



## Meeting Minutes March 28, 2012

### Call to Order

The regular UCA Staff Senate meeting was called to order at 10:01 a.m. on March 28, 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, Tanya Buchanan, Veda Charlton, Meagan Dyson, Charlotte Fant, Amber Hall, Mark Heffington, Faith Hopkins, Leslie Knox, Josh Markham, Kim McKee, Lindsey Osborne, Jenny Ruud, Tracy Spence, Theresa White

**Senators Absent:** Andrew Faulkner (AE), Chad Hearne (AE), Mary Jackson (AE), Arch Jones (AE), Amanda Legate (AE), Ashley Lyon (AE), Gail Ozanich (AE), Michelle Reinold (AE), Arian Story, Lula Tyus (AE)

### Minutes

The minutes of the March 14, 2012 meeting were approved electronically on March 20, 2012.

### Officers' Reports

#### President Winters

- *Upcoming Board of Trustees Meeting* – President Winters reminded Senators of the upcoming Board meeting and budget workshop. President Winters will be addressing the board regarding budget and will mention the fact that Staff Senate awards and professional development aren't funded through any specific department on campus. Elizabeth Farris will be meeting with the Budget Advisory Committee and has offered to attend the April 11 Staff Senate meeting.
- *Executive Officer Meeting* – The executive officers will be meeting later today to review the budget for the rest of this year as well as to iron out more of the operations manual.
- *Diversity* – Dianna met with the Presidents of Faculty Senate and SGA, President Courtway, and Dr. Lee regarding diversity.
- *Supervisory Training* – Charlotte Strickland asked Senate for examples of policy inconsistencies that have been reported to Senate and Senators to use as examples in the upcoming training. President Winters sent a list of the different things that have been brought forward in the past based on her notes. She will soon go through the survey(s) on hand and other Senate materials to make sure she's not missing any other examples.
- *New Staff Orientation* – President Winters will be presenting at the New Staff Orientation in April. She is preparing a handout to provide to new staff members. She will share this via email for Senators to double check for completeness before submitting it to be included.
- *Morale* – A recent submission came in that addressed morale concerns. Do Senators sense any change in morale between now and the beginning of the year? The general consensus of response is that it depends mostly on where you are on campus. Some departments still have inconsistent policies, however the overall feel is that morale is slowly changing. This led to a conversation regarding training. There needs to be training for not only supervisors but all employees. The fewer offerings of professional development opportunities for staff could be perceived negatively on campus. One idea presented is for Human Resources or University Training to send out monthly newsletters that each tackle one or two common issues (for example compensatory time).
- *Senate Opening* – Senator Legate has resigned from Staff Senate.

### **Vice President McBrayer**

- *Health & Wellness Promotion* – There is an open Senate position. Senator Ashley-Pauley volunteered to serve in this open position. Senator Buchanan reported on this committee's involvement. The committee met once (three weeks ago) for organizational purposes. This is the first time the committee has met in 5 years. They are currently doing e-votes to approve membership reorganization and charge proposals. The chair of this committee is Shauna Meadors. The committee is considering increasing the staff representation, partially through some proposed permanent membership positions.

### **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* – Balance of \$1,566.13, no change.
- *Agency Account* – Balance of \$14,252.67. The two deposits from basketball and football volunteers will soon be transferred to the scholarship fund.
- *Staff Professional Development Account* – Balance of \$3,262.
- *Executive Committee Meeting* – During the executive committee meeting this afternoon the budget plan for the rest of the year's expenditures will be discussed and reported on at the next meeting.

### **Parliamentarian Childers**

- *No Report*

### **Committee Reports**

#### **Courtesy – Senator Jackson**

- *Sympathy* – Valerie Williams
- *Get Well* – Jim Nabors
- *Congratulations* – Sherry DeVault
- *Thinking of You* – Janice Austin, Donna Murphy

#### **Compensation Committee – Senator Hall**

- No report.

#### **Diversity Committee – Senator Knox**

- No report.

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

- No report.

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

- They are still working to prepare a process for input to the Board of Trustees to be heard. The committee is currently preparing a list of policies to be considered. The new completion goal for the committee is in time for use at the supervisory training. The committee is waiting for the Board to make it a policy to re-evaluate the staff handbook every two years.

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

- *Employee of the Year* – There are 5 nominations for both the classified and non-classified awards. The committee will be meeting directly after the current Staff Senate meeting to discuss evaluation process. The winners will be announced at the Service Awards Reception on April 26.
- *Employee of the Quarter* – Nominations for Quarter III are due March 31.

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

- No report.

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

- We're done!

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

- Committee met March 16, 2012 to review submitted applications. There were not any conclusive decisions made at this meeting. The committee will meet again to make final decisions on awards and will be reviewing the current guidelines for potential changes to be proposed.

### **Special Events Committee – Secretary Parish**

- *Spring Picnic* – Work is being done on the tickets and flyers. The location has changed to the McAlister Lawn due to the Amphitheater Construction beginning as early as April 2, 2012. Volunteers are needed to work game positions. It would be best if we could get enough volunteers to only have to work 1 hour or less shifts. This will require a minimum of 16 volunteers. We will also need “goodies” donations for the cake walk. The goal is to launch everything (tickets, donation/volunteer requests, etc.) for the Spring Picnic Monday, April 2.
- Motion made by Vicki Parish to get Robert Burton at \$25 gift certification to a restaurant in town. Motion seconded and passed.
- Motion made by Dianna Winters that proceeds generated from the Spring Picnic go to the Staff Emergency fund. Motion seconded and passed.

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

- No Report.

### **Election Committee – Vice President McBrayer**

- Committee will be meeting soon.

### **University Committee Reports**

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

- No report.

#### **Public Art Committee – Larry Burns**

- No report.

#### **Public Appearances Committee – Senator Ozanich**

- No report.

#### **Budget Advisory Committee – President Winters**

- No report.

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

- No report.

#### **Cost Containment/Responsible UCA Committee – Senator Hearne**

- *Request* – Per a recent request, it was asked who submissions go to from this committee's website. Online submissions go directly to Diane Newton and Jack Gillean. The question was proposed in this request is submissions could be being hidden and how are submissions processed. President Winters sent a list of questions from this submission to Diane Newton, chair of the committee, and is waiting on a response.

### **Health & Wellness Promotion**

- No Report.

**Parking & Traffic Committee – Senator Hearne**

- No report.

**SPARC – President Winters**

- No report.

**SEED Committee – Senator Lyon**

- No Report.

**UCA Safety Committee – Senator Jones**

- No report.

**Old Business**

Operations Manual – If anyone has suggestions for changes in the committee(s) on which they serve, submit these proposed changes with the information you're getting together to include in the Operations Manual. Also include any funding needs that are or should be met for the committee (example: water for basketball volunteers).

**New Business**

*Draft for Proposed Board Policy, "Children in the Workplace" (See Appendix I)* – This proposed policy has been reworded from last year's policy by President Courtway, Presidents of the shared governing bodies, and Legal Council. A vote will be taken at the next meeting to approve/disprove support of the policy. Review the proposed policy and share it for review with constituents for improvements as needed.

**Good and Welfare**

None.

**Adjournment**

Meeting adjourned at 11:04 a.m. by President Winters. The next meeting will be April 11, 2012.

Minutes submitted by: Vicki Parish, Secretary

## UNIVERSITY OF CENTRAL ARKANSAS

## BOARD POLICY

Policy Number: \_\_\_\_\_

Subject: Children in the Workplace

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Date Adopted: \_\_\_\_\_

Revised: \_\_\_\_\_

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**Statement:** This policy applies to all students, faculty and staff of the University of Central Arkansas. UCA makes every effort to provide a family-friendly environment for its students, faculty and staff and encourages children to participate in family- and youth-oriented programs on campus. The University understands that brief and infrequent visits by children of faculty, staff and students to campus and facilities occur for a variety of reasons (such as on-campus events, entertainment, meals and other activities). While it is not the policy to restrict visits by children for such activities, the frequent, regular or extended presence of children during work hours is not permitted due to (i) the potential for interruption of work; (ii) health and safety concerns; and (iii) liability to the University.

The University's employment policies and benefits strive to help employees balance work and family responsibilities. When schedules allow, the University encourages supervisors to be flexible in granting accrued leave to employees who need to address family matters. Offices, work spaces and classrooms, however, are not designed with the safety and well-being of children in mind. Thus, it is not appropriate to bring children to work or class in lieu of making childcare arrangements.

**Guidelines:**

1. Bringing children (those persons under the age of 18 years and not enrolled as a student at UCA) to work is not to be an alternative to childcare. Bringing a child to the workplace on a regular and recurrent basis during school breaks or after school is not appropriate.
2. The presence of a child cannot interrupt or disrupt the workplace, or negatively affect the employee, or other faculty, staff or students.

3. Children may not be present at anytime in areas of machinery or in an area that is potentially hazardous.
4. Any employee bringing a child to the workplace should notify and receive the approval of his/her supervisor. At all times, children remain the sole responsibility of the parent. The employee (parent) shall not ask any other student, employee or person to supervise the child.
5. The employee's supervisor may ask the employee to remove the child from the workplace at anytime the supervisor determines that the child's presence is disruptive or interferes with the work performed, or there are health or safety risks.
6. Any child with an illness that prevents the child from going to a child care facility or from attending school should not be brought to the workplace. No child with an infectious disease should be brought to the workplace under any circumstances.
7. As a general rule, students are not allowed to bring children into the classroom. Limited exceptions may be granted by the supervising faculty member in the case of an emergency or other exigent circumstance.
8. These guidelines do not prohibit children enrolled at the UCA Child Study Center from being in authorized areas of the University with proper adult supervision.
9. These guidelines do not prohibit children from participating in University-sponsored events or programs that are intended for children or community participation.
10. These guidelines do not prohibit the children of employees who live on campus from being in authorized areas of the University with proper adult supervision.