



Wednesday, April 9, 2014

Call to Order

The UCA Staff Senate was called to order at 10:00 a.m. on Wednesday, April 9, 2014 in Wingo Hall 315 by President Osborne.

Roll Call

Senators Present: Lindsey Osborne, Lori Hudspeth, Tracy Spence, Meghan Thompson, Stephanie McBrayer, Jane Andis, Kimberly Ashley-Pauley, Jennifer Boudreaux, Mark Heffington, Sandra Hooper, Mary Jackson, Denicha Kemp, Linda Lentz, Josh Markham, Vicki Parish, Susan Peterson, Tyra Phillips, Heather Romine, Erica Ruble, Elizabeth Skinner, Colin Stanton, Cheryl Theall, Lula Tyus and Theresa White.

Senators Absent: Diane Farr, Chad Hearne, Tiffany Johnson, Arch Jones, Aaron Knight, Joslyn Kuykendall, Kim McKee, and Jack Phillips.

Acknowledgement of electronic approval of March 12, 2014 minutes.

Officers Reports

President, Lindsey Osborne attended the presidents meeting and shared the elections schedule; President Osborne would not be attending the Campus Talk due to the Staff Senate business meeting; President Courtway is considering changing the schedule for Campus Talk; SGA is currently holding their elections; Faculty Senate has just completed their senator elections and Dr. Don Bradley will be President of Faculty Senate; and SGA is hosting the Big Event this Friday and Saturday.

The Board of Trustees retreat included the presentation of the financial overview and housing projections for fall 2014; overview and discussion of debt capacity and ratio/debt payment chart; faculty and staff salary discussion; UCA Foundation update; Academic Affairs overview including enrollment plan, retention initiatives, South America trip; there will be a Board of Trustees budget workshop on April 25 to include discussion regarding staff salary adjustments and cost of living adjustments; campus improvement updates for Greek Village, The Donaghey Corridor project, Lewis Science Center renovations; discussion about full-time college advisors; and the President's Residence Advisory Committee charge regarding decorating the residence.

The birthday cards sent from President Courtway will be discontinued after April 30, 2014. The funds used to purchase and mail the cards will be re-allocated to Faculty Senate and Staff Senate for development funds in UCA Foundation accounts.

Staff Handbook change requests will be discussed with Kim McKee and Graham Gillis.

Staff Senate nominations close on Friday, April 11, 2014

Vice President, Chad Hearne – No report

Secretary, Lori Hudspeth reported about a contact by a staff member regarding the Child Education Leave policy. The policy is attached.

Treasurer, Tracy Spence reported that checks for Employee of the Year and payments for professional development.

Parliamentarian/Historian, Meghan Thompson – No report

Staff Senate Committee Reports

Courtesy Committee, Mary Jackson reported that cards were sent to Amber Wofford, Meghan Payne, Leslie Grooms, Kathryn Bayles, Jeremy Bruner, Addie Bailey, Charles Rummel, family of Joanna Castner Post, Laura Monroe, Terry Williams and Laura Harrison.

Scholarship Committee, Josh Markham reported that the committee met and funded four scholarships totaling \$1,900.

Front and Center Committee, Meghan Thompson reported that the last luncheon was well attended. The next event will be a reception from 11:30 a.m. – 1:30 p.m. on Wednesday, April 16, 2014 in the Mirror Room. Email invitations and reminders will be sent. The Front and Center Committee will meet on Monday, April 14, 2014. The reception will launch the \$25,000 Our Campus Initiative requesting ideas for a project that will benefit staff. Discussion followed.

Spring Picnic Committee, Tyra Phillips passed out the flyers for the Spring Picnic to be held on April 30, 2014. Email announcements will be sent out. Promotions this year will include donations and the cereal drive.

Basketball Volunteer Committee, Vicki Parish thanked those who volunteered and announced that the volunteers were recognized for their participation. The committee earned \$4,230.

Bylaws Committee, Meghan Thompson announced that there will be a meeting on April 11, 2014.

Employee Recognition, Stephanie McBrayer announced that Employee of the Quarter applications are being evaluated and that there were six Employee of the Year nominations. The Employee of the Year announcements will be on Thursday, April 10, 2014 at the Annual Service Awards.

University Committee Reports

Public Art Committee, Sandra Hooper announced that Patrick Dougherty will be on campus in September. The storage room for public art is completed. The grant for authentication of the Riddick West Mexican ceramics is in process. Scores from operas will be displayed in Snow Fine Arts.

Safety Committee, Stephanie McBrayer met on March 19, 2014. Tim Decker is chair and Kim Hutchcraft was elected secretary, pending approval by the Committee on Committees. Committee representatives changes may include the Director of Housing, pending approval by the Committee on Committees. Report attached.

Strategic Budget Advisory Committee, Lindsey Osborne reported that the committee reviewed the financial reports and discussed recommendations of combining the faculty and staff compensation as one proposal. The Shared Governance and Communication survey are still in progress.

Student Success and Retention Council, Lindsey Osborne met and learned the Dr. Kurt Boniecki will serve as Interim Director of the UCA Core. There was an overview of Mapworks and how it is being used to identify at-risk students. There will also be a master list of all the retention initiatives happening on campus. The committee will meet twice a month on the first and third Thursdays.

New Business

A resolution for Non-classified Vacation Accrual was presented requesting that non-classified staff who do not currently accrue annual leave at a rate of fifteen (15) hours per month/twenty-two and a half (22.5) days per year be brought to that level beginning Fiscal Year 2015. Meghan Thompson moved to adopt the resolution as distributed, second by Colin Stanton. Discussion followed. Colin Stanton moved to call the question, second by Vicki Parish. Motioned passed 14-yes, 4-no, 1-abstention

Scholarship Guidelines, Josh Markham presented changes to the guidelines to remove the requirement of completion of thirty hours and changing the word count for the essay portion of the application. Vicki Parish moved to make a friendly amendment to wait until the memorandum of understanding can be reviewed before the changes are made to the Lilly Harmon Scholarship, second by Meghan Thompson and accepted. Meghan Thompson moved to make a friendly amendment to change the word count to 150 each for the essay questions, motion accepted. Motion passed unanimously.

Emergency Fund Committee, Josh Markham requested that the membership be increased from five to seven members. Denicha Kemp and Kim Ashley-Pauley were added to the membership.

Good and Welfare

Annual Service Awards will be held at 1:40 p.m., Thursday, April 10, 2014 in the McCastlain Hall Ballroom

The next Staff Senate Meeting will be April 23, 2014 and will include officer nominations

Spring Picnic will be 11:30 a.m. – 1:30 p.m. on April 30, 2014 on the McAlister Lawn

Front and Center Reception will be April 16, 2014

Thank-a-Teacher is open through finals.

HPER will close on May 1 and will reopen in mid-October 14. Memberships with 10 Fitness begin May 1 – August 20. Faculty, staff, and currently enrolled summer students may use 10 Fitness without cost. Students not enrolled for summer classes may purchase membership with 10 Fitness.

The meeting adjourned at 11:45 a.m.

Staff Senate Committee Name

Scholarship Committee

Date of Meeting

04/02/2014

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

Josh Markham, Erica Ruble, Tracie Spence, Mark Heffington, Jack Phillips, Heather Romine

New Business

The committee selected recipients for the Staff Senate Scholarships as follows:

Staff Senate Employee Scholarship: 3 applicants with 2 funded (\$300 per semester and another at \$200 per semester)

Staff Senate Dependent Scholarship: 2 applicants with 1 funded (\$250 per semester)

Lilly Harmon Scholarship: 1 applicant applied and funded (\$200 per semester)

Total scholarships awarded: \$1900

The committee also voted unanimously to remove the number of completed college hours as a requirement for applicants. This will go into effect for the 2015-2016 application period pending Senate approval.

The committee will update the evaluation form to omit number of credit hours completed and will ask applicants whether or not they receive excess aid.

The committee plans to update the application so that a minimum of 250 words are required in the Statement of Need and Educational Goals sections.

Submitted by

Josh Markham

Email

joshm@uca.edu

Staff Senate Committee Name

Spring Picnic Committee

Date of Meeting

03/12/2014

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

Theresa White, Joslyn Kuykendall, Jane Andis, Meghan Thompson, Mary Jackson, Tiffany Johnson, Denicha Kemp, Cheryl Theall, Tyra Phillips

New Business

Here is recap of additional discussion at our meeting:

Our next meeting will be April 9th at 9:30 before our Staff Senate Meeting

Tables will run north and south to help with congestion (email has been sent to configure this task)

If Robby Burton agrees to draw his characters this year we will raise his gift card to \$50

The egg toss will be north of the tent and hopefully we will have more participation. Staff Senate will be encouraged to play.

The podium will be moved closer to McCastlain

Music will not be played this year because of interruptions to the students in McCastlain

Jennifer and Jocelyn will work the egg toss, Jennifer will bring gloves

Cheryl will pick up donations for the cake walk and the balloons

Jane and Teresa will work the ring toss

Tyra will contact Russ Hooper to set up power to cater truck and podium

We need a volunteer to take money for Robbie Burton

Meghan will email a "save the date" announcement on March 19th, April 16th, and April 28th and send the flyer to the print shop.

Jennifer and Denicha will build a box to collect cereal for the cereal drive this summer. Denicha will send out an announcement about the same time as the picnic announcement

Something that was brought to my attention after the meeting was to set up a separate table with donation forms and a donation jar. Jocelyn, you did say to sign you up for anything, right? So can you come up with some ideas to set up an attractive table stating why you should donate to staff senate funds? We have some things that can be used such as the nice table cloth, decorations, and we do have money so we could spend some of the money on a give away to those who make a payroll deduction. Would anyone like to help Jocelyn with this?

Next Meeting

04/09/2014

Submitted by

Tyra Phillips

Email

tyrap@uca.edu

Staff Senate Committee Name

Employee Recognition Committee

Date of Meeting

04/07/2014

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

McBrayer, Andis, Romine, Jones, Heffington, Spence

New Business

We have received 9 nominations for EOQ III. The winner will be announced this week. Campus announcement has been sent.

The EOY Selection Committee has been very busy evaluating the nominations we received for EOY. We have awesome candidates and have recently completed the finalists interviews. The winners will be announced at the Awards Reception this Thursday. We also have a luncheon to honor the finalists and previous EOQ winners.

Submitted by

Stephanie McBrayer

Email

smcbrayer@uca.edu

University Committee Name

Public Art Committee

Date of Meeting

04/04/2014

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

Dr. Gayle Seymour-Chair
Dr. Ditto Morales
Dr. Jeff Young
Kim Williams
Sandra Hooper
Marie Desrochers-Art History Student

New Business

Request from Music for Interior Space Designation

Old Business

Patrick Dougherty-will be on campus September 2-20. He will present a lecture on September 18 at X period
The storage room for the public art is finished. Dr. Seymour and Marie have practiced wrapping the art and are now ready to take down the Doris Curtis Collection from the library.
The grant for the authentication of the Riddick West Mexican ceramics which will include a chemical analysis has been written and will be submitted in the fall.
Dr. Morales and Sandra reported that they had contacted one university each to ask about their Faculty Art Collections.

Submitted by

Sandra Hooper

Email

sandrah@uca.edu

University Committee Name

UCA Safety Committee

Date of Meeting

03/19/2014

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

Stephanie McBrayer, Denicha Kemp, and Arch Jones

New Business

Elect Secretary for USC - Kim Hutchcraft - pending approval from the Committee on Committees.

Add a permanent seat on the USC for the Director of Housing - pending approval from the Committee on Committees.

Discussion on the USC webpage and the information found on the Faculty Senate Committees site. USC wants to link the website - uca.edu/mysafety - to the University Committee website in order to make sure information is accurate and current.

Update from UCAPD on the Safe Walk and BEP Development.

Open discussion on establishing a secure emergency call center.

Report from the Environmental Health and Safety Committee - discussion on whether University sponsored field activities should require provision of first aid materials and training.

Submitted by

Stephanie McBrayer

Email

smcbrayer@uca.edu

University Committee Name

(SBAC) Strategic Budget Advisory Committee

Date of Meeting

03/13/2014

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

Lindsey Osborne
Stephanie McBrayer
Tracy Spence
Erica Ruble
Vicki Parish

New Business

Review of Financial Reports
Recap & Review of Funding Process for FY 2015
*recommendation to combine staff and faculty compensation committee proposals
*questions on why obligatory funding comes to SBAC (Disability support, should COLAs be automatic)
Shared Governance & Communication Survey results are still in progress

Next Meeting

04/22/2014

Submitted by

Lindsey Osborne

Email

losborne@uca.edu

University Committee Name

Student Success and Retention Council

Date of Meeting

04/03/2014

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

Lindsey Osborne

New Business

Dr. Kurt Boniecki is serving as interim Core Director.
Program Overview of MAP-Works: currently being used by Housing & Residence Life, identifies "at-risk" students through survey, currently available to first year students living on campus.
Distributed Enrollment Management Plan updated scorecard.
Council is still seeking existing student success and retention initiatives from divisions and colleges.
Group agreed to meet twice a month - the first and third Thursday's at 3pm. One meeting for learning and development and the other for business.

Next Meeting

04/17/2014

Submitted by

Lindsey Osborne

Email

losborne@uca.edu

Office of Personnel Management

Policy

Policy Title: Leave for Participating in Children's Educational Activities	Policy Number: 50.13
Citation: Arkansas Code Annotated § 21-4-216; § 6-15-509	Forms: None

Purpose

All state employees shall be entitled to eight (8) total hours of leave, regardless of the number of children, during any one (1) calendar year for the purpose of attending or assisting with the educational activities or interscholastic activities of a child.

Definitions

Child: A person enrolled in prekindergarten through grade 12, including a home-schooled student, who is of the following relation to a state employee:

- Natural child
- Adopted child
- Stepchild
- Foster child
- Grandchild
- Ward of the state employee by virtue of the state employee's having been appointed the person's legal guardian or custodian
- Any other legal capacity where the state employee is acting as a parent for the child.

Child includes a person who meets the criteria above but is over eighteen (18) years of age and:

- (1) Has a developmental disability; or
- (2) Is declared legally incompetent.

Developmental Disability: A disability of a person that:

- (A) (1) Is attributable to mental retardation, cerebral palsy, spina bifida, Down syndrome, epilepsy, or autism; (2) Is attributable to any other condition of a person found to be closely related to mental retardation because the condition results in an impairment of general intellectual functioning or adaptive behavior similar to that of a person with mental retardation or requires treatment and services similar to that required for a person with mental retardation; or (3) Is attributable to dyslexia resulting from a disability described in (A)(1) or (A)(2);
- (B) Originates before the person attains the age of twenty-two (22) years;
- (C) Has continued or can be expected to continue indefinitely; and

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(D) Constitutes a substantial handicap to the person's ability to function without appropriate support services, including, but not limited to, planned recreational activities, medical services such as physical therapy and speech therapy, and possibilities for sheltered employment or job training.

Educational Activity: Any school-sponsored activity including without limitations:

- A Parent-Teacher Conference
- Participation in school sponsored tutoring
- Participation in school sponsored volunteer program
- A field trip
- A classroom program
- A school committee meeting
- An academic competition, assisting with athletic, music or theater programs
- A prekindergarten program
- An interscholastic activity for home-schooled students

Home-schooled student: A student legally enrolled in an Arkansas home school.

Interscholastic activity: An activity between schools subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of a school district, including without limitation an athletic activity, a fine arts program, or a special interest club or group; and taught by an individual with a minimum of a high school diploma.

Prekindergarten: means an educational and child development program that is designed to prepare children who are at least three (3) years of age for an academic kindergarten program.

Resident school: The school to which the student would be assigned by the resident school district in which the home-schooled student's parent resides.

State Agency: An agency, bureau, board or commission of any branch of state government and all state-supported institutions of higher education,

State Employee: A full-time employee of the State of Arkansas or any branch, department, board, bureau, commission, or state-supported institution of higher education.

Specific Provisions

A home-schooled student shall not participate in interscholastic activities at a public school other than the student's resident school.

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Children's Educational Activities Leave that is unused may not be carried over to the next year. Children's Educational Activities Leave is not compensable to the state employee at the time of retirement.

Revised August 16, 2013