



**Meeting Minutes  
November 30, 2011**

**Call to Order**

The regular UCA Staff Senate meeting was called to order at 10:01 a.m. on November 30, 2011 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, Veda Charlton, Sherry DeVault, Meagan Dyson, Andrew Faulkner, Amber Hall, Chad Hearne, Faith Hopkins, Mary Jackson, Leslie Knox, Amanda Legate, Ashley Lyon, Kim McKee, Ray Owens, Gail Ozanich, Jenny Ruud, Tracy Spence, Lula Tyus, Theresa White

**Senators Absent:** Tanya Buchanan (AE), Charlotte Fant (AE), Mark Heffington (AE), Arch Jones (AE), Josh Markham (AE), Catherine Marhenke (AE), Lindsey Osborne (AE), Michelle Reinold (AE), Arian Story (AE)

**Minutes**

The minutes of the November 9, 2011 meetings were approved electronically on November 16, 2011.

**Guest Reports**

**Susan Jarvis, United Way Representative**

Ms. Jarvis confirmed that UCA staff has historically been a great supporter of United Way of Central Arkansas. She reminded the senate that there is no donation too small. United Way of Faulkner/Perry counties has 32 funded programs. The current UCA campaign will end December 15<sup>th</sup>. There are other possible campaigns that could be supported through UCA including t-shirt donations and the "week of action" volunteering campaign that usually happens toward the beginning of June. Ms. Jarvis thanked us for our support of the United Way.

**Officers' Reports**

**President Winters**

- *Staff & Faculty Senate Holiday Activity with Interim President Courtway* – December 14, 2011 from 5:30-7:30 at the President's House.
- *HLC Report & Survey* – Originally both the staff and faculty senates were supposed to send a survey to their constituents to gather information regarding shared governance. The HLC committee decided to combine these surveys after a computer glitch with the original staff survey. This will allow easier analysis of the information gathered by the HLC committee.

**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.

**Treasurer Ashley-Pauley**

- *Regular Account* - \$1,375
- *Agency Account* - \$5,346.02

## **Parliamentarian Childers**

- *No Report*

## **Committee Reports**

### **Courtesy – Senator Jackson**

- *Sympathy* – Marcia Smith (loss of family member)
- *Get Well* – Larry Huff (shoulder surgery), Wendy Castro (husband get well)

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

- The committee is meeting weekly to review salary concerns and prepare a proposal of a 5 year salary plan to present to the Budget Advisory Committee. The committee prepared and launched a survey for classified and a survey for non-classified staff to gather information that will help in the planning process. For a full report see Appendix 1.

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

- There were 10 UCA staff members awarded Fall 2011 Staff Development Funding. Award winners were notified.
- The committee is working with ideas of ways to help ensure that applicants need the funding and aren't already receiving funding from other sources. The committee also hopes to soon evaluate the process of recipients volunteering to usher ball games.
- For a full report see Appendix 2.

### **Staff Handbook Committee – Senator McKee**

- The committee reviewed the process map for the proposed grievance policy review with suggested changes to UCA grievance policy.
- Committee will meet to prepare a process map of current grievance policy and look at the proposed map.
- For a full report see Appendix 3.

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

- Nominations are currently being accepted for superior work during the current quarter.
- The committee will meet to discuss employee of the year guidelines. And would like to propose that there be two EOYs in the future to effectively represent both classified and non-classified due to the differences in opportunities. For a full report see Appendix 4.

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

- There will be no more home football games this season.

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

- Volunteer positions are full for all fall semester pre-conference games except December 10, December 30, and January 2. Spring semester games still need many volunteers. Potential volunteers may call or email Vicki Parish.
- All basketball committee members have worked at least one game and we have gotten most of the kinks worked out.

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

- No report.

### **Special Events Committee – Senator Owens**

- Tickets for Winter Feast are almost sold out.
- Volunteers needed to assist with set up and take down for Winter Feast.

- The office decorating contest is a UCA tradition from years past that died a few years ago that we are reinstating to help build morale across campus, bring back a much enjoyed tradition, and help boost ticket sales for the Winter Feast.

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

- An update will be sent today to staff regarding angels. At this time there are still 113 of the original 150 angels left to be adopted.

#### **Commencement Volunteers – Senator Hopkins**

- Still need volunteers for the 10:00 commencement on December 17, 2011. Volunteers will receive comp. time to be used the same as for basketball and football games worked. Potential volunteers may contact Faith Hopkins.

#### **University Committee Reports**

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

- Meeting today.

##### **Cost Containment Committee – Senator Owens**

- No Report.

##### **Health & Wellness Promotion – President Winters**

- No Report.

##### **Parking & Traffic Committee**

- Committee met for an introduction to the committee. Next meeting is December 6 at XPeriod.

##### **SPARC – President Winters**

- No report.

##### **SEED Committee – Senator Lyon**

- No Report.

##### **UCA Safety Committee**

- No Report.

#### **Old Business**

None.

#### **New Business**

None.

#### **Good and Welfare**

Concerns discussed regarding decorating contest communication and participation opportunities. A list of concerns and ideas will be compiled for the Winter Feast, Decorating Contest, Angel Bear Tree, and Food Drive to be considered by the corresponding committees early in the planning process next year.

#### **Adjournment**

Meeting adjourned at 11:19 a.m. by President Winters. The next meeting will be December 14, 2011.

Minutes submitted by: Vicki Parish, Secretary

## Committee Name

Compensation Committee

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

Members Present: Amber Hall, Valerie Nicholson, Linda Lentz, Stephanie McBrayer, Sylvia Childers, Patricia Smith

Members Absent: Dianna Winters, Vicki Parish, Veda Charlton, Larry Burns

Meeting was called to order at 3:03 pm by Chair Amber Hall.

Secretary: No one volunteered to be secretary, so Amber Hall volunteered to do the minutes for this meeting.

Name: The group decided to officially name the group the Staff Senate Compensation Committee.

Survey Questions: The group decided that it was best to first delve into what compensation issues were known about right now to help better grasp how we might serve the staff. The topic of a staff survey will be discussed at a later time.

Non-Classified Staff: This topic was tabled until next meeting.

Classified Staff: Discussion took place over how we currently compensate our classified staff and what we could do under Office of Personnel Management (OPM) regulations. We feel that a Cost of Living Adjustment (COLA) should be the first thing asked for in regards to classified staff. COLA does have to be approved by OPM, but it is one of the more easily attainable options for a salary increase. We have also started looking at the salary ranges of employees and we noticed that 57% of our classified staff is paid below base level for each of their respective grades. In the current Career Service Pay Plan study, there are five levels of salaries for each grade: entry, base, midpoint, max, and career. Currently, UCA only hires employees at entry level unless the person laterally moves from another state agency to UCA. It has become problematic that we only hire at entry level because many people will not accept a salary that low. Along with the COLA increase, we propose to raise classified employees to base level during a five year period. The means to accomplish this would be to start with employees that currently have 20+ years of service to UCA or state agency and to raise them to a base level if not currently at this rate. In each subsequent year, another group of employees such as 15+ years of service be brought up to base level. At the end of the five year plan, all classified employees that were not earning a base level pay would be increased to base level according to their grade on the pay plan schedule. (A plan would need to be approved by OPM before moving everyone to base level. Part of the plan would be that after five years, we would be able to hire in at base level.) We also want to talk to Graham Gillis about the possibility of getting the supervisors on campus trained to effectively use the merit system and look at additional means of compensation through the employee evaluation system.

Meeting was adjourned at 4:30 p.m.

## New Business

Next Meeting:

11/15/2011

Submitted by:

Amber Hall

Email

amberh@uca.edu

Date Submitted

11/14/2011

## Committee Name

Compensation Committee

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

Members Present: Amber Hall, Valerie Nicholson, Linda Lentz, Stephanie McBrayer, Sylvia Childers, Patricia Smith, Larry Burns, Veda Charlton

Guests Present: Amanda Foreman

Members Absent: Dianna Winters, Vicki Parish

Minutes were approved electronically on Monday, November 14, 2011.

**New Business**

Meeting was called to order at 3:08 p.m. by Chair Amber Hall.

Meeting was adjourned at 4:05 p.m.

**Old Business**

Secretary: No one volunteered to be secretary, so Amber Hall volunteered to do the minutes for this meeting.

Classified Staff Proposal: The group looked at the classified staff compensation proposal and decided that this is only a working document for budget numbers. The exact COLA increase will still need to be decided upon. Data will be gathered to look at COLA increases for the past 10 years for classified staff as well as non-classified staff to help the group be realistic in their expectations and proposals. The wording of the proposal document will also be looked at to make sure the document conveys the right message. We agreed to think more on merit bonuses, but merit bonuses cannot be implemented until year 3 or later. We need to have one year to train supervisors on how to properly evaluate employee and also another year to gather evaluations on each employee.

Non-Classified Staff: The group looked at the proposal that mimicked the Faculty Senate's scenarios and believe this is a good starting point. We plan to survey non-classified staff to see where their main concerns in compensation are. Data is trying to be gathered on if any institutions have a merit system in place for their non-classified employees that do not follow OPM guidelines. We will also take the data regarding COLA increases into consideration regarding the proposals for the non-classified staff.

Survey Questions: Two surveys will be created: one for classified staff and another for non-classified staff. The Faculty Senate's Survey will be our basis to create the two proposed surveys. We plan to have the survey finalized and ready to go out by Monday, November 28th and make the deadline Friday, December 2nd. The survey will be the main objective of the meeting on Monday, November 21st.

**Next Meeting:**

Monday, November 21, 2011

**Submitted by:**

Amber Hall

**Email**

amberh@uca.edu

**Date Submitted**

11/21/2011

**Committee Name**

Staff Senate Compensation Committee

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

Members Present: Amber Hall, Valerie Nicholson, Larry Burns, Sylvia Childers, Veda Charlton, Stephanie McBryer

Members Absent: Dianna Winters, Linda Lentz, Patricia Smith, Vicki Parish

**New Business**

Minutes were approved electronically on Thursday, November 17, 2011.

Meeting was adjourned at 3:50 p.m.

Secretary: No one volunteered to be secretary, so Amber Hall volunteered to do the minutes for this meeting.

Survey: Two separate surveys were decided upon: one for classified staff and one for non-classified staff. We wanted to know if the staff knew if they were classified or non-classified, as well as where their interests in salary raises lie. The survey for classified staff asks if they are interested in a Cost of Living Adjustment(COLA) raise, base pool, and/or merit bonuses. The survey for non-classified staff asks if they are interested in a COLA raise, equity pool, and/or merit pool.

Old Business

Next Meeting:

11/29/2011

Submitted by:

Amber Hall

Email

amberh@uca.edu

Date Submitted

11/22/2011

Committee Name

Staff Senate Compensation Committee

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

Members Present: Linda Lentz, Sylvia Childers, Stephanie McBrayer

Old Business

Finalized survey that will be sent out either end of day November 29th or beginning of day November 30th.

Next Meeting:

12/6/2011

Submitted by:

Amber Hall

Email

amberh@uca.edu

Date Submitted

11/29/2011

<b>Committee Name</b>	Professional/Staff Development
<b>Roll Call: Senators Present (please indicate if any voted via email)</b>	All Staff Development Committee Members reviewed Fall Staff Development Applications via email.
<b>New Business</b>	Proposed revisions to Staff Development Funding Application review process pending. We would like to implement evaluation standards that provide a better mechanism to ensure that funds are distributed based on need and lack of existing funding/opportunity for development. Revisions would ideally be implemented and published for Spring 2012 funding applications.
<b>Old Business</b>	Staff Members who received Fall 2011 Staff Development Funding [were notified].
<b>Next Meeting:</b>	TBD
<b>Submitted by:</b>	Amanda Legate
<b>Email</b>	AmandaG@uca.edu
<b>Date Submitted</b>	11/29/2011

**Committee Name**

Handbook Committee

**Roll Call: Senators Present (please indicate if any voted via email)**Leslie Knox (senator)  
Alaina Alexander (employee)**New Business**Review policy process map for proposed Grievance Policy  
Review suggested changes to UCA Grievance Policy

\*\*process map of current policy sent to Dianna Winters via email on 11/30/11.\*\*

**Old Business**Completed review of process map for current grievance policy  
Completed review of grievance policies from selected universities**Next Meeting:**

Thursday, December 1, 2011

**Submitted by:**

Kim McKee



<b>Committee Name</b>	Employee of the Year
<b>Roll Call: Senators Present (please indicate if any voted via email)</b>	Stephanie McBrayer, Kimberly Ashley-Pauley, Lindsey Osborne, Tracy Spence, Arch Jones, Mark Heffington
<b>New Business</b>	The EOY Guidelines Committee would like to propose that Staff Senate recognizes two EOYs in the future- one classified staff member and one non-classified staff member. The EOY Committee would also like to request that Staff Senate fully fund both awards at \$1,000 for each winner.
<b>Old Business</b>	EOY Guidelines and Forms.
<b>Next Meeting:</b>	December 7 at 11:00am
<b>Submitted by:</b>	Stephanie McBrayer
<b>Email</b>	smcbrayer@uca.edu
<b>Date Submitted</b>	11/28/2011