



Wednesday, August 14, 2013

Call to Order

The UCA Staff Senate was called to order at 10:00 a.m. on Wednesday, August 14, 2013 in Wingo Hall 315 by President Osborne.

Roll Call

Senators Present: Lindsey Osborne, Chad Hearne, Tracy Spence, Meghan Thompson, Jane Andis, Kimberly Ashley-Pauley, Diane Farr, Mark Heffington, Mary Jackson, Tiffany Johnson, Arch Jones, Denicha Kemp, Linda Lentz, Josh Markham, Kim McKee, Debbie Melendez, Vicki Parish, Susan Peterson, Jack Phillips, Tyra Phillips, Erica Ruble, Cheryl Theall, and Lula Tyus.

Senators Absent: Sylvia Childers, Sandra Hooper, Lori Hudspeth, Aaron Knight, Joslyn Kuykendall, Stephanie McBrayer, Heather Romine, Colin Stanton, and Theresa White.

Minutes

Acknowledgement of the electronic approval of the July 31, 2013 minutes.

Officers' Reports

President Osborne

President Osborne asked that the introductory email to constituents be sent by the end of week. Senate committees are asked to have initial meetings by August 20. Committees are to submit budget requests for consideration at the August 29 meeting.

Staff Senate Goals

Feedback from the index cards reviewed and many points are included in the Staff Senate Goals 2013-2014 attached.

Front and Center Staff Senate campaign ad hoc committee to plan luncheons and suppers with staff members in groups of twenty. The focus will be committees. Ad hoc committee members: Lindsey Osborne, Meghan Thompson, Lori Hudspeth, Cheryl Theall, Debbie Melendez, Tyra Phillips, Jane Andis, and Kimberly Ashley-Pauley.

The UCA Board of Trustees will meet at 10:00 a.m. on Friday, August 16, 2013. President will speak on behalf of the Staff Senate at the meeting focusing on goals.

The Higher Learning Commission focus visit draft report is coming out. Feedback is needed by September 6, 2013.

Vice President Hearne

No Report

Treasurer Spence

The budget is set and account balances sheet distributed.

Parliamentarian/Historian

No Report

Committee Reports

Courtesy

Report submitted by Mary Jackson

Professional Development

Speakers Bureau list of individuals on campus who are available was distributed. Members asked to identify those who would be of interest.

Football Committee

Vicki Parish distributed a signup sheet. Senators are asked to work at least two games. There is a need for a field gate usher for every game.

Submitted Reports

Angel Bear Tree

Strategic Planning Committee

SPARC

Strategic Budget Advisory Committee

New Business

2013-2014 University and Staff Senate Committees

Meghan Thompson made a motion to approve the 2013-2014 University and Staff Senate Committee appointments.

Jack Phillips seconded. Motion passed.

Vicki Parish made a motion to approve the changes to the Strategic Plan. Lula Tyus seconded. Discussion followed. Motion passed.

Good and Welfare

Move In Day & Welcome Week – Sunday, August 18-21

Fall 2013 Semester Begins – Thursday, August 22

Back to School Reception - August 22, President's House back lawn, 4:00-5:30 p.m.

Football game – Thursday, August 29

Meeting adjourned at 10:29 a.m.

Next meeting Wednesday, August 28

Minutes submitted by: Meghan Thompson and Lori Hudspeth

Attachments:

Staff Senate Goals 2013-2014

Courtesy Committee Report

Strategic Planning Committee

Strategic Planning & Resource Council

Professional Development Committee

Angel Bear Tree Committee

Strategic Budget Advisory Committee

Football Volunteers Committee



Staff Senate Goals 2013-2014

Represent

- Promote Staff Senate as a viable shared governance participant
- Advocate for staff performance based compensation

Serve

- Strengthen relations with constituents through enhanced communication and outreach campaign
- Explore and facilitate more professional development opportunities

Recognize

- Promote recognition opportunities for staff members

Courtesy Committee Report

For August 14, 2013

Submitted by

Mary Jackson, Staff Senator

Sympathy:

Susan Hall	loss of mother-in-law
Mary Cain	loss of brother
Jessie Beal	loss of grandfather

Thinking of you:

Deborah Melendez	her parents have not been doing well
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Congratulations :

Mark Heffington	birth of daughter – Avery
Carol and Velton Daves	birth of granddaughter – Lydia
Amber Williams	new job teaching second grade at Guy

University Committee Name

(SPC) Strategic Planning Committee

Date of Meeting

08/01/2013

Roll Call: Senators Present (please indicate if any voted via email)

Lindsey Osborne
Chad Hearne
Aaron Knight

New Business

1. Approval of Minutes
2. Continued discuss of action step prioritization; motion failed to prioritize actions under each objective 3. & 4. 2013-2014 Timeline & SPC Annual Report - look over and we will finalize any updates at 9-5-13 meeting

Next Meeting 09/05/2013

Submitted by

Lindsey Osborne

Email

losborne@uca.edu

I need to address Staff Senate at our next regular meeting.

No

University Committee Name

(SPARC) Strategic Planning & Resource Council

Date of Meeting 08/02/2013

Roll Call: Senators Present (please indicate if any voted via email)

Lindsey Osborne

New Business

Review SPC meeting from 8-1-13

Discussed transition date for all SPARC, SPC, & SBAC members to start; it was decided June 1 would be the best turnover date

Lindsey will update SPARC structure and proposed changes will be presented at October BOT meeting discussed how actions will be created for objectives that do not have actions (presuming BOT accepts updated Strategic Plan)

Next Meeting 09/06/2013

Submitted by Lindsey Osborne

Email losborne@uca.edu

I need to address Staff Senate at our next regular meeting.

No

Staff Senate Committee Name

Professional Development Committee

Date of Meeting

08/07/2013

Roll Call: Senators Present (please indicate if any voted via email)

Erica Ruble Chad Hearne Tiffany Johnson Linda Lentz Heather Romine

New Business

(Q1) The committee will begin awarding funds on a quarterly basis instead of twice a year to accommodate applicants. Ideally, this change will increase the number of applicants. First opportunity to apply will be November 1-15 for PD taking place during the first quarter of 2014 (January-March). Applications for quarter 2 will be available February 1-15. Applications for quarter 3 will be available May 1-15. (Q2) The committee hopes to work with the Faculty Senate PDC this year to increase PD opportunities on campus. The committee decided that eligible staff members should be employed for at least 6 months at the time of applying for PD funds. Eligibility requirements and potential funding opportunities will be communicated to the campus each time applications are made available. The committee would like to increase the campus' awareness of PD opportunities along with the number of applicants each quarter. (Q3) At this time, the committee does not have any budget requests beyond the annual allotment for PD funding. The committee is reviewing the UCA Speakers Bureau (<http://uca.edu/relations/speakers-bureau/>) and would like to hear feedback from Staff members in regards to topics they would like to see presented.

Submitted by

Erica Ruble

Email

ericar@uca.edu

I need to address Staff Senate at our next regular meeting.

Yes

Staff Senate Committee Name

Angel Bear Tree Committee

Date of Meeting

08/09/2013

Roll Call: Senators Present (please indicate if any voted via email)

Sandra Hooper-Chair
Tracy Spence
Kim McKee
Vickie Parish-guest
Beth Lincoln-volunteer

New Business

Voted to focus on Angel Bear Tree and not hold a food drive
Set a time line for applications, Angel adoptions, shopping, wrapping and distributing gifts
Held a "How do we want to do this?" and "What do we need?" general discussion

Budget needs- \$50 Per Unadopted Angel
\$50 in Wrapping Supplies

Next Meeting

10/04/2013

Submitted by

Sandra Hooper

Email

sandrah@uca.edu

I need to address Staff Senate at our next regular meeting.

No

University Committee Name

(SBAC) Strategic Budget Advisory Committee

Date of Meeting

08/08/2013

Roll Call: Senators Present (please indicate if any voted via email)

Arch Jones
Erica Ruble
Tracy Spence
Lindsey Osborne

New Business

I. Approval of July 11, 2013 minutes
II. Review of Financial Reports
III. Review of Key Task List Deadlines for 12-13 & 13-14, instructions for budgets and salary request for FY14 and suggested revision for FY15, and SBAC Annual Report - will finalize all items at next meeting
VI. Other Business: discussed followup of those items that were funded last year

Next Meeting

09/12/2013

Submitted by

Lindsey Osborne

Email

losborne@uca.edu

I need to address Staff Senate at our next regular meeting.

No

Staff Senate Committee Name

Football Volunteers Committee

Date of Meeting

08/07/2013

Roll Call: Senators Present (please indicate if any voted via email)

Vicki Parish
Erica Ruble
Tyra Phillips
Mary Jackson

New Business

Met with Darrell Walsh and Derek Walter about Football information. Derek Walter is the Interim Ticket Manager since Steve Schoenhut separated from the university.

This year ticket takers will be using a scanner system to scan tickets rather than tear them. There will naturally be some issues to work out with this new change. Every gate will have 2 scanners. Ticket takers will scan every ticket or take the scanning area off of the ticket. "SCAN it or SAVE it!"

Field Gate Usher – it would be helpful if this could be the same person all year. This position is to open and close the gate, ensure no one enters without a pass or being on the "list," and ensuring there are no lawn chairs or anything that might be a safety risk to the players.

All games will be televised except for August 29 and October 12.

"Bear Grounds" – This is a new initiative by athletics to provide 3-6 hours of pre-game fun on the practice field known as Bear Grounds. There will be vendors providing free food, games, etc.

Hospitality Room - There will not be a hospitality room this year. The hall of fame room will still be open and available for those that need to get out of the heat and sun for a time, but there will be no food and drinks available in here. This room has individual restrooms that can be used as family restrooms as needed.

The idea of asking Janet McBride to allow volunteers to get 2 bottles of water instead of a soda and making the tickets more explicitly show what is available was tossed around. Vicki will contact her within the next week to discuss options.

Game Ops Meetings – Both the team leader and chair will come to each game op meeting. They are set to happen on the Tuesday before each game.

Goal of the Committee:

Streamline the management processes for both volunteers and team leaders

Fill all needed positions for each game

Committee Budget Needs:

\$25 or less for Supplies (clipboard, etc.)

Game Dates/Team Leaders:

August 29 (7:00 kickoff, 5:00 arrival) - Mary Jackson
October 5 (3:00 kickoff, 1:00 arrival) - Theresa White
October 12 (3:00 kickoff, 1:00 arrival) - Erica Ruble
October 26 (3:00 kickoff, 1:00 arrival) - Cheryl Theall
November 9 (7:00 kickoff, 5:00 arrival) - Tyra Phillips
November 23 (3:00 kickoff, 1:00 arrival) - Vicki Parish
Follow-up post season meeting - TBD

Submitted by

Vicki Parish

Email

vparish@uca.edu

I need to address Staff Senate at our next regular meeting.

Yes