



Meeting Minutes September 28, 2011

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:04 a.m. on September 28, 2011 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, Tanya Buchanan, Veda Charlton, Sherry DeVault, Meagan Dyson, Charlotte Fant, Chad Hearne, Mark Heffington, Faith Hopkins, Mary Jackson, Amanda Legate, Ashley Lyon, Josh Markham, Catherine Marhenke, Kim McKee, Kim Newman, Lindsey Osborne, Gail Ozanich, Michelle Reinold, Jenny Ruud, Tracy Spence, Lula Tyus

Senators Absent: Andrew Faulkner (AE), Amber Hall (AE), Arch Jones, Ray Owens, Arian Story, Theresa White (AE)

Minutes

The minutes of the September 14, 2011 & September 21, 2011 meetings were approved electronically on September 27, 2011.

Guest Reports

President Tom Courtway

He wants to be a part of our meetings in order to either validate or correct rumors as necessary and answer any questions that may arise. He is hosting campus-wide forums to answer any questions people may have. If they are unable to answer any question(s), they will be researched and answered via campus-wide email at a later time. His main goals to work on for the university this year are the strategic plan, monitoring the reporting due with the HLC in May 2012, and lastly to get a consistent, understandable, and achievable enrollment management plan for the university. He is also committed to working with the Staff Senate president to increase the professional development fund over time. Lastly, he gave words of encouragement to senators including recognition that the Staff Senate is an integral part of the university.

Sharon Russell & Brian Busby, Internal Audit

They expressed their desire to be available to all staff, faculty, and students in the university. They answer directly to the Audit Committee made of 3 board members. For more information, visit their website at <http://uca.edu/internalaudit>. They also announced that they have a new "hotline" available online for members of the UCA community to submit concerns regarding anything involving the university except personnel (specifically sexual harassment, which goes to human resources) matters.

Officers' Reports

President Winters

- *Quarterly Report* – Should go out to all staff members this afternoon.
- *Book Fair* – Approached by representative offering 10% of profits from book sales would come to senate. This may be an option to raise money for the Angel Bear Tree and some other senate fund.
- *New Staff Orientation* – Invited to participate in the upcoming new staff orientation the morning of October 5, 2011.

- *Coffee Talks* – Talked with Tom Courtway about senators making themselves available after campus forums to take questions that staff may not feel comfortable addressing in public.

Vice President McBryer

- *Committees Update:* There is still a vacancy for Basketball chair. If not filled soon, the request to fill this position may be opened to any interested staff member. Staff Handbook Committee still has a few vacant positions.

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

- *Regular Account:* No Change.
- *Agency Account:* No Change.

Parliamentarian Childers

- *No Report*

Committee Reports

Courtesy – Senator Jackson

- *Sympathy:* Bridget Barcenas, Laura Monroe, Amber Hall
- *Get Well:* Laura Monroe's Father, Michael Nooner's Father, Patricia Phelps

Professional Development Committee – Senator Legate

- There have been 9 applications submitted. Application deadline is Oct. 7, 2011. Applicants should know the results by October 14, 2011.

Staff Handbook Committee – Kim McKee

- No Report

Employee of the Year/Quarter – Vice President McBryer

- Quarter 1 application deadline is September 30. There have been 15 nominations to date. Committee meeting October 5 at 11 a.m.
- Quarter 2 nominations will begin Oct. 1.

Football Volunteers – Senator Hearne

- October 1 game still needs 1 volunteer.
- Still accepting volunteers for upcoming football games.

Scholarship Committee – Senator Fant

- No report.

Special Events Committee – President Winters

- There will be 350 tickets available for Winterfeast on December 13, 2011 from 11:00-1:30.

Angel Bear Committee – Senator Lyon

- There has been \$350 in donations received for the Angel Bear Tree program.
- Application has been updated to give “priority” to angels under the age of 16, to add the national poverty restrictions limits in alignment with Salvation Army, and to give a spending suggestion of around \$50 to avoid extreme inequalities.

University Committee Reports

Fringe Benefits Advisory Committee – Parliamentarian Childers

- Graham Gillis is working with United HealthCare to have them extend the bid process to the calendar year, also working on hiring a consultant for benefits.
- Agreed to let Sam's Club offer memberships to UCA employees once a year in October for \$40.

Health & Wellness Promotion

- No Report.

Parking & Traffic Committee

- Working to find out who chairs this committee in order to have it called to meet.
- Concerns brought forward from staff members regarding the need for consistent information about parking lot closings and the lack of close handicap parking close to some buildings on campus.

SPARC – President Winters

- Last regular meeting was the strategic enrollment management evaluation presentation.
- Next regular meeting is tomorrow.

Old Business

None.

New Business

Motion was made by President Winters to vote Veda [Charlton] & Amber [Hall] in as at large senators. Motion was seconded and passed.

Good and Welfare

Adjournment

Meeting adjourned at 11:39 a.m. by President Winters. The next meeting will be October 12, 2011.

Minutes submitted by: Vicki Parish, Secretary