



Wednesday, September 11, 2013

Call to Order

The UCA Staff Senate was called to order at 10:00 a.m. on Wednesday, September 11, 2013 in Wingo Hall 315 by President Osborne.

Roll Call

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

Minutes

Acknowledgement of electronic approval of the August 28, 2013 minutes.

Officers' Reports

President, Lindsey Osborne

President Osborne (1) served on the architect selection committee for the Nursing & Communication Sciences Disorders building; (2) announced that Dr. Nancy Reese will present an update of the SPARC Annual Report during the Staff Senate meeting on September 25, and the report should be available by September 19; and, (3) requested a volunteer for the Staff Grievance pool of candidates and Tyra Phillips will serve.

President Osborne met with President Courtway. Reserved parking proceeds will be used to support the shuttle service as requested by the Parking and Traffic Committee. Personnel lists will continue to be released following the Board of Trustees meetings once they are approved by the Board.

Vice President, Chad Hearne

Vice President Hearne (1) announced that the Diversity Advisory Committee appointments are Aaron Knight, Jerry Coleman, Tiffany Johnson and Joslyn Kuykendall; (2) announced that Sylvia Childers has resigned her position on Staff Senate.

Secretary, Lori Hudspeth – No Report

Treasurer, Tracy Spence

Treasurer Spence provided a report of Staff Senate accounts including regular staff senate accounts and the Emergency Fund Request of August 28, 2013 that was approved for funding.

Parliamentarian/Historian, Meghan Thompson

Parliamentarian/Historian Thompson has received the correct dates for Faculty Senate meetings.

Senate Committee Reports

Courtesy Committee -- Mary Jackson

Cards were sent to Shirley Garrett, Leo Morgan, Family of Amanda Hoelscher, Tracy Spence, Penny Hatfield, Lula Tyus and Shaneil Ealy.

Employee Recognition – Stephanie McBrayer

Senator McBrayer encourage senators to seek nominations for Employee of the Quarter.

Submitted Reports

Staff Handbook -- Senator McKee led a discussion regarding ownership of the Staff Handbook and the process for updating the handbook.

Compensation – report attached

Communications -- Senator Knight's report included goals, university publicity, increase recognition at benefits fair and expand outreach to new employees.

Staff Emergency Fund

An ad hoc committee led by Josh Markham will recommend guidelines for approval by senate.

University Committee Reports

Submitted Reports- SPARC, SPC

SPARC, SPC, and SBAC are recommending term representation changes to begin on June 1.

Old Business - none

New Business

2013-2014 Budget

Committees must meet and submit budget requests. The 2013-2014 budget will be discussed at the meeting on September 25.

Good and Welfare

The Campus Talk of September 12 has been cancelled. The campus will be notified when the Campus Talk has been rescheduled.

There is a called Board of Trustees meeting on Friday, September 13, 2013, to discuss property. The Board of Trustees will meet on September 24 at 2:00 p.m., an agenda will be forthcoming. The board will also meet on October 11, 2013, for a regular scheduled meeting.

Senator Jones announced that September is National Campus Safety month. Building Emergency Procedures summary is available in MyUCA.

Senator Kemp announced that the Amigo Cup soccer tournament will be held September 15.

Senator Theall announced that the Bear Care calling campaign will be seeking volunteers and an email will be going out soon.

Senator Tyra Phillips announced that the UCA Benefits Fair will be held on October 22. This is the kickoff to open enrollment.

The meeting adjourned at 10:40 a.m.

The next meeting will be Wednesday, September 25, 2013.

Minutes submitted by Lori Hudspeth, Secretary

Staff Senate Committee Name

Staff Handbook Committee

Date of Meeting

09/03/2013

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

Kim McKee, Debbie Melendez, Tyra Phillips, Heather Romine, Lori Hudspeth

New Business

Follow ups from the 8/20/13 meeting were reviewed.

- 1) Human Resources has requested that ownership of the Staff Handbook and the revision be established.
- 2) Outline for online change management form is attached. This form would be automated and completed for each change request to the handbook.
- 3) Process map for automated change management process is attached. This process would be followed for each change request.

We cannot move forward with the automated process for quarterly updates to the handbook until ownership of the handbook is established. Staff Senate leadership team has been asked to help resolve the ownership question and also the role of the Staff Senate Handbook Committee in the review process.

Meetings are on hold until a decision is made on the committee's direction.

File Upload

[Staff-Handbook-Change-Request-Form.docx](#)

Submitted by

Kimberly McKee

Email

kmckee@uca.edu

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

No

Staff Handbook Change Request Form

Details of change:

-

Why is the change being requested?

When does the change go into effect? _____

When does the change need to be announced to the staff? _____

Identify any forms that need to be updated for this change:

When do these updated forms need to be available to the staff? _____

Requestor Signature _____ Date _____

Approval Signatures:

Human Resources _____

Handbook Committee _____

Legal _____

Staff Senate Leadership Team _____

Staff Senate Committee Name

Employee Recognition Committee

Date of Meeting

09/05/2013

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

Stephanie McBrayer, Arch Jones, Jane Andis, Mark Heffington, Linda Lentz, Tracy Spence, Joslyn Kuykendall, Heather Romine, Kimberly Ashley-Pauley, and Jack Phillips.

New Business

Budget Request:

\$600 - BearBucks for each EOQ winner
 \$150 - EOQ plaques
 \$200 - EOY plaques
 \$600 - for Night of Distinction tickets for EOQ/Y winners guests
 \$2000- EOY award winners
 \$100 - copies/supplies
 \$500 - EOQ/Y Luncheon
 \$4150 TOTAL

EOQ Important Dates:

1st quarter- July- September
 2nd quarter- October- December
 3rd quarter- January- March
 4th quarter- April- June

EOY Important Dates:

Review all forms and documentation by the end of the fall semester
 Announce nomination process to UCA community in January
 Appoint staff members to Selection Committee by the end of January
 Nomination forms due March 5, 2014
 Reference forms due March 12, 2014
 Nominee intent forms due March 12, 2014
 EOY Finalist Interviews March 31 - April 4, 2014
 Announce winners at UCA Awards Reception in late-April (date TBD by Provost)

Employee Recognition Committee Goals:

1. Improve the amount and quality of the EOQ/Y nominations. Seek Executive Staff support in this effort.
2. Continue to use a digital process for both EOQ/Y processes as much as possible.
3. Participate in the newly formed Front and Center Staff Senate campaign ad hoc committee to expand employee recognition.
4. Participate in the UCA Benefits Fair to promote Employee Recognition.
5. Give more recognition to the EOQ finalists including emailing their supervisors, having Senators congratulate constituents, inviting EOQ nominees to participate in EOY, and announcing nominees to the UCA Community.
6. Utilize UCA's blogging platform to announce EOQ/Y and other Employee Recognition news (blogs.uca.edu).
7. Review the current EOY process and guidelines and make recommendations for improvement.

"Don't be a hater, Be a nominator!"

Old Business

N/A

Next Meeting

10/03/2013

Submitted by

Stephanie McBrayer

Email

smcbrayer@uca.edu

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

Yes

University Committee Name

(SPARC) Strategic Planning & Resource Council

Date of Meeting

09/06/2013

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

Lindsey Osborne

New Business

1. Approved August 2, 2013 minutes
2. Update on replacements to SPC and SBAC
3. Status of Strategic Plan Changes - SGA & SS have sent responses, Faculty Senate will on September 10
4. SBAC New Funding Proposal Documents - reviewed; will finalize at SBAC meeting next week
5. Strategic Plan Actions 2014-2017 - actions will have to be rearranged based on potential updates to strategic plan
6. Schedule of presentations to Faculty Senate, Staff Senate, and SGA - will present to SS on September 25th
7. Preparation for Sept 18 SPARC Meeting

Next Meeting

09/19/2013

Submitted by

Lindsey Osborne

Email

losborne@uca.edu

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

No

University Committee Name

(SPC) Strategic Planning Committee

Date of Meeting

09/05/2013

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

Lindsey Osborne
Aaron Knight
Chad Hearne
Meghan Thompson

New Business

1. Approval of Minutes
2. Approval of SPC Annual Report 12-13
3. Review of Progress toward UCA Strategic Plan for FY13 - approved SPARC terms to start on June 1 from now moving forward; discussion of cost column on feedback forms
4. Updated UCA Strategic Plan 2014-17 - voted that the dates are rolling 5 years
5. Other Business: shared governance questionnaire- will work on electronically.

Next meeting is scheduled for October 3, however Dr. Reese will be out of town so we will cover any business electronically.

Next Meeting

11/07/2013

Submitted by

Lindsey Osborne

Email

losborne@uca.edu

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

No

Staff Senate Committee Name

Compensation Committee

Date of Meeting

09/06/2013

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

Stanton, Osborne, McBrayer, Markham, Lentz, McKee

New Business

Discussed Making any changes to the current five-year plan established last year by the compensation committee. Sen. Markham will analyze qualitative data from survey last year to get a clearer picture of staff preferences for non-monetary benefits/perks. Sen. Stanton will contact HR to get a list of all classified staff's years of service, current pay rate, and classification level. Ex-Officio McBrayer will contact Dr. Gillis in HR regarding data begin collected on comparisons of UCA staff salaries with other state institutions.

Next Meeting

09/17/2013

Submitted by

Colin Stanton

Emailcstanton@uca.edu**I need to address Staff Senate at our next regular meeting.**

No