



## Wednesday, October 8, 2014 Meeting Minutes

### Call to Order

The UCA Staff Senate was called to order at 10:03 a.m. on Wednesday, October 8, 2014 in Wingo Hall 315 by President Hearne.

### Roll Call

**Senators Present:** Chad Hearne, Colin Stanton, Tracy Spence, Heather Romine, Sandra Hooper, Lindsey Osborne, Kimberly Ashley-Pauley, Diana Burroughs, Kevin Carter, Anaiaya Henderson, Lori Hudspeth, Scott Isenga, Mary Jackson, Arch Jones, Denicha Kemp, Aaron Knight, Joslyn Kuykendall, Susan Peterson, Tyra Phillips, Therese Pollard, Reggie Prevoe, Erica Ruble, Gary Sieg, Elizabeth Skinner, Cheryl Theall, and Theresa White.

**Senators Absent:** Kristin Heffington, Tiffany Johnson, Linda Lentz, Marcia Smith, and Lula Tyus.

### Guests

#### AVP for Communications, Public Relations, and Marketing, Christina Madsen

- Discussed her and her team's role at UCA. The goal for her team is to form centralized messaging at UCA. The main projects for her team are to bring back the UCA magazine, President's report, Bear Tales videos, and events website ([uca.edu/events](http://uca.edu/events)). Christina is working to keep a uniform communication in all colleges. Another part of her role is to communicate the good things happening at UCA. She is doing this by news stations and Bear Blog (Coming!). Media request can be sent to Christina Madsen if you are not comfortable answering the question. Websites are to be kept by the department. There has been talk about creating policies for sending campus emails.

### Minutes

The September 24, 2014 meeting minutes were approved electronically on October 1, 2014.

### Officer's Reports

#### President, Chad Hearne

- President's Meeting – Met on October 2. Discussed academic calendar. Fall 2015 will have a Thursday start date. Dr. Bradley wants to take a group representing faculty, staff, and students to the capital to let them know higher education is important. SGA had their annual retreat and decided on their goals for the year. Discussed childcare facility and an ad hoc committee will be set up to look into the possibility of getting a childcare facility on campus.
- Volunteer Comp Time – Volunteer comp time is unofficial and only good for Holiday break in December. It will not show up in myUCA totals. It starts in January and ends in December. You only need sixteen (16) hours for Holiday break, so anything over 16 hours will be lost. Volunteer comp time does not carry over to next year. The hours earned are logged in the Staff Senate pool drive by the chairs of basketball, football, and commencement committees. Human Resources has access of the log sheet in the p-drive. Volunteer comp time needs to be identified separately from official comp time in the comments section of the December time sheet. Non-comp time eligible employees can earn Holiday comp time.

#### Vice President, Colin Stanton

- No Report

### **Secretary, Heather Romine**

- Staff Senate received a thank you card from Marvin, Melissa, Brian, and Reesa for our donation and support of the Bear Essentials Foodbank.
- Lactation Station – There are plans to put some lactation station on campus. We are in the process of forming a focus group for this project. If you know any breastfeeding mothers or mothers that have breastfed in the past three years that are interested send them to me.

### **Treasurer, Tracy Spence**

- Another polo order will be processed soon. Let Tracy Spence know if you would like a second shirt and she will let you know the cost.

### **Parliamentarian/Historian, Sandra Hooper**

- No Report

## **Staff Senate Committee Reports**

### **Courtesy, Mary Jackson**

- Congratulations – Twila (Lane) Russell (marriage)

### **Compensation, Aaron Knight**

- Finalized recommendations to Senate for compensation proposal for next year. Last Spring a survey was conducted of staff in terms of priorities and rankings for compensation issues. It is proposed to do a compensation survey every three years. A recommendation was proposed for 3% cost of living and equity for classified and non-classified employees. A recommendation of a revised proposal for non-classified vacation accrual will be addressed at the next Senate meeting.

### **Football, Denicha Kemp**

- Two volunteers are needed for this Saturday's football game. The positions are ushers on the student side.

### **Appointments, Colin Stanton**

- Appointments committee has been ask to provide a few names for the Childcare Facility Ad Hoc committee. If any senators are interested, contact Colin Stanton.

## **University Committee Reports**

### **Diversity, Aaron Knight**

- Met on October 1. The term of appointments of this committee runs through May 2015. Dr. Angela Webster-Smith gave a report on Institutional Diversity engagement Plan. There was a subcommittee report on gender neutral restrooms. There has been signage approved for gender neutral restrooms. Also, they are looking for a common place to identify these restrooms (website or app). Formalized a subcommittee that is going to look at the strategic plan from the Diversity Advisory committee. The goal for the strategic plan is to serve in the University strategic plan and department diversity plans. The goal is to have a tentative plan in place before the end of this calendar year and propose it at the January Diversity Advisory Committee meeting for approval. The percentage of minority vendors that service the University is higher than most other universities at 28%.

### **Strategic Planning And Resource Council, Chad Hearne**

- SPARC– Met on October 3. Discussed SPARC annual report presentations. Dr. Nancy Reese will be at the next meeting on October 29<sup>th</sup> to go over the SPARC annual report. Discussed financial reporting for SBAC. Trying to get a group together for the strategic planning revision process.

### **Student Success and Retention Council, Chad Hearne**

- SSRC – Leigh Ann Denhartog spoke about the Academic Advising Center's goals, what they want to accomplish, and the differences between how things were done in the past and present. The meeting minutes are posted. Discussed feedback from the Guiding Principles. Please let us know your opinion on the Guiding Principles.

## **Old Business**

### **Bear Cub Carving, Chad Hearne**

- The bear cub carving is on the board agenda to be approved to be carved in the back yard of the President's residence. Bear cub carving in the president's back yard was approved by the President's Residence Advisory committee.

## **New Business**

None

## **Good and Welfare**

Next board meeting is October 10, 2014 at 10 a.m. in the board room.

Benefits Fair is October 21, 2014 from 10:00 a.m. to 2:00 p.m. in McCastlain Ballroom. Need volunteers.

Next Staff Senate meeting is October 29, 2014 at 10:00 a.m. in Wingo 315.

Veteran's Day Ceremony (opening ceremony for the "Wall That Heals") is October 30, 2014 at 10 a.m. on Old Main Lawn. The "Wall That Heals" will be at UCA from October 29 to November 2, 2014. Volunteers needed.

Homecoming long sleeve t-shirts are for sale in Buffalo Hall for \$12 each.

Angel Bear applications will be available on Monday.

Advising Corner (ask advisers a question) is every Wednesday from 11:00 a.m. to 1:00 p.m. in Student Center by the bookstore.

Bear Facts Day is this Saturday, October 11<sup>th</sup>.

Flu shots are available on October 8<sup>th</sup> and 9<sup>th</sup> in the Student Health Center.

## **Adjournment**

The meeting adjourned at 11:04 a.m. by President Hearne.