



Meeting Minutes November 14, 2012

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:01 a.m. on November 14, 2012 in Wingo 315 by President McBrayer.

Roll Call

Senators Present: Stephanie Hailey McBrayer, Lindsey Osborne, Tracy Spence, Sylvia Childers, Vicki Parish, Kimberly Ashley-Pauley, Veda Charlton, Meagan Dyson, Charlotte Fant, Andrew Faulkner, John Fincher, Chad Hearne, Mark Heffington, Lori Hudspeth, Mary Jackson, Denicha Kemp, Linda Lentz, Ashley Lyon, Josh Markham, Debbie Melendez, Gail Ozanich, Tyra Phillips, Erica Ruble, Meghan Thompson, Lula Tyus

Senators Absent: Patricia Smith (AE), Arch Jones (AE), Kim McKee (AE), Michelle Reinold (AE), Jenny Ruud (AE), Dianna K. Winters (A)

Minutes

The minutes of the October 31, 2012 meeting were approved electronically on November 8, 2012.

Officers' Reports

President McBrayer

- *Announcements & Events*
 - Veterans Day went well. Thanks to the committee members that made this event a success.
 - Professional Development Brown Bag Event is Today at Noon.
 - Campus Talk – December 4, xperiod, student center ballroom, submit questions at uca.edu/answers
 - Board Meeting – December 7 at 1:30 followed by a farewell reception for Rush Harding
 - This meeting will be the approval of the 500 series policies that largely affect staff
 - Dazzle Daze is this week – Those who won tickets can pick them up from Stephanie in Housing

Vice President Osborne

- *No report.*

Secretary Parish

- *Contact Form Requests* – Reported on issues submitted via the contact form since the last meeting and what action has been taken on each.

Treasurer Spence

- No account changes.
- Those who purchased extra polo shirts need to pay for them.

Parliamentarian Childers

- *No report*

Senate Committee Reports

Courtesy Committee – Senator Jackson

- *Sympathy* – Amanda Foreman, Steven McDaniel, Patricia Smith
- *Congratulations* – Candace Fisher
- *Thinking of You/Get Well* – Patsy Otto

Compensation Committee – Senator Lentz

- *Follow Up Meeting* – The committee will be meeting again soon to review the proposal process and prepare a new survey to administer to staff.

Football Volunteers Committee – Senator Faulkner

- There are still 4 spaces available for this weekend's game. This is the last regular game of the season. If UCA loses on Saturday, they will be in a playoff game on November 24 (likely away). If UCA wins on Saturday, they will play December 1 (likely a home game). If we get the Dec. 1 bid and host a playoff game on campus, Staff Senate will need volunteers to usher this game.
- The comp. time forms are ready for volunteers to pick up in Andy Faulkner's office in Burdick 304G.

Professional Development Committee – Senator Fincher

- The applications for the Spring awards are available and due November 16. Notification of awards will be the last week in November. These funds will be used for January 1-June 20.

Communications Committee – Senator Thompson

- The committee met November 5 and reviewed the survey results. A full report can be found on Appendix I.

Winter Feast Committee – Senator Melendez

- All of the major points of concern for Winter Feast are complete.
- Committee members will be the point of ticket distribution across campus.
- Senators are encouraged to procure 4 door prizes each. These can be turned in to Maegan Dyson in Bear Hall 408. Maegan will be emailing the list of who signed up for what this week.
- Winter Feast will be hosting an annual wreath contest now. Wreaths will be brought to the Winter Feast and displayed for the attendees to vote for their favorite one.

Angel Bear Tree Committee – Senator Lyon

- Applications have all come in and we will have the bears out for adoption by the end of the week. The committee decided to make the bears available for adoption early so people can get Black Friday deals if they would like.
- Bears can be adopted from the Library, Student Center, and Housing office.
- We will be collecting wrapping supplies to assist with wrapping angels that are not pre-wrapped. These can be delivered to the Housing office.
- Anyone who wants to adopt a whole family or a special group of angels can contact Ashley Lyon at alyon@uca.edu or 450-3649.

Senate Committees with No Report: Appointments Committee, Basketball Committee, Commencement Committee, Elections Committee, Employee Recognition Committee, Scholarship Committee, Spring Picnic Committee, Staff Handbook Committee

University Committee Reports

Cost Containment (formerly Responsible UCA) Committee – Senator Hearne

- This committee is slated to meet the end of November.

Parking & Traffic Committee – Senator Hearne

- This committee is slated to meet the end of November.

SEED Committee – Senator Lyon

- This committee is slated to meet December 6.

Diversity Committee – Senator Fincher

- The committee is looking now at different possibilities of doing what needs to be done among existing structures at the university rather than creating new structures as a potential option.

- The minutes from meetings are now available by request from any committee member. These can be found at <http://uca.edu/committees/diversity-advisory-committee/>.

SBAC (Strategic Budgeting Advisory Committee) – President McBrayer

- The hearings for budget proposals went smoothly.
- Thank you to Linda Lentz for presenting the Staff Compensation Committee's proposal.
- All rankings are due for voting members on November 26.
- A full report can be found on Appendix II. The next committee meeting will be December 11.

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

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

Old Business

None.

New Business

There was discussion regarding Mr. Rush Harding's generous donation to endow the Staff Enhancement Fund that is used for staff professional development.

Good and Welfare

Dazzle Daze is this Thursday through Saturday.

Veterans Day Celebration – Thank you to all of the volunteers. The committee has received many compliments from vendors and attendees claiming this year has been the best celebration to date. There is a video recap on UCA's Facebook page.

Campus Talk – Compliments given to Lindsey Osborne for doing a great job addressing everyone at the last campus talk.

Lindsey Osborne, Vicki Parish, and Marvin Williams are currently working with Charlotte Strickland in preparation for the supervisory skills presentation we have been invited to participate in this coming December and January.

Adjournment

Meeting adjourned at 10:37 a.m. by Pres. McBrayer. The next regular meeting will be November 28, 2012.

Minutes submitted by: Vicki Parish, Secretary

Staff Senate Committee Name	Communications Committee
Date of Meeting	11/05/2012
Roll Call: Senators Present (please indicate if any voted via email)	Meghan Thompson, & Vicki Parish; Non-Senator: Andrew Linn
New Business	<p>1) Staff Senate Perceptions Survey Results</p> <ul style="list-style-type: none"> • 100 respondents-maximum number of possible respondents using free SurveyMonkey (great!!) • Most important thing Staff Senate did last year (top 3) <ul style="list-style-type: none"> o 41% Campaign for COLA/Equity Raises o 20% Policy Review/Revision o 18% University Committee Representation • Importance of Staff Senate's involvement (top 3 ranked Very Important) <ul style="list-style-type: none"> o 81% Campaign for COLA/Equity Raises o 63% Policy Review/Revision o 53% University Committee Representation o 53% Strategic Planning & Budgeting • Effectiveness of Staff Senate's involvement <ul style="list-style-type: none"> o All areas ranked received over 50% effectiveness o 2 areas with 9% or higher Ineffectiveness responses • 14% Campaign for COLA/Equity Raises • 9% Strategic Planning & Budgeting • Most effective method of communication <ul style="list-style-type: none"> o 99% Email • Staff Senate's influence in following (1-10; 1 being low and 10 being high) <ul style="list-style-type: none"> o Results showed moderate influence • Presence in Campus Community 6.51 • Community Impact 5.62 • Policy Impact 6.15 • Frequency constituents want to be updated on Staff Senate's business <ul style="list-style-type: none"> o 45% Monthly <p>2) Committee Goals</p> <ul style="list-style-type: none"> • Create a basic communications protocol and timeline • Develop a template for monthly communication to constituents o To be distributed at beginning of month
Old Business	None
Next Meeting:	TBD
Need to Upload a File?	Perceptions Survey Results.pdf
Submitted by:	Meghan Thompson
Email	meghant@uca.edu
I need to address Staff Senate at our next regular meeting.	- Yes

University Committee Name	(SBAC) Strategic Budget Advisory Committee
Date of Meeting	11/08/2012
Roll Call: Senators Present (please indicate if any voted via email)	Stephanie McBrayer, Lindsey Osborne, Vicki Parish, Sylvia Childers, Arch Jones, Veda Charlton, Erica Ruble, and Tracy Spence
New Business	<p>13-14 Budget Hearings were held. SBAC heard new budget proposal requests from the following:</p> <p>President Provost VP for Student Services VP for Finance and Administration Chair, Faculty Senate Salary Review Committee Chair, Staff Compensation Committee VP for Enrollment Management VP for Institutional Advancement</p> <p>Budget proposals can be found on myUCA. SBAC members must rank the budget proposals. Rankings are due 11/26.</p>
Next Meeting:	12/13/12
Submitted by:	Stephanie McBrayer
Email	smcbrayer@uca.edu
I need to address Staff Senate at our next regular meeting.	- Yes