Meeting Minutes
July 25, 2012

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:00 a.m. on July 25, 2012 in Wingo 315 by President McBrayer.

Roll Call

Senators Present: Stephanie Hailey McBrayer, Lindsey Osborne, Tracy Spence, Sylvia Childers, Vicki Parish, Patricia Smith, Kimberly Ashley-Pauley, Meagan Dyson, Charlotte Fant, John Fincher, Chad Hearne, Mark Heffington, Mary Jackson, Denicha Kemp, Josh Markham, Kim McKee, Debbie Melendez, Gail Ozanich, Tyra Phillips, Michelle Reinold, Erica Ruble, Meghan Thompson
Senators Absent: Veda Charlton (AE), Andrew Faulkner (AE), Lori Hudspeth(AE), Arch Jones (AE), Linda Lentz (AE), Ashley Lyon (AE), Jenny Ruud (AE), Lula Tyus (AE), Dianna K. Winters (AE)

Minutes

The minutes of the June 13, 2012 meeting were approved electronically on June 19, 2012.

Officers' Reports

President McBrayer

- *Exec. Retreat* – Friday, July 20, 2012 the new executive committee met for a retreat. The team discussed the results of their Strengths Quest analysis, discussed goal setting based on the cards Senators filled out at the Celebration Luncheon with what they wanted to see Staff Senate do this next year, and discussed how to better improve the processes of Staff Senate.
- *Goals to Accomplish this Year* – President McBrayer shared the cards Senators prepared and pointed out the common themes throughout: staff morale, communication, and representation. These are three goals for us to improve this year in Staff Senate. Other goals are represented in the action steps linked to UCA's strategic plan for which Staff Senate is responsible for in some way. (See Appendix 1.)

Vice President Osborne

- *University and Staff Senate Committees -* There are vacancies on multiple university and staff senate committees. The list was passed around for Senators (new and old) to express interest in various committees. Where there is more interest than room, the appointments committee will choose the best qualified person to fill the vacancy. Senators are encouraged to serve on 3 or 4 committees in any combination of University and Staff Senate roles.

Secretary Parish

- *Contact Form Requests:* Reported on issues submitted via the contact form since the last meeting and what action has been taken on each.
- *Operations Manual* – The Operations Manual is complete for 2012 and has been provided to each Senator. This is a living breathing document, so as changes occur or it is seen that additions need to be made, they can be sent to Vicki Parish and she will make the changes in the 2013 document. The missing first page of the Table of Contents has been printed and was provided to each Senator at the meeting.

Treasurer Spence

- Regular Account – No change. Balance: $6,664.00.
- Professional Development Account – No change. Balance: $5,000.00.
- Continuing Fund – No change. Balance: $10,000.00.

- Agency Account – Paid for all end of the year awards and courtesy cards. End Balance: $10,287.11.
- *Foundation Accounts* – We are in the process of setting up a meeting with Kathy Carroll to go over the foundation accounts that Senate has. The treasurer and exec committee wants a full understanding of what each account is for and how it can be used. This information will be shared with Staff Senate after this meeting.

Parliamentarian Childers
- *No Report*

Committee Reports
Committee Goal Setting –President McBrayer
- *At the first committee meeting of the year, President McBrayer wants each committee to set one or more goals for this year. These goals should be submitted to Secretary Parish to include in the 2013 Operations Manual and presented to Staff Senate.*

Electronic Committee Reports – Secretary Parish
- *As both University and Staff Senate committees meet throughout this year, a report needs to be submitted via the committee report form on Staff Senate's webpage (http://uca.edu/web/forms/view.php?id=286). New to this form will be the option to choose if the committee or chair needs to address Staff Senate in the next regular meeting. This form is a committee's way of getting on the agenda.*

Courtesy – Senator Jackson
- *Congratulations* – Amber Williams, birth of son; Emily Hillis, new job; Colleen Elliott, birth of grandson; Jeremy Bullock, birth of daughter
- *Get Well* - Leesa Clark, Diane Farr, Gail Ozanich, Kim Collister, Gay Bowling, Alisha Moody, Patty Phelps
- *Thinking of You* – Robert Parrent
- *Sympathy* – Jeremy Landreth, Daniel Sams, Marcia Girdler, Pat Poindexter, Vernon Osborne, Jimi Bowman, Lori Forte, Robin Ealy, Marvin Williams, Robert Parrent, family of Dr. Vincent Hammond

Employee of the Year/Quarter –President McBrayer
- *Employee of the Quarter* –Quarter IV nominations are closed. The committee will have a belated meeting to identify the EOQ4 winner this week.

Staff Handbook Committee – Senator McKee
- *History & Update* – The staff handbook has not been updated since 2007. The committee looked at the grievance policy first. Proposed changes to this policy were taken to President Courtway and these changes will be presented to the Board of Trustees at the September 4, 2012 Board meeting. Senator McKee has continued rewriting the handbook (no digital copy of the handbook available anymore and it is in need of updating). The rewritten version has been given to Human Resources and they along with Senator McKee are meeting weekly to look at 20 pages at a time to review completeness and correctness.   When this process is finished, the full staff handbook will be presented to the Board of Trustees for approval along with the request to have it updated and revised as necessary every 2 years via Staff Senate.

Commencement Committee – Senator Melendez
- *August 10 Commencement* – An email was sent asking for volunteers for commencement. She received a quick and abundant response. For this ceremony, there will be no major changes in the process.

Senate Committees with No Report: Appointments Committee, Elections Committee, Angel Bear Tree Committee, Professional Development Committee, Special Events Committee, Scholarship Committee,

Basketball Volunteers Committee, Football Volunteers Committee, Diversity Committee, Compensation Committee

University Committee Reports
University Image Committee – President McBrayer
- The committee will meet again July 25, 2012 at 12:00. President McBrayer held focus group sessions with staff and alumni. These focus group sessions went well.

Responsible UCA – Senator Hearne
- The committee has posted some responses to submissions on their website. (http://uca.edu/ru/)

University Committees with No Report: Disabilities Grievance Committee, Information Services Advisory Committee, Affirmative Action Committee, Student Grievance Committee, Housing Exemptions Committee, Sexual Harassment Complaint Committee, UCA Safety 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
Senator McBrayer is putting together a framework for Staff Senate's vision for this year. She will be sharing this framework soon to make sure we're all in agreement on it before passing it on to the Vice Presidents and the Board of Trustees.

Good and Welfare
The Bear Card office has moved to Bernard 110 and Multicultural Student Services has moved to Bernard 207.
UCA has a new registrar, Beth Durff, and it looks like there are some changes on the horizon.
Admissions has a new director as well, Ron Patterson.

Adjournment
Meeting adjourned at 10:47 a.m. by President McBrayer. The next regular meeting will be August 8, 2012.
Minutes submitted by: Vicki Parish, Secretary

Action Steps Linked to the UCA Strategic Plan for FY2013

Document status: Full Draft

Strategic Goals	Action Steps	Cost	Responsibility	Desired Results
1) Focus on integrity at all levels of action	A) Campus wide forums to discuss Board Policy 202, President Search Process	$0	Faculty Senate, Staff Senate, SGA, Executive Staff, Board of Trustees	Opportunities will be available for input from all stakeholders relative to procedures to be followed in the search for a president.
	B) Review the role and membership composition of all University committees in light of UCA's mission.	$0	Faculty Handbook Committee, Faculty Senate, Staff Senate, SGA	Reviews of the role and composition of all committees are completed and revised where warranted.
	C) Include mission statement in *Student, Staff,* and *Faculty Handbooks.*	$0	Faculty Handbook Committee, Faculty Senate, Staff Senate, SGA, Student Services leadership	Mission statement prominently displayed in all handbooks.
	D) Readminister the Shared Governance and Communication Survey. Review and improve survey as required.	$0	Faculty Senate, Staff Senate, Executive Staff	Results compared to previous year will show more effective shared governance and communication.
	E) Review UCA organizational chart	$0	Faculty Senate, Staff Senate, Executive Staff	All groups and their administrative relationships are appropriately represented at various levels of organization.
	F) Complete review of current grievance processes and recommend appropriate changes	$0	Faculty Senate, Staff Senate, Executive Staff	Employee grievance processes will be clear and up-to-date.
	G) Create a web-based location to post all university-wide committee meeting minutes	$0	Faculty Senate, Staff Senate	A centralized location will be created for all to have access to past committee minutes.

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	H) Identify places to publish abbreviated mission statement and publish it.	$0[5]	SPARC, University and Government Relations	All will be able to articulate abbreviated mission statement.
	I) Senates and SGA continue to be able to ask questions during Board of Trustee meetings	$0	Faculty Senate, Staff Senate, SGA, Board of Trustees	All constituent groups will understand an action agenda item before the Board votes.
	J) Maintain existing information quality imitatives – Data Standards and Information Access.	Tbd[6]	Chief Information Officer, DSIA groups	Facilitate timely access to consistently reliable university information over time. Established and ongoing.
2) Foster a culture of academic, scholarly, and creative excellence.	A) Review adequacy of online instructional support and policies.	$0	Instructional Technology Group	Online instructional needs determined and consistent online class policies in place
	B) Appoint head/director for University College.	$65,000[7]	Provost, Academic Transition Team	Director appointed
	C) Review student evaluation instrument.	$0	Student Evaluation of Teachers Committee, Director of Assessment	Complete review of evaluation instruments for all forms of instructional delivery (online, directed studies, etc.)
	D) Publish academic strategic plans.	$0	Director of Assessment, Associate Provost for Instructional Support	All programs have a 5 year strategic plan; all plans posted on UCA Website.
	E1) Review/revision of General Education Program.	$0	General Education Council Director of General Education, COD, Provost	General Education program review based on assessment data, student/faculty surveys/focus groups. UCA Core revision completed.

[5] Cost of publication to be determined.
[6] Cost to be determined based on identified training needs and resources.
[7] Salary and fringe, but dependent on transition plan.

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	A2) Finish revising specific outcomes (area knowledge, skills, and attitudes and values) based on mission statement and basic outcomes adopted in 2012.	$0	General Education Council, Director of General Education, COD, Provost	General Education Program outcomes clearly articulated, widely understood. Additional desired results: ▪ Evaluation of course-level assessment in all GE courses completed. ▪ Student focus groups conducted annually in at least two colleges as part of program review. <u>Established and ongoing.</u> ▪ Mapping/evaluation of capstone courses as measure of GE skills completed. ▪ Revision of UCA Core complete, ready for implementation in Fall 2013.
	A3) Continue and evaluate use of ETS Proficiency Profile as one tool for assessing the General Education program.	$9,250[9]	Director of General Education, General Education Council, Council of Deans, University Testing	Freshman and senior reading, writing, critical thinking, and quantitative reasoning skills measured within a regional and national context; information analyzed and reported.
	B) Create a new *Assessment Handbook* for Academic Assessment.	$0	Director of Assessment, with University Assessment Committee and other appropriate councils	*Assessment Handbook* completed, reviewed, and adopted.

[9] Estimated. Actual cost depends on results of study to determine ideal sample size.

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	C) Evaluate participation in Voluntary System of Accountability (VSA)	$0	Director of Assessment, University Assessment Committee	Decide whether or not to participate in VSA.
	D) Continue student focus groups for General Education assessment	$7,800	Director of General Education, General Education Council	Complete student focus groups for additional colleges (CE, CFAC, CHBS, CNSM)
4) Improvement and innovation in facilities and technology.	A) Complete campus technology plan.	$0	Chief Information Officer, appropriate committees and councils	Campus technology plan and all processes and structures for its implementation will be in place and operational.
	B) Review approved campus master plan with the Board of Trustees each year at the retreat. Validate property acquisitions and building placements linked to the plan.	$0	President and VP for Finance and Administration	Maintain campus focus and direction on the development of the physical campus. Further to provide a basis for funding decisions and planning.
	C) Review the master deferred maintenance list, at minimum, on an annual basis. Provide list to the Board of Trustees at the annual retreat.	$0	VP for Finance and Administration and Physical Plant director	Maintain an updated rolling deferred maintenance list from which to base funding decisions.
5) Increase engagement with external partners.	A) Advertise for director of Outreach and Community Engagement.	$85,000	Associate Provost and Dean of the Graduate School	Director selected.
	B1) Complete review of assessment of institutional outreach and develop mechanisms for evaluating those parts not assessed elsewhere.	$0	Institutional Effectiveness Team	Evaluation of the university's engagement activities completed and reported. Action steps going forward identified.
	B2) Establish registry of advisory committees and their memberships	$0	VP for Advancement	Stakeholder advisory committee list complete.

Strategic Goals	Action Steps	Cost	Responsibility	Desired Results
	C) Secure additional travel funds for field staff (fund-raising personnel).	$10,000	VP for Advancement	Increase number of face to face visits with alumni and friends to identify prospects for giving capacity, affinity.
	D) Expand use of NetCommunity SPARK	Existing funds	VP for Advancement	Improved response through segmented, coordinated communication to targeted groups of alumni.
	E) Produce online and print versions of the UCA Foundation annual report	Existing funds	VP for Advancement and VP for University and Government Relations	Using multiple methods, provide documented results of each academic year's accomplishments and standing as well as an annual total of private gift support to UCA Foundation.
	F) Conduct a preliminary assessment for communities need for outreach and engagement programs.	$0	Executive Director of Outreach and Director of Marketing (OCE)	Expansion of outreach initiatives.
	G) Launch service learning program.	tbd	Provost/VP for Academic Affairs, Executive Director of Outreach	Increase the number of service learning initiatives as part of the curricular and co-curricular activities of UCA students.
	H) Provide opportunities for marginalized and diverse populations to participate in planned university outreach activities.	$0	Executive Director of Outreach	UCA has established community partnerships with a more diverse target audience.
	I) Insure faculty, staff and student access to community based/applied research opportunities with external partners.	$0	Executive Director of Outreach Director of Community and Economic Development (OCE)	UCA enhances human and social capital development in Arkansas.

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	J) Maintain online repository of all outreach and engagement activities and results of evaluation of these activities.	$0	Executive Director of Outreach and Director of Marketing (OCE)	Outreach web site is updated and includes print media, training programs, and other tools that provide UCA personnel with information on ways to engage with external partners. Ongoing
	K) Continue outreach and engagement partnerships with academic and non-academic units to engage with local communities.	$0	Executive Director of Outreach	Culture of collaboration of UCA with external community improved based on assessment findings.
6) Promote Diversity in all areas.	A) Conduct search for VP for Institutional Diversity and office staff.	$150,000	President	VP for Institutional Diversity and office staff selected.
	B) Establish Office of Institutional Diversity.	(See above)	President, Diversity Advisory Committee	VP for Institutional Diversity establishes guidelines for the university, begins implementation of programs processes, and procedures. Office assists in establishing goals for each unit.
	C) University wide diversity survey developed and implemented.	$2,500-$3,500 (estimated)	Faculty Senate, Staff Senate, SGA	Learn areas of need and issues that need to be addressed. Establish procedure for responding to concerns. Keep records of all related activities.
	D) Establish revenue pool for under-represented faculty and staff hiring.	$200,000	President, VP for Institutional Diversity, VP for Finance and Administration, SBAC	Be competitive in the job market for said faculty and staff.
	E) Establish and maintain University Diversity Page. Establish University Diversity Ledger for each college and all other units on campus.	$3,000-$4000 (estimated)	VP for Institutional Diversity and Web Development Team	Maintain up-to-date history of diversity in all units. Goals established, evaluated.

Strategic Goals	Action Steps	Cost	Responsibility	Desired Results
	F) Assess college plans for diversity annually and prepare reports for the Office of Institutional Diversity.	$2,000[10]	College deans, college diversity committees, faculty, and staff	Each college will have diversity plans implemented, evaluated, results reported.
	G) Complete University Diversity Plan.	$0	VP for Institutional Diversity, Diversity Advisory Committee	Campus-wide diversity plan adopted to meet University's diversity goals.

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[10] Estimated cost for each college to develop diversity webpage, subscribe to appropriate diversity lists, and establish workshops.