



Wednesday, August 28, 2013

Call to Order

The UCA Staff Senate was called to order at 10:00 a.m. on Wednesday, August 28, 2013 in Wingo Hall 315 by President Osborne.

Roll Call

Senators Present: Lindsey Osborne, Chad Hearne, Lori Hudspeth, Meghan Thompson, Stephanie McBrayer, Jane Andis, Kimberly Ashley-Pauley, Mark Heffington, Sandra Hooper, Mary Jackson, Tiffany Johnson, Aaron Knight, Joslyn Kuykendall, Linda Lentz, Josh Markham, Debbie Melendez, Vicki Parish, Jack Phillips, Tyra Phillips, Heather Romine, Erica Ruble, Colin Stanton, Cheryl Theall, and Lula Tyus.
Senators Absent: Sylvia Childers, Diane Farr, Arch Jones, Denicha Kemp, Kim McKee, Susan Peterson, Tracy Spence, and Theresa White.

Minutes

Acknowledgement of the electronic approval of the August 14, 2013 minutes.

Officers' Reports

President Osborne

Staff Senate Roster

The Staff Senate roster has been updated and is available on the Staff Senate website.

Board of Trustees Meeting

President Osborne addressed the Board of Trustees and talked about our goals for the coming year. The Staff Senate Constitution was ratified. We will now move on to by-laws.

There was a change to the Diversity Advisory Committee. The Diversity Advisory Committee was created to recommend a plan for the university. Staff Senate had two representatives on the original committee. The committee structure has been updated to include four staff members. Other changes to the structure were discussed. Ronnie Williams will chair the committee.

Health Insurance increased by 5.3 percent. The university will absorb the increase in premiums. The out-of-pocket maximum will increase from \$3,000 to \$4,000 for individuals and \$6,000 to \$8,000 for families. More information will be addressed during open enrollment.

Executives met and participated in the StrengthsQuest assessment. The results indicated that our strengths individually and as a team for the most part included executing and relationship building.

Polo shirts are available for pickup after the meeting.

The budget for the coming year will be discussed at the next meeting.

Senate Presidents met with President Courtway this morning.

They discussed the university organizational chart. An updated organizational chart will be made available soon.

Campus Talk dates and the concern that they conflict with the meeting of the Strategic Planning Committee was discussed. The first Campus Talk is scheduled for September 12 at x-period in the Student Center Ballroom. Senators are encouraged to attend the meeting and wear the Staff Senate polo.

Parking: There will be no changes during the fall semester for reserved parking. Beginning with the spring semester an additional fee may be charged to those who have reserved parking. Those who will not be charged the additional fee include the police department, housing personnel, and resident masters. The changes will be determined prior to January 1, 2014. The fee may be determined on a sliding scale based on salary. President Courtway is happy to meet with Parking and Traffic Committee.

The other issue was about a recent contact regarding the personnel list being made available before a board meeting. It was suggested that the personnel list was previously made available along with the agenda. President Courtway will look into the matter.

On October 2, there will be a dedication for the bear sculpted by Gary Keenan, and sculpture by Brian Massey.

There will be a called board meeting on September 24.

A film crew is on campus filming footage for the virtual tour.

Vice President Hearne

Vice President has copies of the committee lists. Vice President Hearne requested names of staff members to fill the two additional seats of the Diversity Advisory Committee. The website has been updated. He requested suggestions for any changes to the website.

Secretary Hudspeth

Contact Form submission regarding student/staff parking fees. Students (undergrad or grad) are charged an Access and Security Fee; that fee is part of the university fee structure for students mandated by the Board of Trustees. This fee does cover the parking permit for students. If you are a student, getting a faculty/staff parking decal would be optional. In other words, you can choose to just get the student decal provided to all students and park in the white - or pay the fee for the faculty/staff decal and be able to park in yellow.

Request asking about the 2013-2014 Meeting Dates will you still be meeting on the second and last Wednesday of each month and what time do the Staff Senate meetings usually start at? Response: Yes, we will still be meeting on the first and last Wednesday of each month at 10am in Wingo 315. The meeting dates will be updated soon.

Parliamentarian/Historian Thompson

Meghan will be attending the Faculty Senate meeting on Thursday, August 29, 2013.

Staff Senate Committee Reports

Courtesy Committee – Mary Jackson

Cards were sent to Jane Ann Williams, Lance Grahn, David O’Hara, Chief Larry James, Kim McKee, Cheryl Theall, and Gleb Polovtsev.

Scholarship Committee – Josh Markham

The committee discussed goals for the coming year. Committee reviewed past two years and applications submitted were approved for a scholarship. Some concern regarding requirement of the recipient to work during one or two football games and two basketball games. Discussion followed.

Submitted reports included are as follows:

Staff Handbook Committee

Scholarship Committee

Compensation Committee

Football Committee

Additional volunteers are needed for the football game on Thursday, August 29.

New Business

Staff Senate Scholarship Guidelines: Josh Markham addressed concern regarding the requirement of the recipient to work during one or two football games and two basketball games. Discussion followed.

A motion was made by Mark Heffington that the guidelines state that the recipient be required to work one football game and two basketball games. Second by Lula Tyus. Motion passed.

Emergency Fund Request: A request was made on behalf of a staff member who has experienced financial hardship as a result of a sick child. Discussion followed.

A motion was made by Vicki Parish that we support the emergency fund request with an amount to be determined. Motion was seconded. Discussion followed.

Meghan Thompson made a motion to amend the motion to read senate support the emergency fund request by allocating \$417.00. Second by Tyra Phillips. Discussion followed. Motion passed.

Jane Andis made a motion to amend the motion that we pay directly to Conway Corporation and the apartment. Second by Tyra Phillips. Motion accepted by acclamation.

The motion reads to support the emergency fund request in the amount of \$417.00 to be paid directly to the apartment complex and Conway Corporation. Motion passed.

Parliamentarian/Historian Thompson asked that during the meeting any discussion should be directed to President Osborne, and senators should wait to be recognized before speaking. Any side discussion should never take place during a meeting.

Good and Welfare

Campus Talk will be September 12.

Tailgating will begin at 4:00 p.m. Tailgating is from 4:00 p.m. – 6:30 p.m. prior to the football game on Thursday, August 29, 2013. The area designated as waiting is across from Buffalo Hall.

Football volunteers will receive an email from Vicki Parish later today.

Meeting adjourned at 11:05 a.m.

The next meeting will be Wednesday, September 11, 2013.

Minutes submitted by Lori Hudspeth, Secretary

Staff Senate Committee Name
Staff Handbook Committee

Date of Meeting
08/20/2013

Roll Call: Senators Present (please indicate if any voted via email)
Kimberly McKee, Tyra Philips, Heather Romine

New Business

Develop a Change Management Process to ensure (1) handbook committee has knowledge of requested changes; (2) legal review is completed; (3) campus staff is notified of changes and implementation dates; (4) forms impacted by the change are current and available; (5) online handbook link is current; (6) all requested changes are documented.

Proposed Process:

- (1) Develop online change request form for use by Human Resources. The Handbook Committee, Staff Senate Leadership team and University legal will be copied on all submissions.
- (2) Input from those listed above is forwarded to the Handbook Committee Chair via email.
- (3) Staff Handbook Committee meets to review changes and input.
- (4) Follow up is done if needed.
- (5) Staff Handbook Committee makes the changes and returns the handbook to Human Resources so the link can be updated.
- (6) Impacted forms are updated and available.
- (7) HR does a change announcement to the campus.

To Do:

- (1) Follow up with Human Resources about the campus change announcements and the format needed - Tyra
- (2) Follow up on the online change request form - Heather
- (2) Follow up with University legal to find out if all changes must go before the board, and how legal works in the process - Kimberly

Online Change Form should include the following information:

- (1) Details of the change
- (2) Why the change is being requested
- (3) When the change goes into effect
- (4) Identification of other forms that might be impacted by the change and require updates
- (5) Date to have impacted forms changed and available to staff
- (6) Date the change will be announced to staff
- (7) Approval of those in the review process (Handbook Committee, HR, Staff Senate Leadership Team, Legal)

Notes:

We have contacted Mark Heffington to find out if the online change form should be part of the Staff Senate web site or if it should be a standalone process.

*Review meetings should be held quarterly (Nov, Feb, May, Aug)

Next Meeting

09/03/2013

Submitted by

Kimberly McKee

Email

kmckee@uca.edu

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

No

Staff Senate Committee Name
Scholarship Committee

Date of Meeting
08/21/2013

Roll Call: Senators Present (please indicate if any voted via email)
Josh Markham, Mark Heffington, Erica Ruble, Tracy Spence, Heather Romine, Lula Tyus

New Business
Set Committee Goals for 2013-2014:

1. Increase communication about scholarships (e.g., develop marketing flyer and distribute).
2. Identify UCA employees receiving tuition remission and directly provide information regarding scholarships to them.
3. Review guidelines for applicant volunteer requirements.
4. Develop applicant tracking document in Excel.
5. Develop new online applicant review process to be used by the committee in 2014.

Set Budget:

Proposed budget- Scholarships, 3000. Printing, 150.

Review Proposed Committee Timeline for 2013-2014:

Timeline revised and approved.

Other business:

Proposed change to scholarship requirements- Change Staff Senate Scholarship, Staff Senate Dependent Scholarship and Lily Harmon Scholarship volunteer requirements to 1 Football game and 2 Basketball games. Rationale: This change will align with current requirements for Staff Senate Professional Development funds. Also, the current 14 plus hour time commitment is viewed as too large for the awards given, therefore, the current volunteer requirements are a deterrent for potential applicants (particularly for Physical Plant employees who also have to clean after football games).

Submitted by
Josh Markham

Email
joshm@uca.edu

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

Yes

Staff Senate Committee Name

Compensation Committee

Date of Meeting

08/27/2012

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

Colin Stanton, Sylvia Childers, Josh Markham, Stephanie McBrayer, Kim McKee, Linda Lentz,
Lindsey Osborne

New Business

Via email to committee members to respond to the committee goals for fiscal year 2014.

Question #1 What dates are important for your committee members, Staff senate, and the UCA Campus to know?

Budget and Salary Requests received by SBAC- October 25, 2013

Budget and Salary Requests posted to MYUCA- October 31, 2013

Budget and Salary Hearings held- November 14, 2013

Question #2 What are the committee goals for this year? To achieve a COLA increase for both classified and non-classified staff for FY15 and to have a documented communication plan for sharing information with staff.

Question #3 Do you have any budget requests for this year? No

Submitted by

Linda Lentz

Email

llentz@uca.edu

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

No