



Meeting Minutes May 9, 2012

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:00 a.m. on May 9, 2012 in Wingo 315 by President Winters.

Roll Call

Senators Present: Dianna K. Winters, Stephanie Hailey McBrayer, Sylvia Childers, Vicki Parish, Veda Charlton, Charlotte Fant, Amber Hall, Chad Hearne, Mark Heffington, Faith Hopkins, Mary Jackson, Arch Jones, Josh Markham, Lindsey Osborne, Jenny Ruud, Tracy Spence, Lula Tyus

Senators Absent: Kimberly Ashley-Pauley (AE), Patricia Smith (AE), Tanya Buchanan, Meagan Dyson (AE), Andrew Faulkner (AE), Leslie Knox, Ashley Lyon (AE), Kim McKee(AE), Gail Ozanich (AE), Michelle Reinold, Arian Story, Theresa White

Minutes

The minutes of the April 11, 2012 meeting were approved electronically on April 17, 2012.

President Winters acknowledged the electronic approval of the following eVotes on April 17, 2012:

- Purchase of Filing Cabinet
- Support of the HPER Expansion/Rate Changes
- Purchase of Night of Distinction Tickets
- Scholarship Committee Changes
- Support of the Children in the Workplace Policy
- Support of the Diversity Policy
- Senator Recognition Funding Approval
- HCOL Service Learning Project Funding

Officers' Reports

President Winters

- *Update from the Board of Trustees Meeting* – Staff Senate will receive additional money into the operating budget next year to be equal with the amount allotted Faculty Senate of \$4300. Staff Senate will also be allotted \$10,000 in one time money from the Board's discretionary fund to be used for professional development. Scott Roussel resigned from the Board of Trustees.
- *Work for Future Board Meeting* – President Winters is working on proposals to take to the board to change the Senate bylaws to allow more hours of allotment for the president and also allow some time for other officers that must put in regular time each week to perform Staff Senate duties.

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.
- *"Thank You's"* - Mary Sikes (Employee Service Award), David Anthes (appreciates work of Staff Senate; picnic), Honors Core II Class (HCOL Service Learning Project Funding)
- *Operations Manual* – Secretary Parish has received information for the manual from the compensation committee, commencement volunteer committee, basketball volunteer committee, and scholarship

committee. ALL other committees need to get her any information about their committee they can find. 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

- *Sympathy* – Cheryl Lyons, O’Neal Payne, Jason Rankin, Jan Bartley, Maria Johnson, Lindsey Osborne
- *Get Well* – Diane Newton, Terri Escalera

Compensation Committee – Senator Hall

- No report.

Diversity Committee – Senator Knox

- No report.

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 Handbook Committee – President Winters

- The goal is for the committee to take the finished/updated staff handbook to the Board of Trustees during the first Fall meeting for approval and set an annual process to reevaluate the handbook.

Employee of the Year/Quarter – Vice President McBrayer

- *Employee of the Quarter* –Quarter IV nominations are open now.

Football Volunteers – Senator Faulkner

- No report.

Basketball Volunteers– Senator Parish

- No report.

Scholarship Committee – Senator Fant

- No report.

Special Events Committee – Secretary Parish

- *Spring Picnic* – The picnic went well with lots of thankfulness expressed. One concern was that there was no water or unsweet drinks. This will be specifically addressed at the next picnic by the committee. Another concern was expressed regarding second and third shift employees’ lack of participation due to the hours worked. This concern will be revisited again next year in order to come to a viable solution for all involved.

Angel Bear Tree Committee – Senator Lyon

- No Report.

Election Committee –Vice President McBrayer

- Election results can be found at <http://uca.edu/staffsenate/files/2011/06/12-13Electionresults1.pdf>.

Commencement Committee – Senator Hopkins

- On behalf of the Registrar Personnel and Senator Hopkins, thank you to all ushers who volunteered at the Spring Commencement ceremonies on Saturday. Thank you for taking the time out of your weekend to support the UCA graduates and their families.

University Committee Reports

Higher Learning Commission Report Committee

- The committee has recessed until the fall semester begins. As President, Stephanie McBrayer will serve on this committee for 2012-2013.

Public Art Committee – Larry Burns

- The committee has recessed until the fall semester begins.

Public Appearances Committee – Senator Ozanich

- The committee has recessed until the fall semester begins.

Budget Advisory Committee – President Winters

- The committee has recessed until the fall semester begins. As President, Stephanie McBrayer will serve on this committee for 2012-2013.

Employee Benefits Advisory Committee – Parliamentarian Childers

- The committee has recessed until the fall semester begins. There will be RFPs to consider during the summer months.

Responsible UCA Committee – Senator Hearne

- There is an anonymous submission form by which staff, faculty, and students can submit ideas to help save money. The committee takes the ideas and provides them to each committee member who's area would be affected by the said change to determine if it would truly be beneficial to the university. As responses are prepared, they will be being put on the website.

Health & Wellness Promotion – President Winters

- Work is being done to create a mission for this committee.

Parking & Traffic Committee – Senator Hearne

- No report.

SPARC – President Winters

- No report.

SEED Committee – Senator Lyon

- No Report.

UCA Safety Committee – Senator Jones

- This committee will remain active this summer. The next meeting will be in July. An active sub-committee has been charged with assisting with the creation of building emergency plans campus wide. This subcommittee will meet on May 24.

University Image Committee – President Winters

- Jeff Pitchford is creating a committee/focus group to meet over this summer and then be dissolved once the mission is accomplished.

Old Business

The diversity policy did not go before the board but is being worked on again to check the legal terminology for pieces of the policy.

New Business

None.

Good and Welfare

Dianna reminded Senators that if there are committee needs that haven't been met financially or otherwise, let the executive committee know so that these needs can be put in the budget and plans for next year. An email will be sent soon asking for any requests to be submitted.

Adjournment

Meeting adjourned at 11:00 a.m. by President Winters. The next meeting will be May 30, 2012.

Minutes submitted by: Vicki Parish, Secretary