



## Meeting Minutes July 13, 2011

### Call to Order

The regular UCA Staff Senate meeting was called to order at 10:00 a.m. on July 13, 2011 in Wingo 315 by President Winters.

### Roll Call

**Senators Present:** Dianna K. Winters, Stephanie Hailey McBrayer, Sylvia Childers, Vicki Parish, Sherry DeVault, Meagan Dyson, Charlotte Fant, Andrew Faulkner, Chad Hearne, Mark Heffington, Faith Hopkins, Mary Jackson, Arch Jones, Amanda Legate, Ashley Lyon, Josh Markham, Catherine Marhenke, Kim McKee, Marisa Mize, Kim Newman, Lindsey Osborne, Ray Owens, Gail Ozanich, Michelle Reinold, Jenny Ruud, Lee Schwager, Tracy Spence

**Senators Absent:** Kimberly Ashley-Pauley (AE), Patricia Smith (AE), Venita Jenkins, Arian Story (AE), Lula Tyus(AE)

### Minutes

The minutes of the June 29, 2011 meeting were approved.

### Officers' Reports

#### President Winters

- *Communication:* Senators are encouraged to regularly communicate with their constituents and keep the lines of communication open between all staff members and the Staff Senate. List of each senator's constituents that they represent will be sent soon.
- *Restroom Usage Policy:* Members of the administration have been contacted and they assure us that they are working on the verbiage for putting a policy in place.
- *Contact Form:* Discussion made regarding the purpose and procedures surrounding the contact form.
- *Mini-Conference:* The executive committee will meet for a mini-conference to solidify the goals of the Staff Senate for the coming year.

#### Vice President McBrayer

- *Committees Update:* Overview of university committee roles given. There are still a few vacancies for senate and university committees.

#### Secretary Parish

- *Calendar:* Meeting calendar provided.
- *Minutes Approval Process:* Dianna K. Winters moved that "we move to electronic distribution and approval of minutes for senators with earlier distribution to staff." The motion was adopted after discussion.

#### Treasurer Ashley-Pauley

- No Report.

#### Parliamentarian Childers

- Gave a reminder for senators to attempt to follow Robert's Rules of Order during meetings.

### **Committee Reports**

#### **Courtesy - Senator Mize**

- *Sympathy:* Mike Shaw, Pam Hapner
- *Retirement:* Glenn Stacks, Ann Criswell, Judy Corcoran
- *Get Well:* Freddy Flood, Ramona Sitz, Eddy Fugatt
- *Congratulations:* Austin Clowers

#### **Employee of the Quarter – Senator McBrayer**

- There were eight eligible nominations. The committee is meeting later today to make the choice for quarter four. The new committee will meet soon to begin the process for the new quarter/year.

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

- Application form adjustments discussed.

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

- Recommended that if any staff member has any suggestions, they can be emailed to Ray Owens or submitted anonymously through the Cost Containment website.

#### **Old Business**

Parking issue was referred by administration to the University Parking & Traffic Committee.

#### **New Business**

None.

#### **Good and Welfare**

- *University Safety Committee:* This year's goals presented.
- *President's Residence:* Updated report expected at the next meeting.

#### **Adjournment**

Meeting was adjourned at 11:05 a.m. by President Winters. The next meeting will be July 27, 2011.

Minutes submitted by: Vicki Parish, Secretary