



Meeting Minutes August 10, 2011

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:03 a.m. on August 10, 2011 in Wingo 315 by President Winters.

Roll Call

Senators Present: Dianna K. Winters, Stephanie Hailey McBrayer, Sylvia Childers, Vicki Parish, Patricia Smith, Sherry DeVault, Andrew Faulkner, Chad Hearne, Mark Heffington, Faith Hopkins, Mary Jackson, Catherine Marhenke, Kim Newman, Lindsey Osborne, Gail Ozanich, Jenny Ruud, Tracy Spence, Lula Tyus

Senators Absent: Kimberly Ashley-Pauley (AE), Meagan Dyson, Charlotte Fant (AE), Venita Jenkins, Arch Jones, Amanda Legate (AE), Ashley Lyon (AE), Josh Markham (AE), Kim McKee, Marisa Mize (AE), Ray Owens (AE), Michelle Reinold (AE), Lee Schwager (AE), Arian Story (AE), Theresa White (AE)

Minutes

The minutes of the July 27, 2011 meeting were approved electronically on August 2, 2011.

Guest Reports

Dr. Robert Parrent – Enrollment Management

Dr. Parrent addressed the staff senate encouraging all staff and faculty members to be a part of enrollment management. He reports that John Black, long-time enrollment management consultant, will be doing a SEM audit soon for the university. EM will also be hosting welcome tents the first few days of classes to assist students as necessary. They will need volunteers to assist in these efforts. EM is encouraging all staff members to wear their "Welcome Students" buttons (to be provided) the entire first week of classes.

Officers' Reports

President Winters

- *Constituent List:* All senators have received their lists of representing constituents.

Vice President McBrayer

- *Committees Update:* The committee appointments have been finalized.
- *Board Retreat:* She recently attended the board retreat as the Staff Senate representative.

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

- *No Report*

Parliamentarian Childers

- *No Report*

Committee Reports

Courtesy - Senator Mize (Report sent via email.)

- *Sympathy:* James Deitrick, Julie Winden Fey, Rose Schlosser
- *Congratulations:* Ruby Burroughs for new grandbaby.

Football Volunteers – Senator Faulkner

- Accepting volunteers for upcoming football games.
- Preparing for a gift to be given to one drawn volunteer at each game and one large gift to be given to one drawn volunteer from all of the games at the end of the season.
- A motion was made by Dianna K. Winters, seconded, and passed to allocate \$80 for Senator Faulkner to buy mugs for volunteers.

Angel Bear/Winterfeast Committee – President Winters

- Angel Bear Gift Coordinator – Senator Lyon
- Winterfeast Event Coordinator – President Winters
- Door Prize Chair – Senator DeVault
- Many businesses have already committed to giving door prizes for Winterfeast and/or donations for Angel Bear. Senators that plan to talk with a business owner to solicit donations, please email Senator DeVault to avoid duplication.

Old Business

None.

New Business

- A motion was made by Dianna K. Winters, seconded, and passed to approve the expense allowed in the budget for \$800 to be spent on shirts for senators for added visibility at events.
- A motion was made by Dianna K. Winters, seconded, and passed to approve university committee assignments contingent upon acceptance of nominations.
- A letter of resignation from senate has been received from Venita Jenkins.

Good and Welfare

Issue discussed regarding new employee orientation and the process for getting their IDs and website pictures taken.

Issue discussed regarding flow and safety of locks on restroom doors.

Adjournment

Meeting was adjourned at 11:09 a.m. by President Winters. The next meeting will be August 31, 2011.

Minutes submitted by: Vicki Parish, Secretary