



Wednesday, September 25, 2013

Call to Order

The UCA Staff Senate was called to order at 10:00 a.m. on Wednesday, September 25, 2013 in Wingo Hall 315 by President Osborne.

Roll Call

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

Minutes

Acknowledgement of electronic approval of September 11, 2013 Minutes

Dr. Nancy Reese, Chair of the Strategic Planning and Resource Council (SPARC) was the guest speaker. Dr. Reese provided a summary of the Annual Report of the Strategic Planning and Resource Council.

Officer's Reports

President, Lindsey Osborne

President Osborne met with President Courtway. President Courtway will sponsor the Winter Feast with \$2,500. Ms. Osborne opened discussion regarding the service awards and spring picnic. The Board of Trustees meeting was held on September 24, 2013. The board agenda included property purchases, contracts procedures and discussion regarding Greek Village. The board retreat will be held March 27 and 28, 2014, and President Osborne will attend.

Vice President, Chad Hearne

Vice President Hearne announced that Elizabeth Skinner will replace Sylvia Childers as staff senator.

Secretary, Lori Hudspeth – No Report

Treasurer, Tracy Spence – No Report

Parliamentarian/Historian, Meghan Thompson – No Report

Senate Committee Reports-

Courtesy- Mary Jackson

Cards were sent to Rosalie Lovelace, Larry Young, Colin Stanton, Betty Osborn, Sylvia Childers and Joe Hooker.

Compensation Committee

Lindsey Osborne reported on the meeting of the Compensation Committee.

Basketball Volunteers Committee – Vicki Parish

Senator Parish provided a report of the Basketball Volunteers Committee and distributed a sign up sheet.

Submitted Reports

Professional Development

Angel Bear Committee will meet on October 4.

Front and Center Campaign Ad hoc Committee – Meghan Thompson

Meghan Thompson announced that the committee will be notified of upcoming meetings and the first dinner will be in October.

University Committee Reports

Submitted Reports- SBAC, SPC, SPARC

Responsible UCA – Chad Hearne

Chad Hearne reported that the Responsible UCA Committee has met. Gilbert Baker is chair of the committee.

Old Business – none

New Business

2013-2014 Budget

Following discussion Senator Parish made a motion to approve the 2013-2014 Budget with the amendment to remove \$1,750 for the Angel Bear Committee Senator Thompson seconded. Motion passed.

Emergency Fund Request

An Emergency Fund request was made on behalf of staff member who is experiencing financial difficulties.

A motion was made to discuss a possible fundraiser and/or emergency fund request on behalf of the staff member.

A motion was made by Senator Thompson to amend the motion for Staff Senate to develop an ad hoc committee to address the fund request on behalf the staff member.

A motion was made to amend the motion to use funds from the emergency fund account and form a task force to explore fundraising for the staff member. Seconded by Senator Markham. Discussion followed.

A motion was to amend the motion made by Senator Markham to form a task force to explore possible fundraising and the executive committee to review the request for emergency funds for the staff member. Motion seconded. Discussion followed. Motion passed.

An ad hoc committee to explore fundraising for the staff member was established. Members include Kim McKee, Heather Romine and Sandra Hooper. A recommendation will be brought before Staff Senate at the next meeting.

Good and Welfare

Campus Talk - September 25, 3pm

AVID Week – October 7-11

The investiture of President Courtway will be held at 3:00 p.m., November 20, 2013

Professional Development meeting will be on October 24, 2013 with guest Dr. Gary Bunn.

Family Day will be on October 12, 2013.

Friday, September 27 is Distinguished Scholars Day

The meeting adjourned at 11:08 a.m.

Staff Senate Committee Name

Professional Development Committee

Date of Meeting

09/11/2013

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

Vote & Discussion via e-mail (Group did not meet in person this month)
Chad Hearne, Joslyn Kuykendall, Linda Lentz, Heather Romine, Erica Ruble, & Cheryl Theall

New Business

The committee would like to amend the budget request for the year & add the following:
\$500 to support the Professional Administrative Staff Reception in April
\$150 for printing services that may be utilized throughout the year

Dr. Gary Bunn has generously agreed to lead a Professional Development session on "Motivation & Leadership Development" on October 24 during x-period. Location TBD. Please add this to your calendar & encourage your co-workers to attend.

Old Business

Reminder: Professional Development applications for January-March 2014 will be available November 1-15, 2013

The committee will meet in October to discuss the upcoming application process. (Date is not set yet)

Please contact a committee member to make recommendations or requests for Professional Development opportunities.

The UCA Speaker's Bureau is available at: <http://uca.edu/relations/speakers-bureau/>

Submitted by

Erica Ruble

Email

ericar@uca.edu

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

No

Staff Senate Committee Name

Compensation Committee

Date of Meeting

09/17/2013

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

Stanton, Markham, Osborne, Lentz, McKee, McBrayer

New Business

Possibility exists that we might have to change our five-year proposal for classified staff raises due to the fact that OPM may not be allowing for en masse salary adjustments from lower to higher levels (in this case from entry to base for classified staff based on years of service and satisfactory job performance). Details will be discussed with Dr. Gillis in our next committee meeting, tentatively scheduled for September 23. We are considering asking for creation of new, higher classification positions in departments where salary adjustments are needed and that they be restricted to internal hires. Once we meet next week there will be more to report to the full senate.

Next Meeting

09/23/2013

Submitted by

Colin Stanton

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

No

Staff Senate Committee Name

Basketball Volunteers Committee

Date of Meeting

09/20/2013

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

Present: Jane Andis, Mary Jackson, Theresa White, Debbie Melendez, Vicki Parish
Excused Absence: Tyra Phillips (no votes, but scheduling via email)

New Business

Basketball Volunteers Committee Goals:

Stress COMMUNICATION with the Volunteers – If a volunteer cannot make a game they need to communicate that to the team leader of the game clearly.

Basketball Volunteers Committee Timeline:

Schedule: <http://ucasports.com/> (Committee members chose their dates to work during the meeting. The chair

is working with Tyra via email to schedule the dates of her games. Attached is the schedule for the team leaders thus far. Please note this schedule is not yet final.)

The chair will join each team leader for their first game to assist in the process, answer any questions, and introduce them to the game manager and other important people.

First Announcement: Mid-October

Weekly Announcements (when there are positions available)

Game info disseminated to volunteers 2 days before the game

Basketball Volunteers Committee Budget Request:

Chair submitted budget of \$50 for supplies & such

2 Clipboard/Binders

Lamination of Volunteer Forms

At the end of the year last year, Staff Senate purchased a lot of UCA paraphernalia. This will be used at the end of the season for drawings with volunteers. We will give a prize to the person(s) that work the most games and do a drawing with each volunteer's name in a bucket for a large prize.

At the end of this year, the committee would like to request that Staff Senate purchase more gifts for next year from any available money needing to be spent.

File Upload

[2013-2014-Team-Leader-Divvy.pdf](#)

Submitted by

Vicki Parish

Email

vparish@uca.edu

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

Yes

Staff Senate Committee Name

Compensation Committee

Date of Meeting

09/23/2013

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

Stanton, McBrayer, Lentz, McKee, Markham, Osborne

New Business

Committee met with Graham Gillis, HR Director, regarding several issues with last year's 5-year projected recommendations to SBAC. Most notably, OPM is no longer moving classified staff up to higher salary levels (e.g. from entry level to base level). This was part of the committee's proposal to take effect year after next. According to Dr. Gillis, OPM will not be approving the aforementioned requests for the foreseeable future. Thus, the committee is working on altering our proposal to 1) reclassify classified positions, 2) create new, higher-level classified positions, and 3) create new non-classified positions WHERE APPROPRIATE. We will also recommend that filling new positions be restricted to internal candidates.

It was brought to the committee's attention that both the UA and ASU systems award vacation to their non-classified staff at a rate of 22.5 days per year (7.5 hours per pay period) regardless of years of service. Currently, UCA awards non-classified vacation at the same rate as OPM-mandated rates for classified staff, which is determined by years of service. The committee will be recommending to SBAC that all non-classified staff, regardless of years of service, begin accruing vacation time at the 7.5 hour rate beginning next fiscal year.

Finally, the committee has also seen a report compiled by HR that compares the number of non-classified positions at UCA with those at other state institutions. The committee is currently looking into the same comparisons for classified staff and will compare enrollment at the selected institutions as well. The purpose behind this is to show that UCA is doing equal or more work among non-classified personnel with far fewer staff members than our peer institutions in the state. A comparison of salaries is currently under way and will be used in this assessment as well.

In light of this new information, the committee will be reworking it's recommendations for staff compensation changes over the next five years.

Next Meeting

10/01/2013

Submitted by

Colin Stanton

Emailcstanton@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

09/12/2013

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

Arch Jones, Vicki Parish, Tracy Spence, Stephanie McBrayer, Chad Hearne, Lindsey Osborne

New Business

- I. Approval of August 8, 2013 minutes
- II. Review of Financial Reports
- III. SBAC Annual Report - approved
- IV. Instructions for budget and salary requests for FY 2015 - 2 clarifications made; approved
- V. Review of progress toward Strategic Plan Revisions for FY 2014 - approved by all three senates; goes to BOT October 11
- IV. Shared governance and communications survey - let Dr. Reese know of any changes are warranted; must be a strong reason to change because we need to be collecting historical and comparative data
- VII. SPARC organization - approved term change to June 1-May 31; approved change to "e" of SBAC charge to replace "concerns" with "findings". Charge "e" would now read: "To present findings and recommendations to the president and the university campus as a whole". Those two changes will go to the BOT on October 11.

Next Meeting

10/10/2013

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

09/24/2013

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

Aaron Knight, Meghan Thompson, Chad Hearne, Lindsey Osborne

New Business

*EMAIL MEETING/VOTE

At its most recent meeting, the Strategic Budgeting Advisory Committee voted to make one additional change to the SPARC Organizational Structure document (attached). This change was on page 5, item "e" under Charge of the SBAC. The change involves deleting the word "concerns" in item "e" and replacing it with "findings" so that the sentence now reads "To present findings and recommendations to the president and the university campus as a whole."

Since the SPC has an identical statement in its description (page 3, item "d" under SPC Charge), I need to know if the SPC wants to make this same change. I'm working with the president to get this document on the BOT agenda for its October meeting, so time is of the essence in making this decision. I need each of you to vote on this matter as follows:

Vote "Yes" if you want to make the same change as SBAC

Vote "No" if you want to leave the wording as is for this item

All 4 Staff Senators and the majority of SPC members voted "yes" to replace "concerns" with "findings". The recommendation will be presented at the October 11 BOT meeting.

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

University Committee Name

(SPARC) Strategic Planning & Resource Council

Date of Meeting

09/19/2013

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

Lindsey Osborne

New Business

Discussed Strategic Plan proposed changes with President Courtway and Provost Runge. If changes are accepted there will be several objections with no action steps - who is responsible for creating the action steps? The President and Provost will decide who is responsible.

SPARC term changes - how it will affect the BOT appointment to SPC. The outgoing chair will serve.

President Courtway elaborated on his vision for the university that was shared at the Faculty opening meeting.

Next Meeting

10/04/2013

Submitted by

Lindsey Osborne

Email

losborne@uca.edu

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

No