, Conrad Shumaker, Michael Schafer, Maurice Lee, Tom Courtway, Brad Teague, Janet Wilson, Staff Senate President Dianna K. Winters

**New Business**

Committee continues work on the areas that need to be addressed for the next HLC review. Each subcommittee is compiling their information. Reports given on progress for Diversity, Organizational Clarity-Communication and Shared Governance, processes and procedures to implement and monitor the strategic plan, assessment of student learning, institutional effectiveness and strategic budgeting.

**Next Meeting:**

Tues., Jan 17, 11 am BBA 222

**Submitted by:**

Dianna K. WInters, Staff Senate President

**Email**

dwinters@uca.edu

**Date Submitted**

01/10/2012