



Meeting Minutes May 30, 2012

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:01 a.m. on May 30, 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, Andrew Faulkner, Amber Hall, Chad Hearne, Mark Heffington, Faith Hopkins, Mary Jackson, Arch Jones, Lindsey Osborne, Gail Ozanich, Tracy Spence, Lula Tyus, Theresa White

Senators Absent: Tanya Buchanan (AE), Veda Charlton (AE), Meagan Dyson (AE), Charlotte Fant (AE), Leslie Knox, Ashley Lyon (AE), Josh Markham, Kim McKee(AE), Michelle Reinold(AE), Jenny Ruud (AE), Arian Story

Minutes

The minutes of the May 9, 2012 meeting were approved electronically on May 16, 2012.

Guest Reports

President Courtway, Dr. Graham Gillis, Diane Newton

- *Memo on Merit Increases and Category B Monies* - President Courtway, Dr. Gillis, and Ms. Newton explained the unique situation UCA is in. UCA faces three big challenges right now in no particular order: enrollment needs to increase, staff and faculty need to be fairly compensated for the valuable work that is done at UCA, and UCA needs to be restored to a place of financial stability. July 31 is the leanest day of each year since this is the first month of state appropriations which are generally lower and there is very little tuition monies coming in. The goal is to look at the unrestricted cash balance on July 31 of each year and increase the unrestricted monies on this day to have enough to cover 60 days' worth of payroll and bills for the university. Other institutions providing different increases are in different enrollment and financial positions than UCA. There is not a one size fits all plan that will work for all institutions of higher education in the state of Arkansas. Every institution is handling this situation differently between classified and non-classified staff. Our financial position is getting stronger every day, but we're not there yet. We're still in the lean years – this is the first of three years that we are expected to get no additional external funds to help the financial situation. If we see enrollment increase over both of the next two years, then the administration can feel good about building in a COLA into the base budget. We should know if this is a possibility by Fall 2013. The administration sent out a memo later in the day to all employees of the university by email explaining the same things that were discussed in today's meeting and plans to hold a campus talk forum where staff and faculty can ask questions regarding this situation. A copy of that memo can be found on Appendix I.

Officers' Reports

President Winters

- *Board of Trustees Meeting Today*– There will be a teleconference Board meeting today at 4:00. The Budget Advisory Committee will recommend that we hold on to the Category B money along with the administration. To listen to the meeting, staff members can call in the participation number.
- *End of Year Celebration* – The executive staff is working on the end of year celebration luncheon scheduled for June 27.

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.
- *Operations Manual* – Secretary Parish still needs information from many committees to compile into the operations manual. Information can be emailed to StaffSenate@uca.edu or vparish@uca.edu or sent via campus mail.

Treasurer Ashley-Pauley

- *No report.*

Parliamentarian Childers

- *No Report*

Committee Reports

Courtesy – Senator Jackson

- *Congratulations* – Jeanette Solomon, birth of daughter

Professional Development Committee – President Winters

- A meeting will be called soon with Patricia Smith leading in order to evaluate limits for amount of professional development awarded to individuals as well as criteria. There will also be discussion regarding how best to spend the money provided by the Board of Trustees. Staff Senate has been tasked with the goal of serving as many staff as possible with these monies.

Employee of the Year/Quarter – Vice President McBrayer

- *Employee of the Quarter* –Quarter IV nominations are open now. (April-June)

Football Volunteers – Senator Faulkner

- Dr. Graham Gillis has agreed to allow staff members to use football and basketball volunteer time before the end of the year as comp. time to use for the holiday break.
- Football games need to have volunteers stay for almost the entire game now because of the people that influx into the purple circle and other sections after ushers leave. The proposed increase in pay for this change will go from \$30 to \$50.

Senate Committees with No Report: Commencement Committee, Election Committee, Angel Bear Tree Committee, Special Events Committee, Scholarship Committee, Basketball Committee, Staff Handbook Committee, Diversity Committee, Compensation Committee

University Committee Reports

Responsible UCA Committee – Senator Hearne

- The committee met last week. They are researching some of the submissions, but are looking at making the form require a name and email address. A concern was brought up about employee morale. Dianna and Stephanie are working on a proposal for a Senate Communications Committee, which will begin with a survey on communications at UCA and can include morale.

UCA Safety Committee – Senator Jones

- The Building Emergency Plan sub-committee is in the process of reassessing and adjusting building administrators who will be trained on how to do a building emergency plan for their building.

University Committees with No Report: University Image Committee, SEED Committee, SPARC Committee, Parking & Traffic Committee, Health & Wellness Promotion Committee, Higher Learning

Commission Report Committee, Public Art Committee, Public Appearances Committee, Budget Advisory Committee, Employee Benefits Advisory Committee

Old Business

None.

New Business

Officer Nominations:

- Secretary: Vicki Parish
- Treasurer: Tracy Spence
- Parliamentarian: Sylvia Childers
- President Elect: Arch Jones, Lindsey Osborne

Officer nominations will remain open through the end of this week. An email reminder of this will be sent to Senators. At the next regular meeting, candidates can give a short speech to Senate as to why they wish to serve in each position and Senate will vote in next year's officers.

Good and Welfare

Senator Jackson brought up the fact that a local television station is hosting a cereal drive competition to provide cereal to students in the area that qualify for free or reduced meals at school for the summer. She wants Staff Senate to participate in this competition across campus.

Adjournment

Meeting adjourned at 11:13 a.m. by President Winters. The next regular meeting will be June 13, 2012.

Minutes submitted by: Vicki Parish, Secretary

Dear Members of the UCA Faculty and Staff:

I'm sure you've either read or heard about an additional distribution the University is to receive in the current fiscal year (FY 2012) from the State. This is our Category "B" money under the state's Revenue Stabilization Act ("RSA"). In prior years, we have either not received any of these funds, or when received they were used for one-time projects (primarily critical maintenance needs around campus).

In this year's RSA, \$589,000 was placed in Category "B." We did not put it in the budget for FY 2012 because no one anticipated it being funded. To the best of my knowledge no agency or institution of higher education budgets the Category "B" funds. However, in the last few weeks the revenue forecast was revised upward and the Governor announced that this money would be distributed this fiscal year. This is "one-time" money. It was not anticipated this year, and it will not re-occur. (For the coming fiscal year, we do not have any Category "B" money in the RSA.)

We reviewed several options on what to do with these one-time funds. These options included (i) saving the money until the next fiscal year, (ii) paying some form of a "one-time" bonus to classified staff on either a percentage basis or in a lump sum per classified employee, (iii) paying some form of a "one-time" bonus to certain non-classified employees (those within the salary range equal to those classified employees) on either a percentage basis or in a lump sum, (iv) a combination of those bonus payments, (v) or other options such as critical maintenance needs around campus. Under any option under consideration, these funds were not built into the University's "base budget" since they are "one-time" funds.

We have decided to hold the Category "B" money until we see our enrollment numbers for this fall. In making this decision, we considered all of the options above, plus the following factors: (a) our overall enrollment has declined over the last couple of years, (b) we do not know what our enrollment will be this fall and (c) our financial reserves are not where we would like them to be.

These Category "B" funds, when received, will not be spent or otherwise obligated. In the fall, if our projected revenues are sufficient to warrant some form of a one-time bonus, we will develop a plan and submit it to the Board of Trustees for the Board's consideration. I can assure you that the Board of Trustees and the administration realize the need for a pay adjustment. At this time, however, it seems the prudent course is to hold the funds, not spend them and then see what happens in a few months.

We also intend to have a campus forum in the near future to discuss these and other matters and allow anyone to ask questions.

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