



Meeting Minutes April 11, 2012

Call to Order

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

Roll Call

Senators Present: Dianna K. Winters, Kimberly Ashley-Pauley, Sylvia Childers, Vicki Parish, Veda Charlton, Charlotte Fant, Andrew Faulkner, Amber Hall, Chad Hearne, Faith Hopkins, Mary Jackson, Josh Markham, Kim McKee, Lula Tyus

Senators Absent: Stephanie Hailey McBrayer (AE), Patricia Smith (AE), Tanya Buchanan (AE), Meagan Dyson (AE), Mark Heffington (AE), Arch Jones (AE), Leslie Knox, Ashley Lyon (AE), Lindsey Osborne (AE), Gail Ozanich (AE), Michelle Reinold (AE), Jenny Ruud (AE), Tracy Spence (AE), Arian Story (AE), Theresa White

Minutes

The minutes of the March 28, 2012 meeting were approved electronically on April 3, 2012.

Guest Reports

Elizabeth Farris

- *Attended Staff Senate Meeting* – In an attempt to learn how the various parts of UCA work together, Mrs. Farris joined the meeting today. She expressed her appreciation of Staff Senate and particularly of UCA's staff members that work daily as the "unsung heroes."

Jesse Flack & Gary Roberts

- *HPER Expansion and Subsequent Changes* – SGA voted to increase student fees to fund the coming HPER Center expansion. The HPER Center will be proposing to the Board of Trustees a change for staff/faculty spouse and family member fees. If approved the fees for additional family members to use the HPER facilities will increase by 22%. This increase is to maintain equitability for the students. Currently the fee is figured with a \$0.50 decrease from the student fees that would be directed to maintaining Farris fields. Currently the HPER Center is 82,000 square feet and the expansion will add an additional 72,000 square feet, additional SMART classrooms, an expanded weight room, a pool, increase the size of the entrance/waiting area, and more. The goal is for the HPER to remain open through the entire construction process. Faculty and Staff will continue to be given free access to the HPER facilities. For more information, see *Appendix I*.

Gary Roberts

- *Greek Life* – UCA is proud to have its rich Greek Life history dating back to 1915 and currently maintaining around 1,000 students. This group of students has a higher average GPA than the full university's average, does a lot of community service, raises money for charitable causes, and develops strong leaders. UCA is proud and supportive of its Greek System. However, when issues do arise UCA responds to them to minimize future issues. You will find in *Appendix II* a handout provided of how UCA has addressed Greek Off Campus Social Events Issues in the past through the present. Note that the Greek Life Staff has 3 members to assist around 1,000 students. This group regularly needs help from faculty and staff to be advisors for both Greek organizations and other student organizations. If anyone is interested in becoming an advisor for a student group, contact Wendy Holbrook in Student Center 207.

Joan Shofner, Advancement, Director of Night of Distinction

- *Night of Distinction* – The annual Night of Distinction will be on May 12 in the HPER center. All proceeds will benefit Ida Waldron. There will be a raffle component this year and the gifts will be (1) a 24"x30" original oil painting by Steve Griffith, (2) 6 season tickets to Reynolds Performance Hall next year and \$150 gift certificate to Mike's Place, (3) 6 season tickets to UCA football games in the upper reserves next season and \$150 gift certificate to Mike's Place, (4) 6 season tickets to the upcoming Shakespeare Theater series and \$150 gift certificate to Mike's Place, (5) a 2-night stay at the Fairfield Inn and a \$50 gift certificate to Outback Steak House, (6) and a Nook. Tickets are available for \$10 each, 3 for \$25, 7 for \$50, 15 for \$100. There will also be prizes available for the people that sell the most raffle tickets that will include (1) a smaller original oil painting by Steve Griffith valued at \$1,000, (2) a \$100 gift card to Mike's Place, and (3) a \$50 gift card to Mike's Place. If you are interested in selling raffle tickets, contact Joan Shofner or Dianna Winters in Buffalo Alumni Hall. For more information see *Appendix IIV*.

Officers' Reports

President Winters

- *Outgoing/Incoming Senator Luncheon* – President Winters will be asking for an e-vote soon to approve an additional \$400 to be budgeted for the outgoing/incoming Senator luncheon to be used to award Senators for their service this year.

Vice President McBrayer

- *Elections* – President Winters reported in Vice President McBrayer's absence. Elections should be launched on April 26. Nominations will include a brief bio of each candidate with the election so that voters have more than just a name to vote for. President Winters doesn't know the nomination schedule at this time.

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

- *Scholarship Fund* – This will be reimbursed \$2,600 from the Agency account for spring and fall awards.
- *Regular Account* – Balance of \$1,566.13, no change.
- *Agency Account* – Balance of \$14,237.43.
- *Staff Professional Development Account* – Balance of \$3,262, no change. This fund will be decreasing with the transfers for funds recently awarded.

Parliamentarian Childers

- *No Report*

Committee Reports

Courtesy – Senator Jackson

- *Sympathy* – Larry Burns, Jan Davis, Jeff Whittingham, Debra Miller
- *Get Well* – Sandra Mercado, Gail Ozanich, Shannon Lucey, David Dennis
- *Congratulations* – Dr. Sally Roden
- *Thinking of You* – Diane Newton

Compensation Committee – Senator Hall

- No report.

Diversity Committee – Senator Knox

- No report.

Professional Development Committee

- No report.

Staff Handbook Committee – Senator McKee

- Met with Valerie Nicholson and discussed changes that HR wants to see in the Staff Handbook. Editing should begin between the end of spring and beginning of summer. They're still unsure how to proceed with Board approval. They want to clear up what the requirements are for sick and funeral leave and include this both in the Staff Handbook and supervisory training.

Employee of the Year/Quarter – Vice President McBrayer

- *Employee of the Year* – The committee is meeting at the current time to review the 5 nominations received. The winners will be announced at the Service Awards Reception on April 25.
- *Employee of the Quarter* – Quarter IIV was awarded to Vicki Parish. Quarter IV nominations are open now.

Football Volunteers – Senator Faulkner

- No report.

Basketball Volunteers– Senator Parish

- No report.

Scholarship Committee – Senator Fant

- Revised scholarship and committee guidelines have been distributed to Senators prior to the meeting. There will be an e-vote asking for approval of the updated guidelines soon.

Special Events Committee – Secretary Parish

- *Spring Picnic* – Tickets are available now. Volunteers are needed to work game positions as well as assist with set up and tear down. 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. There will be an additional game of the Ring Toss since we have secured Pepsi donations. For further information, see the flyer on *Appendix IV*.

Angel Bear Tree Committee – Senator Lyon

- No Report.

Election Committee –President Winters

- Expect a forthcoming email this week with further information.

Commencement Committee – Senator Hopkins

- Full report attached. See *Appendix V*.
- We need smiling ushers for commencement on May 5 at the 10:00, 1:30, and 5:00 ceremonies. If you are interested in volunteering to be an usher for commencement, contact Faith Hopkins.

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

- Next meeting is April 12 at xperiod.

Employee Benefits Advisory Committee – Parliamentarian Childers

- Next meeting is April 17 at 3:00 in Wingo.

Cost Containment/Responsible UCA Committee – Senator Hearne

- Next meeting is April 24 at xperiod in Wingo 210.

Health & Wellness Promotion – Senator Ashley-Pauley

- 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

None.

New Business

Draft for Proposed Board Policy, “Children in the Workplace” (See Appendix VI) – This proposed policy shared at the last meeting will need Senate support. An e-vote will be taken soon to approve/disprove support of the policy.

Draft for Proposed Board Policy, “Diversity” (See Appendix VII) – This proposed policy shared in the agenda for today’s meeting will need Senate support. An e-vote will be taken soon to approve/disprove support of the policy.

HPER Spouse and Family Rate Changes - This proposed policy shared previously in today’s meeting will need Senate support. An e-vote will be taken soon to approve/disprove support of the policy.

Night of Distinction Ticket Purchase - Senate approved for the budget last year and in the initial budget this year to purchase 5 tickets for Night of Distinction for Employee of the Quarter/Year winners to attend and Advancement matched the number of tickets purchased to allow winners to bring one guest. Since the Employee of the Year has received a new category, an additional two tickets are needed. An e-vote will be taken soon to approve/disprove support of purchasing an additional ticket with a second ticket being matched for the additional Employee of the Year.

Good and Welfare

Dianna has raffle ticket packets available if anyone wants to sell tickets.

Adjournment

Meeting adjourned at 11:05 a.m. by President Winters. The next meeting will be April 25, 2012.

Minutes submitted by: Vicki Parish, Secretary

HPER Phase II proposed fee increases for all membership categories

Based on 15 credit hours for fall & spring AND 3 credit hours for summer

Student:

	Prior to May 2011 \$4/credit hour	May 2011 \$7/credit hour(75%)	May 2012 \$8.62/credit hour(116%)
Student Only (fall & spring)	\$60.00	\$105.00 (75%)	\$129.30 (116%)
Student (per summer terms)	\$12.00	\$21.00 (75%)	\$25.86 (116%)
Spouse (fall & spring)	\$52.00	\$90.00 (73%)	\$110.00 (112%)
Spouse (all summer terms)	\$36.00	\$63.00 (75%)	\$76.00 (111%)
Family (fall & spring)*	\$78.00	\$135.00 (73%)	\$165.00 (112%)
Family (all summer terms)	\$54.00	\$94.00 (74%)	\$115.00 (113%)
Single Parent Family (fall & spring)**	\$26.00	\$45.00 (73%)	\$55.00 (112%)
Single Parent Family (all summer terms)	\$18.00	\$31.00 (72%)	\$38.00 (111%)

*Spouse fee + 1/2 spouse fee

**1/2 spouse fee

Faculty and Staff:

Employee/Retiree Only			
Spouse (fall & spring)	\$52.00	\$90.00 (73%)	\$110.00 (112%)
Spouse (all summer terms)	\$36.00	\$63.00 (75%)	\$76.00 (111%)
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Alumni:

	Individual		Individual + Spouse		Individual + Family	
	Current	Proposed % ^	Current	Proposed % ^	Current	Proposed % ^
Fall & Spring:	\$100.00	\$165.00 65%	\$175.00	\$275.00 57%	\$225.00	\$335.00 49%
Summer:	\$50.00	\$80.00 60%	\$75.00	\$120.00 60%	\$100.00	\$150.00 50%
Annual:	\$250.00	\$410.00 64%	\$425.00	\$670.00 58%	\$550.00	\$820.00 49%

Proposed=After Construction

- DRAFT - EFFECTIVE FALL 2012**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 647

Subject: Fees – Health, Physical Education, Recreation (HPER) Center and Farris Center Pool

Date Adopted: 8/01 Revised: 5/03, 10/03, 2/05, 9/07, 2/10, 6/11**Membership Period:** Fall membership – Fall academic term
Spring membership – Spring academic term
Summer terms – end of spring term to beginning of fall term**HPER Center and Farris Center Pool Fee Structure: Per Semester****Student:**

Student only* (fall and spring)	Board Policy No. 630
Student (summer terms)**	\$7.50 per credit hour/maximum of 3 credit hours per term
Spouse (fall and spring)	\$110.00
Spouse (summer terms)	\$76.00
Family*** (fall and spring)	\$165.00
Family (summer terms)	\$115.00
Single Parent Family**** (fall and spring)	\$55.00
Single Parent Family (summer terms)	\$38.00

*Board Policy No. 360 provides a \$7.50 per credit hour fee for students, and sets the maximum hours charged each semester.

**Students attending UCA in the spring semester, but not attending summer school, will be assessed a one-time summer HPER fee of \$63.00 (\$63.00 per spouse) to access HPER Center for May, June, July, and August (until fall classes begin).

***For a student family, the fee is calculated as follows: \$90.00 (spouse) and \$45.00 (children), for a total of \$135.00, in addition to the fee assessed for a student pursuant to Board Policy No. 630.

****For a single parent family, the fee is calculated as follows: \$45.00 (children), in addition to the fee assessed for a student pursuant to Board Policy No. 630.

Faculty and Staff:

Employee/Retiree only*	Fringe benefit paid
Spouse (fall and spring)	\$110.00
Spouse (summer terms)	\$76.00
Family (fall and spring)	\$165.00
Family (summer terms)	\$115.00
Single Parent Family (fall and spring)	\$55.00
Single Parent Family (summer terms)	\$38.00
HPER locker rental	\$20.00 (annual per locker)

*For purposes of this policy, employees enrolled in courses offered by the university will be assessed the fee as per Board Policy Nos. 623 and 630.

University Affiliates:

Fees assessed for current full-time students will be the same for employees and/or residents of the following UCA affiliates:

1. ARAMARK, Inc.;
2. Barnes and Noble;
3. *Oxford American*; and
4. UCA Recognized Student Organizations (RSO) – employment of half-time or more

ALUMNI MEMBERSHIP AT HPER CENTER**Guidelines**

1. Must be a member of the UCA Alumni Association.
2. HPER Alumni members will have access to the HPER Center and the Farris Center Pool.
3. Membership periods for Alumni are:
Same as outlined in above.
4. Available HPER Center hours for Alumni members:

	<u>Farris Center Pool Hours</u>
A. Monday – Friday	6:00am to 2:00pm
B. Saturday	10:00am to 3:00pm
	All hours the pool is open
5. Alumni Memberships Fees:

	<u>Individual</u>	<u>Individual + Spouse</u>	<u>Individual + Family</u>
A. Fall semester	\$165.00	\$275.00	\$335.00
B. Spring semester	\$165.00	\$275.00	\$335.00
C. Summer	\$ 80.00	\$120.00	\$150.00
D. Annual	\$410.00	\$670.00	\$820.00
6. Alumni membership will be payable for the entire membership period. No monthly billing.
7. Membership defined:
 - A. Individual – The Alum
 - B. Spouse – The Alum’s spouse
 - C. Family – The Alum, spouse, and children. Must be 18 years old to use the HPER Center.
8. Alumni HPER Membership card.
 - A. The UCA Alumni Association will issue ID cards.
 - B. Each ID Card will have a unique member number and expiration date for the Alumni Association.
9. The Alumni must visit the HPER Center main office to join.
10. Parking is available (parking meters or parking tag issued through UCAPD)
11. If an Alumni Association membership expires during HPER membership period, the HPER Center will honor HPER membership up to the next HPER membership period.
12. The University administration may waive these fees in appropriate circumstances upon the recommendation of the Vice President for Student Services and the approval of the President.

Comparison of YEARLY Costs between UCA HPER Center & Conway Regional Fitness Center

Category	UCA HPER	Conway Regional
Individual (faculty/staff)	0	576
Couple (staff & spouse)	296	1020
Family	445	1260
Single Parent Family	148	-

**Addressing UCA Greek Off Campus Social Events Issues
December 13, 2011**

The University of Central Arkansas has implemented numerous policy and program changes over the past 20 years to address issues related to social Greek organizations. Some of these changes have included the following:

- In the late 1980s, implementation of “dry rush” for UCA fraternities.
- In the late 1980s, establishment of a “Greek 101” education program to address Greek life issues with new members of fraternities and sororities.
- In Fall 1991, established a “Dead Week” policy in which student groups are not permitted to have social events the last two weeks of the semester.
- In Fall 1991, establishment of a “Risk Management” program in which Greek organization leaders are trained on risk management policies and practices to learn how to throw safe parties.
- In Fall 1992, implementation of an “Off-Campus Social Events” policy in which Greek organizations must register off-campus events if alcohol is present or the event is open to the public.
- In Fall 1998, implementation of a policy to “ban alcohol at fraternity sponsored social events held at off-campus fraternity houses.”
- In Fall 2000, implementation of a “deferred rush” program in which entering freshmen must wait one semester before joining a fraternity or sorority.
- Beginning Fall 2008, nearly all 1000 Greek members have been required to attend a “Greek convocation” session focusing on topics relevant to Greek life. Past topics have included alcohol abuse, hazing, recruitment and enhancing standards of Greek membership.
- Beginning Fall 2009, all Greek organization leaders have been required to attend an overnight off campus leadership retreat.

In more recent years, Student Services and Greek Life staff, in cooperation with University Police, have implemented additional changes to the Off Campus Social Events Policy to enhance safety of students. These current policies are listed below:

- All groups who sponsor an off campus social event that is open to non-members or where alcohol is present must contact UCA police to determine if officers are needed at the event.
 - Contact with police must be made at least 7 days in advance.
 - Any social event registered as “open” must have uniformed police officers present at the event.
 - UCA police, in consultation with student life staff, will determine if officers must be present at closed events.
 - UCA police, in consultation with student life staff, will determine the number of officers to work the event.
 - UCA police will determine if they have a sufficient number of officers to work an off campus event. If they do not, uniformed police officers from other agencies (i.e., Conway Police, Faulkner County Sheriff, etc.) may be contacted to work the event.
- Once police security arrangements have been made, the sponsoring student organization must register their event with the dean of students.
- The following policies and procedures are required for open events:
 - All off campus open parties are limited to individuals with current university ID (UCA or other college ID), plus one guest per member of sponsoring organization.
 - Guests must be signed in on a guest list at the door.
 - Advertisements for the event must specify “Limited to students with current college ID.”
 - Security wands must be used at all open parties.
 - Signs must be posted outside the event to address loitering and other behavioral issues.
 - Sponsoring organization members must meet with police prior to the event to go over security procedures.
 - Music must be turned off and lights turned on no later than 2:00 a.m.
- For alcohol related events, executive officers and chairs of an organization must complete an alcohol risk management program. Organizations must also establish procedures to minimize the risk of alcohol related incidents including:
 - Checking IDs to ensure students are of legal age to consume alcohol.
 - Establish an identification system (such as wrist bands) to ensure alcohol is not provided to minors.
 - Provide designated drivers for individuals who are intoxicated and/or are over the legal limit to drive.

- Actively take steps to minimize intoxication of individuals.

Appendix II (Page 2 of 7)

The most recent incidents involving UCA Greek organizations have made it necessary for the university to review and make additional changes to maximize the safety and security of students at off campus social events. A committee has been established to conduct this review. Members include –

- Ronnie Williams (chair), vice president for student services
- Larry James, chief of police
- Major John Merguie, UCA police
- Lt. Jamie Booth, UCA police
- Gary Roberts, dean of students
- Wendy Holbrook, director for student life
- Hank Phelps, director of student center
- Ernie Ness, director of counseling services
- Angela Jackson, director multicultural services
- Lindsey Osborne, director for sorority life
- Scott Isenga, director for fraternity life

The committee makes the following recommendations regarding off campus social events sponsored by Greek and other student organizations.

Off Campus Social Events Policy Changes that Affect Risk Management Practices

1. **Limit Parties to UCA Students** - Beginning Spring Semester 2012, all off campus open social events will be limited to UCA students with current ID, plus registered guests. *Note: Events are no longer open to any college student with an ID.*
2. **Registered Guests** - Registered guests are non UCA students. The number of registered guests who can attend an open event will be determined by the size of a student organization using the following formula:
 - Organizations with 30 or fewer members may have up to 5 guests per member.
 - Organizations with 31 to 70 members may have up to 3 guests per member.
 - Organizations with 71 or more members may have up to 1 guest per member.
 - Note: A student organization may invite other special groups if approved in advance by Student Life staff.
 - A guest list must be turned in electronically to the Student Life office 48 hours in advance of the event. Information required on the guest list shall include guests' names, phone number, e-mail address, and driver license (or State issued Identification Card number). *Guests must have driver license or State ID Card on them when entering the event. Individuals not on the guest list will not be allowed into the event.*
3. **Fire Code Limit** - The number of individuals attending the event shall not exceed the fire code for the event venue.
4. **UCA Police Required to Work Open Events** - UCA police *must* be in attendance to work all open events. Officers from other police agencies may assist in working the event, but a UCA police officer must be present. The UCA Officer(s) will assume primary jurisdiction for the event. *Note: In the past other police agencies were able to work an event if UCA police were not available.*
5. **Register With Police 10 Days in Advance** - Student organizations must contact UCA police 10 days in advance to arrange security for off campus events. *Note: Student groups currently have 7 days to contact UCA police.*
6. **Party Monitors** – A student organization must provide its own members as “party monitors” to work an open event. The guideline will be one party monitor per 50 estimated participants at the event.
 - Party monitors must wear identifiable security uniforms at an open event.
7. **Training of Security Staff** - UCA police and Student Life staff will conduct a training seminar of party security procedures for the following individuals:
 - Police at other agencies who may be hired to work security at future events; and
 - Students from each organization who will act as “party monitors” for their own events.
 - The number of party monitors to be trained must be sufficient in size to cover the largest anticipated open events sponsored by the organization.
8. **Card Readers** - UCA will purchase card readers that will swipe IDs of UCA students and registered guests. Card readers will be used for on and off campus open events.

9. **Evaluation Report** – At the end of each open social event, UCA police will complete a report to debrief the event. The report will be submitted to the Student Life staff. The purpose of the report is to communicate concerns and make recommendations for improvements for future events, if necessary.
10. **Spot Checks** – Student services and Greek life staff may make spot checks of open events at any time to determine if proper security procedures are being followed.

11. **Security of Events Outside Faulkner County** - Student groups who plan open social events in locations other than Faulkner County must provide documentation to UCA Police that security arrangements have been made for the event. UCA police, in consultation with Student Life staff, may require documentation for security for closed events that are large in size and/or where alcohol is present. Documentation should be submitted to UCA police 30 days in advance and must include contact name and phone number of security working the event. UCA police will not work off campus events outside Faulkner County.

Educational Training

- The Student Life Department will arrange educational programs to teach appropriate conflict resolution techniques to Greek and other university students. Programs may be provided at Greek 101 new member development sessions, Greek convocation (held in beginning of the fall), and Greek leadership retreat.

Faculty Advising of Greek Organizations

The committee recommends the university strengthen faculty advisement of Greek and other student organizations. We need faculty who are *active advisors* who attend fraternity and sorority meetings, attend some of their activities, and who challenge and promote leadership among Greek members. The committee recommends the following to accomplish this objective:

- Greater weight or emphasis be given to faculty who advise student organizations.
- Faculty advisors attend training programs on how to become effective student organization advisors.

Social Events Policy Comparison Chart

	UCA	U of A	Ark. State (NPHC Only)	UALR	Sam Houston
Event Registration	<p>-Ten (10) days in advance</p> <p>-Online registration for events available here: http://uca.edu/gogreek/greek-life-policies-and-forms/</p>	<p>-Ten (10) full business days prior to the date of the event.</p> <p>-Registration form is available here: http://uagreeks.uark.edu/documents/Social_Policy_Guidlines_Spring_2011.pdf</p>	<p>-Two (2) weeks prior to event.</p>	<p>-Ten (10) class days prior to the event.</p>	<p>-Organizations are strongly encouraged to register all social events.</p> <p>-Registration for 500+ member events at least 14 business days prior to the event.</p>
Number of Registered Social Events Per Semester	<p>-No limit as long as organization(s) is not on probation.</p>	<p>-Five (5) mid-week social and a maximum of four (4) weekend functions per semester.</p>	<p>-Four (4) parties on/of campus per semester and only two (2) in the summer.</p>	<p>-No Information Provided</p>	<p>-No Information Provided</p>
Who Can Attend?	<p>-Beginning spring semester 2012, all off campus open social events will be limited to UCA students with current ID, plus registered guests.</p>	<p>-Restricted to U of A students and individuals on the guest list.</p>	<p>-Only ASU students and their REGISTERED GUEST will be allowed to attend functions on campus.</p>	<p>-UALR students and invited guests.</p>	<p>-Closed Events: Members and invited guests.</p> <p>-Open Events: University community and public.</p>
Guest Lists and Number of Guests Allowed	<p>-Guest lists must be submitted to the Student Life Office 48 hours in advance.</p>	<p>-Guest list must be submitted to the Greek Life Office no more 24 hours following the start of the event.</p>	<p>-Sign in list for registered guests available at event check-in table. IDs must be left at this table while in the</p>	<p>-A master guest list, which includes all guest names, will be submitted to the reviewing office forty-eight (48) hours</p>	<p>-Guests lists are required for Closed Events/Parties where alcohol is present.</p>

	-Registered guest numbers are determined by a pre-determined formula based on chapter size.	-Guest list size determined by ratio of students in sponsoring organization.	event. -Only ASU students and their registered guest will be allowed to attend functions on campus.	prior to the function. -All Greek Lodges' social events will be restricted to invitation only. Guests, other than members, must receive written invitation prior to the events.	
Fire Code	-The number of individuals attending the event shall not exceed the fire code for the event venue.	-Attendance numbers determined prior to the event.	- Groups will be provided tickets prior to the event to limit total event size.	- Attendance numbers will be determined prior to the event.	-Event guest attendance will be limited based on guest list, venue contract, or applicable fire code.
Security	-UCA police must be in attendance to work an open event. Officers from other police agencies may assist in working the event, but a UCA police officer must be present. The UCA Officer(s) will assume primary jurisdiction for the event.	-UAPD Officers are required to be at ALL social events including Date Nights.	-University Police or licensed bonded security agency will provide security at all social events. -Security must be present at the event with a ratio of one officer for every 100 expected patrons.	-UALR police officers or other constituted law enforcement officers are required for dances scheduled on campus and may also be required for some off campus Greek events.	-University Police will provide security at social events/ parties on campus. Off campus security will be determined by the Dean of Students Office. -Determination of number officers at the events is based on the size, nature, location, and past history of the event.

<p>Student Party Monitors</p>	<p>-A student organization must provide its own members as “party monitors” to work an open event.</p> <p>-Party monitors must wear identifiable security uniforms at an open event.</p> <p>-One (1) party monitor per 50 estimated event guests.</p> <p>-Party Monitors trained by UCA police and Student Life staff.</p>	<p>-Marshalls are responsible for the proper management of the social event.</p> <p>-Marshals must wear identifiable security uniforms at an open event.</p> <p>-The Greek Life Office will conduct training for party marshals if requested by the chapter.</p>	<p>- Marshals must be present at social events and be wearing identifiable clothing.</p> <p>-All groups will be required to have a designated number of members to attend a Risk Management training session at the beginning of each semester.</p>	<p>-Marshals should be identified individuals, i.e., t-shirts, arm bands, hats, etc., and are responsible for the proper management of the social event.</p>	<p>-Each student organization should annually educate and review with its officers, members and affiliates the Student Organization Risk Management Guidelines of Sam Houston State University.</p>
<p>Additional Security Measures</p>	<p><u>Metal Dectors/Security wands:</u> Yes</p> <p><u>Entrance/Exit Restrictions:</u> Yes</p> <p><u>Event signs:</u> Yes</p> <p><u>Clickers:</u> Yes</p>	<p><u>Metal Dectors/Security wands:</u> N/A</p> <p><u>Entrance/Exit Restrictions:</u> Yes</p> <p><u>Event signs:</u> N/A</p> <p><u>Clickers:</u> N/A</p>	<p><u>Metal Dectors/Security wands:</u> N/A</p> <p><u>Entrance/Exit Restrictions:</u> N/A</p> <p><u>Event signs:</u> N/A</p> <p><u>Clickers:</u> N/A</p>	<p><u>Metal Dectors/Security wands:</u> N/A</p> <p><u>Entrance/Exit Restrictions:</u> Yes</p> <p><u>Event signs:</u> N/A</p> <p><u>Clickers:</u> N/A</p>	<p><u>Metal Dectors/Security wands:</u> N/A</p> <p><u>Entrance/Exit Restrictions:</u> N/A</p> <p><u>Event signs:</u> N/A</p> <p><u>Clickers:</u> N/A</p>

	ID Card Readers: Yes	ID Card Readers: N/A	ID Card Readers: Yes	ID Card Readers: N/A	ID Card Readers: N/A
	Music Restrictions: Yes	Music Restrictions: N/A	Music Restrictions: Yes	Music Restrictions: N/A	Music Restrictions: N/A
Evaluation Report	-Post-event report will be completed by UCA police and submitted to the Student Life staff.	-Post-event checklist: http://uagreeks.uark.edu/documents/Social_Policy_Guidlines_Spring_2011.pdf .	No Information Provided	No Information Provided	No Information Provided
Spot Checks	-Student Services and/or Student Life staff may make spot checks of open events at any time.	No Information Provided	No Information Provided	No Information Provided	No Information Provided
Security of Events Outside County Jurisdiction	-Student groups who plan open social events in locations other than Faulkner County must provide documentation 30 days in advance to UCA Police that security arrangements have been made for the event.	No Information Provided	No Information Provided	-A written request for police services must be submitted and to the Department of Public Safety (DPS) ten (10) class days prior to the event. If DPS is unable to provide police services, the approving official will be notified at least three (3) class days prior to the event, so that it can be cancelled.	No Information Provided

UCA Night of Distinction 2012

Saturday Evening, May 12, 2012

Raffle Prizes

Grand Prize: 24x30 framed original oil painting by Steve Griffith valued at \$3,800.

Donated by Steve Griffith.

2nd Prize: Six (6) UCA Public Appearances 2012-13 season tickets and \$150 Mike's Place gift certificate valued at more than \$2,500. *Donated by UCA Public Appearances & Mike's Place.*

3rd Prize: Six (6) upper reserved seating UCA Football 2012 season tickets and \$150 Mike's Place gift certificate valued at \$760. *Donated by UCA Athletics & Mike's Place*

4th Prize: Six (6) Arkansas Shakespeare Theatre 2012 season tickets and \$150 Mike's Place gift certificate valued at \$340. *Donated by Arkansas Shakespeare Theatre & Mike's Place.*

5th Prize: Two night stay and \$50 Outback Steakhouse gift card valued at \$250.

Donated by Fairfield Inn and Suites by Marriott, Conway.

6th Prize: Nook donated by the UCA Bookstore valued at \$199.



Country Road 24x30 Oil on Canvas valued at \$3,800 donated by Steve Griffith.

Tickets

1 for \$10 | 3 for \$25 | 7 for \$50 | 15 for \$100

Raffle Rules

Proceeds benefit the UCA Foundation. Drawing will be held at Night of Distinction on Saturday, May 12th. Need not be present to win. Winners responsible for all applicable taxes and prize pick-up or shipping. Must be 18 to participate. According to IRS Publication 526, the amount paid to purchase a raffle ticket is not deductible as a charitable contribution. UCA Executive Staff, Deans, Board of Trustees and Advancement Leadership Team members are not eligible to win.

Ticket Seller Incentives

Top raffle ticket seller prizes (based on dollar amount sold):

First Place: Steve Griffith original oil painting

Second Place: \$100 Mike's Place gift certificate

Third Place: \$50 Mike's Place gift certificate

ALL persons selling \$1,000 or more in raffle tickets will receive an 8x10 Steve Griffith original oil painting (unframed) valued at \$400 donated by Steve Griffith.

Ticket Outlets

Buffalo Alumni Hall | Online at www.uca.edu/gala | At Night of Distinction | Individual ticket sellers

STAFF & FACULTY SPRING PICNIC

SPONSORED BY THE
Office of the
President

PRESENTED BY
Staff Senate



University of
Central Arkansas
OFFICE OF THE
PRESIDENT

UCA
STAFF SENATE

Private funds and not state dollars are being used for this event.

TUESDAY APRIL 24

11:00 A.M. to 1:00 P.M.*

**drop by as you can*

McAlister Lawn

Rain Location, Farris Center

CATFISH & FIXINGS

CATERED BY ADAMS CATFISH

FOOD ALLERGIES? Email staffsenate@uca.edu.

You will need to provide your ticket number for the request to be processed.

FREE TICKET REQUIRED

Available at the following locations:

TORREYSON WEST 305

Sylvia Childers

PHYSICAL PLANT

Lula Tyus

BURDICK 102A

Mary Jackson

BERNARD 208

Heather Romine

BUFFALO

ALUMNI HALL

Brent Ahne

FUN & GAMES!

FREE GAMES

Horseshoes

Croquet

Baggo

BENEFITTING STAFF EMERGENCY FUND

Cake Walk .25

Caricatures \$2.00

by Robby Burton

FREE FOOD & GAMES

FREE TICKET REQUIRED • LIMITED TICKETS AVAILABLE (1000) • FREE TICKET REQUIRED

Volunteers are needed to serve as ushers/assistants for the three Spring Commencement Ceremonies on Saturday, May 5, 2012, in the Farris Health and Physical Education Center.

10:00 a.m. Ceremony

Ushers need to be there at 8:30 a.m.

Graduates from the College of Education, College of Liberal Arts, and College of Natural Sciences and Mathematics

1:30 p.m. Ceremony

Ushers need to be there at 12:00 noon.

Graduates from the College of Business Administration, College of Fine Arts and Communication, and University College

5:00 p.m. Ceremony

Ushers need to be there at 3:30 p.m.

Graduates from the College of Health and Behavioral Sciences

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: _____

Subject: Children in the Workplace

Page 1 of 1

Date Adopted: _____ Revised: _____

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.

UNIVERSITY OF CENTRAL ARKANSAS

BOARD POLICY

Policy Number: _____

Subject: Diversity

00/2012

Date Adopted: _____ Revised: _____

Preamble: The University of Central Arkansas (“University”) seeks to include and integrate individuals from various backgrounds and with varied characteristics, and promotes opportunities to work, learn, and develop within a community that embraces the diversity of individuals and ideas.

Diversity Language in UCA Mission Statement: The following statement was adopted by the Board of Trustees on May 6, 2011, as part of the Mission Statement of the University:

“We are dedicated to attracting and supporting a diverse student, faculty and staff population and enhanced multicultural learning opportunities. We value the opportunity to work, learn, and develop in a community that embraces the diversity of individuals and ideas, including race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, physical ability, political affiliation, and intellectual perspective.”

Creation of Diversity Advisory Committee: In order to carry out the diversity language in the Mission Statement, effective July 1, 2012, there is hereby established a standing committee of the University to be known as the “Diversity Advisory Committee.”

Purpose of the Diversity Advisory Committee: The purpose of the Diversity Advisory Committee is to:

- (a) review all policies, programs and offices of the University of Central Arkansas in an effort to promote and maintain a diverse student, faculty and staff population;
- (b) develop and present to the Board of Trustees and the President a plan and recommendations to increase diversity, including but not limited to, staffing, budget recommendations and program changes, if any, with such report to be presented not later than January 31, 2013;
- (c) on an annual basis thereafter prepare and file with the Board of Trustees and the Office of the President, an annual report on diversity initiatives with such recommendations as the committee may deem necessary and advisable; and
- (d) undertake such other activities, studies or initiatives as the Committee may, from time-to-time, deem necessary or advisable, as well as conduct any other matters within the Committee’s jurisdiction as may be requested by the Board of Trustees.

Membership of the Diversity Advisory Committee/Meetings: The Diversity Advisory Committee shall be composed of eleven (11) persons who shall each serve terms as set forth below.

- One member of the University's Board of Trustees appointed by the Board of Trustees
- Two persons appointed by the Board of Trustees, at least one of whom shall be a person holding an administrative position at the University
- Two persons designated as representatives from the Faculty Senate
- Two persons designated as representatives from the Staff Senate
- Two persons designated as representatives from the Student Government Association
- One person designated as the representative from the UCA Alumni Association
- One person designated as the representative from the UCA Foundation, Inc.

The UCA Board member and the representatives from the UCA Alumni Association and the UCA Foundation shall serve a one-year term on the committee.

All other members shall serve two-year terms, with the initial terms of those persons staggered and drawn by lot at the first meeting so that one person from the at-large Board appointees, Faculty Senate, Staff Senate and SGA serves an initial one-year term, and one person from each group serves a two-year term. Thereafter, all terms shall be for two years. Members of the committee may be reappointed.

The committee shall elect its own chair. The committee shall hold at least one meeting in the fall semester and one meeting in the spring semester each year. Special meetings may be called by the Chair, or upon the request of any two (2) members of the committee. At least two days' notice of any meeting shall be provided to each member.

Non-Discrimination Statement: The following non-discrimination statement is hereby approved, and shall be placed in the *UCA Faculty Handbook*, the *UCA Staff Handbook* and the *UCA Student Handbook*, as well as in advertisements for employment with the University:

“The University of Central Arkansas is committed to providing equal opportunity for all students and applicants for admission and for all employees and applicants for employment regardless of race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, veteran status, socioeconomic background, sexual orientation, gender identity, physical ability, political affiliation, and intellectual perspective.”