

UCA STAFF SENATE

Minutes

July 2005 – June 2006

Officers:

President – Kevin Hamilton

Vice-President – Patricia Smith

Secretary/Treasurer – Judy Corcoran

Parliamentarian – Terry Starnes

The UCA Staff Senate met on June 28, 2006 in Thompson 331 with the following senators present: Judy Corcoran, Hans Pfeil, Jan Fortney, Marylynn Borengasser, Patricia Smith, Georgia Younker, Willie Morris, Mark Heffington, Katherine Hambuchen, Sandy Ahne, Edman Wilkes, Terry Starnes, Dennis Strom, and Kevin Hamilton. Absent were Carin Dehmer (AE), Ann Barnett (AE), Sherry Matthews (AE), Rick McCollum (AE), John Merguie (AE), Ernie Ness (A), and Sandy Olson (AE).

The minutes of the June 14 meeting were approved as distributed.

President's Report. President Hamilton reported he had written to Larry Lawrence about the no-smoking sign samples, but he has not heard back. He said he plans to compose a letter to UCA staff members concerning the upcoming Capital Campaign. Vice President Smith said she plans to begin the new Senate year by sending a letter to staff as well.

Treasurer's Report. Senator Corcoran reported that there is a balance of \$5,147.27 in the Senate's agency account. When the new fiscal year starts the regular UCA account will have \$2,500 in it.

Senator Starnes presented outgoing President Hamilton with a gavel plaque and read the inscription of appreciation. President Hamilton thanked everyone for their kindness.

Committee Reports. **Courtesy.** Several suggestions for sending various kinds of cards to staff members were made, and this will be reported to Senator Matthews. **Elections.** It was reported that newly elected senator Laura Clayton is no longer employed at the university. The position to which she was elected in the President's Office division will have to be filled by Senate appointment. **Appointments.** Senator Smith reported that a recommended slate of officers for the new years will be presented at the next meeting, July 12. Discussion was held on whether or not there should be a treasurer position established to handle all of the Senate's UCA and Foundation accounts. The bylaws would need to be amended to do this, and it was mentioned that this could be done by proposing an amendment in writing at a regular meeting, then voting on it at the next meeting. Senator Smith said senators interested in serving as secretary should contact her.

Employee of the Year. President Hamilton read from the minutes of the March 8 Senate meeting that stated that the Senate approved the budget for the rest of the year. One item in this document was to transfer \$1,750 to the Employee of the Year fund in the UCA Foundation. Discussion was held.

Scholarships. Senator Borengasser reported that scholarship in the amount of \$1,400 have been awarded for Fall 2006 as follows: Anna Lacy Stephens, Kasi Jones, Shane Barker, Teresa Hitchcock, Kristie Edwards, Barbara Jackson, Rachel Robinson, James Ryan Fraser, Melissa Kordsmeier, Phillip A. Cooper.

Old Business. Senator Wilkes reported that he had consulted the Institutional Review Board about the parking survey and they approved it. The survey will be done soon after the fall semester begins.

Martin Luther King, Jr. Holiday. Senator Mosley said the survey is on line and will go out to the staff this week. Letters will be sent to those employees who do not have e-mail.

New Business. President Hamilton announced that the format for the Senate meeting on July 12 will be as follows: 10:00, orientation for new senators; 11:00, regular Staff Senate meeting for all returning and new senators; 12:00, luncheon for all. This will be held in the Christian Cafeteria President's Dining Room.

The meeting adjourned at 10:35.

Judy Corcoran, Secretary

The UCA Staff Senate met on May 32, 2006, with the following senators present: Marylynn Borengasser, Judy Corcoran, Katherine Hambuchen, Kevin Hamilton, Mark Heffington, Sherry Matthews, Sandy Ahne, Ernie Ness. Absent were Ann Barnett (A), Carin Dehmer (AE), Jan Fortney (AE), Rick McCollum (AE), John Merguie (AE), Willie Morris (A), Calvin Mosley (AE), Sandy Olson (AE), Hans Pfeil (A), Patricia Smith (AE), Terry Starnes (AE), Dennis Strom (A), and Ed Wilkes (A).

President's Report. President Hamilton introduced Valerie Nicholson and Larry Burns from the Human Resources Department. Mr. Burns reported on the results of the study concerning use of UCA's undergraduate and graduate fee remission program. He said the survey showed that 46% of the support staff have used the program. This indicates that staff have benefitted from it more than the faculty. He reported that UCA's policy is one of the best of all the state institutions. He said also that the administration is considering a few tax issues of increasing the fee remission for graduate courses from 50% to 80%. A senator asked about the pay plan study that was done by the state Office of Personnel Management a few months ago. Valerie said that OPM is working on it in order to prepare a proposal to the state legislature in January.

Committees. Election. Senator Corcoran reported the following results for the election of senators which was held on May 18: President's Office, Laura Clayton; Provost, (two positions) Georgia Younker; Financial Services, Claye Eubanks; Student Services, Regina Thomas; Administrative Services, (two positions) David Anthes, Amy Shier; Grades 7 through 12, Wendelene Smith. There was a tie for one of the Provost division positions, and the run-off was held on June 1. Shaneil Ealy was elected to the three-year position. Employee of the Year. Discussion was held about funding the awards. Scholarship. Senator Borengasser reported that the committee wants to award 10 awards for fall for a total of \$1,400. Discussion was held on possible future fund-raising activities to fund scholarships. It was decided that a vote to award the 10 scholarships would be held via e-mail. Courtesy. Senator Matthews said a sympathy card was sent to Judy Corcoran, a new-baby card was sent to Calvin Mosley and a get well card was sent to Sandy Olson. Wedding congratulations were sent to Sandy Mattox Ahne.

Old Business. President Hamilton said he is waiting on Physical Plant personnel to get him samples of no-smoking signs. He reported that the luncheon for Physical Plant workers went well with 20 persons in attendance. He reported that the survey on the Mark Luther King, Jr. Holiday would be done on line in the fall with hard copies going to those who do not have Internet access.

Adjournment. The meeting adjourned at 10:30. The next meeting will be June 14.

Judy Corcoran, Secretary

The UCA Staff Senate met on May 10, 2006, with the following senators present: Judy Corcoran, Carin Dehmer, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, Mark Heffington Sherry Matthews, Rick McCollum, Willie Morris, Calvin Mosley, Ernie Ness, Hans Pfeil, Patricia Smith, Terry Starnes, Dennis Strom and Ed Wilkes. Senators absent were Ann Barnett (AE), Marylynn Borengasser (AE), Sandy Mattox (A), and John Merguie (AE).

Minutes. The minutes of the meeting of April 26 should indicate that the absences of Senators Wilkes and Strom were approved. The minutes were approved as distributed and amended. Secretary Corcoran reported there is a balance of \$5,528.98 in the agency account after depositing the \$1,725 check from the Athletic Department. A reimbursement to Kevin for \$113.67 for the Employee of the Year plaques was processed, leaving a balance of \$5,415.31. The balance in the regular account is \$115.62 after reimbursing the Housing Department \$89.30 for Employee of the Year copies. A total of \$74.40 was raised from the cake walk at the picnic, and this amount will be deposited into the Staff Scholarship Fund in the UCA Foundation.

President's Report. President Hamilton reported that the Physical Plant may have samples of no-smoking signs that senators can look at. He will contact Larry Lawrence. President Hamilton recommended using some of the agency account funds to deposit into the Employee of the Year fund principal (endowed account) to make it grow so it will produce more income for funding the EOY awards. Discussion was held and he said he will do some research into getting donations for the EOY foundation account. Senator Dehmer said she would send information to the Senate for funding items for the Fun Walk.

Committee Reports. Courtesy. Senator Matthews said she sent a thinking-of-you card to Greg Warhurst. Commencement. Senator Corcoran reported that three commencement ceremonies were held on Saturday, May 6 and expressed thanks to the volunteer ushers: Marylynn Borengasser, Susan Adams, Cindy Edwards, Deloise Mowdy, Ramona Sitz, Chris Williamson, Ruth Clayton, Calvin Mosley, Jan Strange, Mary Ellen Klotz, Sandra Hooper, and Georgia Younker. Election. Senator Corcoran reported that the following employees were nominated for eight positions on the Staff Senate: President's Office, Laura Clayton; Provost, (two positions) Jane Andis, Shaneil Ealy, Nanette Fitzhugh, Theresa Hitchcock, Georgia Younker; Financial Services, Michelle Anderson, Stacy Brown, Clay Eubanks; Student Services, Regina Thomas; Administrative Services, (two positions) David Anthes, Michael Flaherty, Amy Shier; Grades 7 through 12, Wendelene Smith. The election will be held all day May 18 in the Student Center. Social. President Hamilton expressed a special thanks to the Physical Plant employees, Audio-Visual employees, and everyone else who helped setting up for the picnic, especially considering the weather situation. He thanked Georgia Younker for soliciting so many good door prizes. He said he also wants to host a luncheon for Physical Plant workers and asked Senator Strom for a list of names. He said he does not at this point know how much this will cost and will get word to senators when he finds out. Senator Fortney moved that the Senate allot up to \$500 for this event. The motion was seconded and it passed. Parking Survey. Senator Wilkes will be working next week on the questions to be presented to the Institutional Review Board. Senator Smith said that she has survey software that would be very useful for this project.

Old Business. President Hamilton said he found out that a proposal for fee remission for employees taking graduate courses will be presented to the Board of Trustees. He will report on this further at a later date.

Martin Luther King, Jr. Holiday. Senator Mosley said that he and President Hamilton will get together soon to discuss the appropriate time for conducting the survey.

New Staff Orientation. Senator Smith reported that the latest session for new staff went well. She said she attended and had several new employees express a desire to volunteer for various Staff Senate projects. She has also discussed with Charlotte Strickland, training director, several issues for which there should be training.

Good and Welfare. Senator Pfeil reminded senators about the new computer password change policy. Log on to it.uca.edu and click on the "services" link. He said that passwords for departments with generic student worker accounts will change every 180 days. Passwords must be changed by May 22. Senator Dehmer announced that the Fun Walk would be held on May 11.

Judy Corcoran, Secretary

The UCA Staff Senate met on April 26, 2006, with the following senators present: Marylynn Borengasser, Judy Corcoran, Kevin Hamilton, Katherine Hambuchen, Mark Heffington, Willie Morris, Calvin Mosley, Ernie Ness, Sandy Olson, Hans Pfeil and Patricia Smith. Senators absent were Ann Barnett (A), Carin Dehmer, (AE), Jan Fortney (AE), Heather Lemon (A), Sherry Matthews (AE), Sandy Mattox (A), Rick McCollum (A), John Merguie (A), Terry Starnes (A), Dennis Strom (A), and Ed Wilkes (A).

Vice President Patricia Smith presided in the absence of President Hamilton. The minutes could not be approved because of the lack of a quorum.

Treasurer's Report. Senator Corcoran reported a balance of \$5,642.65 in the agency account after a check for \$1,725 from the Athletic Department for working basketball games was deposited. There is a balance of \$204.92 in the regular UCA account.

Committee Reports. Election. Senator Corcoran reported that there have been some nominations for Senate positions made on line, and some have been by e-mail, for each of the positions. The committee will call those nominated to see if they will accept. Employee of the Year. The three EOY awards were announced on April 25 at the annual service awards program. Senator Smith asked senators for their ideas on hosting a dinner for all of the persons nominated for the awards. Discussion was held. Each nominee will receive a certificate. The three award winners were given plaques. In response to a question Senator Smith said the EOY guidelines are posted on the Senate's Web site. Scholarship. Senator Borengasser said the committee met and they made recommendations to award scholarships to eleven persons. She asked for discussion as to how to fund them adding information about how much expendable funds are in the Staff Senate Scholarship Fund in the UCA Foundation. Senator Smith added that it has not been determined yet how many football and basketball games the Staff Senate will get to work during the coming year.

Social. It was reported that all plans have been made for the annual picnic. Tickets have been distributed in various areas on campus, and they are free for faculty and staff. Senators have been asked to help set up tables and chairs on the morning of May 9.

Old Business. Senator Mosley reported that further work on the Martin Luther King, Jr. Holiday will be put off until the next fiscal year.

Discussion was held about the Senate's various accounts. What is called the "regular" account consists of funds budgeted each fiscal year for the Staff Senate to use for maintenance and operations. The amount at the start of each year is \$1,835. The agency account consists of funds earned by senators and staff members who work UCA ball games (through the Athletic Department), and any other fund-raising events that are held. This money is kept in a UCA "agency account" and managed by the Accounts Payable Department. Its balance is presently \$5,642.65. The Senate also has two endowed UCA Foundation accounts which earn interest: the Staff Senate Scholarship fund, and the Employee of the Year fund. It was suggested that this information be included in the notebooks that will be prepared for the new senators.

The meeting adjourned at 10:35. The next meeting will be May 10.

Judy Corcoran, Secretary

The UCA Staff Senate met on April 12, 2006, in Thompson 331 with the following senators present: Marylynn Borengasser, Judy Corcoran, Carin Dehmer, Jan Fortney, Kevin Hamilton, John Merguie, Willie Morris, Calvin Mosley, Ernie Ness, Hans Pfeil, Patricia Smith, Terry Starnes, Dennis Strom, and Ed Wilkes. Absent were Ann Barnett (A), Katherine Hambuchen (A), Mark Heffington (A), Heather Lemon (A), Sherry Matthews (AE), Sandy Mattox (AE), Rick McCollum(AE) and Sandy Olson (A).

Vice President Patricia Smith opened the meeting. She said the Employee of the Year selection committee will meet after the Senate meeting. The minutes of the March 29 Senate meeting were approved as distributed. Senator Smith reported that President Hamilton is working on a resolution about the smoking policy signs.

Treasurer's Report. Senator Corcoran reported a balance of \$53.49 in the regular account and \$3,917.65 in the agency account. The check from the Athletic Department for working basketball games has not been received yet.

Senator Starnes reported that nominations for election of senators are being taken, and staff members can nominate on line.

Committee Reports. Courtesy. There were reports of staff members that need cards sent to them. Scholarship. Senator Borengasser reported that the committee met and decided to award 11 scholarships, for a total of \$1,450. She said the committee is requesting that a designated amount for scholarships in the future be set aside from the Senate's agency account. This is to let the interest from the Senate's Foundation account grow the endowment. She moved that the \$1,450 for the scholarships for 2006-2007 be spent from the agency account. Discussion was held. Senator Borengasser said she would bring the guidelines for scholarships to the next meeting along with an updated budget. Social. The May 9 staff picnic will be free, and it will be advertised next week.

Parking Survey. The draft of the survey was sent to senators earlier, and Senator Wilkes explained how the questions would be displayed with a Likert scale. He said it would need to be presented to the Institutional Review Board and to the Faculty Senate for review. Senator Starnes moved that the questionnaire be accepted as written. Discussion was held. Senator Starnes then amended his motion to accept the questionnaire with the revision of one statement in question 7. The motion as amended was seconded and it passed.

Old Business. President Hamilton reported that there was nothing to report about the fee remission for graduate courses or about the Martin Luther King holiday.

New Business. Senator Dehmer reported that UCA students will participate in "Takin' It To The Streets" on April 18. This is a cooperative effort among Conway's three colleges to do volunteer work for the community. She said faculty and staff are welcome to participate as well, and the rally will take place at Hendrix in front of the library.

Senator Strom reported that UCA has received permission from the city to complete the landscaping at Wingo Hall by May 5. Senator Borengasser said she had heard from some staff members who had questions about the holiday calendar. She said she called Human Resources, and they said they are waiting on the academic calendar.

The meeting adjourned at 10:55. The next meeting will be April 26.

Judy Corcoran, Secretary

The UCA Staff Senate met on March 29, 2006, in Thompson 331 with the following senators present: Judy Corcoran, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, Mark Heffington, Heather Lemon, Sherry Matthews, Sandy Mattox, John Merguie, Willie Morris, Calvin Mosley, Patricia Smith, Terry Starnes, and Ed Wilkes. Senators absent were Ann Barnett (AE), Marylynn Borengasser (AE), Carin Dehmer (AE), Rick McCollum (AE), Ernie Ness (A), Sandy Olson (AE), Hans Pfeil (A), Ray Stahl (A), and Dennis Strom (AE).

The minutes of the meeting of March 8 were approved as distributed.

Special Guests. President Hamilton introduced Jack Gillean, Vice President for Administration, and Larry Lawrence, Director of the Physical Plant. President Hamilton reported that there have been many complaints about people smoking near building entrances in violation of UCA's policy that prohibits smoking within 25 feet of the doors. When the Board of Trustees adopted this policy two years ago signs were attached at each building entrance. Mr. Lawrence said he has researched other types of designs for signs and passed around pictures. He reported that Physical Plant employees routinely check for the proper placement of the cigarette butt urns and move them back to the 25-foot sites if needed. He also said that he has received questions asking where the signs are, when they will be reinstalled, and about the penalties for those caught violating the policy. At this point, there is no penalty for violations. Discussion was held about the same problem at other universities, the additional problem of unsightly cigarette butts littering the grounds and the landscaping, and the possibility of establishing a smoke-free campus. The need for educating the UCA community about the 25-foot policy as well as the negative effects of cigarette butt litter were discussed. Mr. Gillean asked for comments about the new sign designs and what color they should be. Most senators responded that the original signs and their color were acceptable. It was suggested that the campus conduct an educational campaign, using the student newspaper, posters, the radio, e-mail messages and the jumbo screen to get out the message about the policy and the cigarette butts. Mr. Gillean said the administration welcomes comments about the new signs and about ways the policy can be enforced. President Hamilton thanked Mr. Lawrence and Mr. Gillean for attending the meeting.

President's Report. President Hamilton reported on the recent workshops for various employees about the Luminis portal which will be in effect next year.

Committee Reports. Courtesy. Senator Matthews asked for senators to let her know of staff members she should send cards to. She said she welcomes greeting card donations. Election. Senator Corcoran reported that the memos about the Senate election will go out this week so staff will know of the upcoming vacancies. Employee of the Year. President Hamilton reported the process is underway and reference forms for nominees are due by March 31. He reported that there were a total of 17 nominations for the three categories. Scholarship. Senator Smith reported that 17 applications and one application for the Lilly Harmon scholarship were received. The committee will meet next week. Staff Development. Senator Smith reported that the recent seminar on menopause was well attended. Special Events. Senator Starnes said he would find out about the purchase order from the Athletic Department so that the Senate can bill for the basketball games.

Parking Survey. Senator Wilkes reported that the questionnaire had been revised according to suggestions made by senators at the last meeting. He will add an introductory statement. It was also suggested that two questions be added: one that asks what building the respondent works in, and one that asks if the respondent is faculty or staff. A senator spoke about the problem of large equipment vehicles taking up numerous parking spaces behind Reynolds when there are performances at the performance hall. It was suggested that this be discussed with the Reynolds Hall personnel.

Meet and Greet. President Hamilton reported that a small number of Physical Plant employees attended the session on March 30 at the PPD building. One person suggested that the university establish health savings plans for employees, with the comment that this would possibly be feasible for employees who cannot afford to participate in the university's health insurance program.

Martin Luther King Day Survey. Senator Mosley said the survey will be presented to Human Resources Director Rita Fleming for review before it is presented to staff.

New Staff Orientation. There will be a session for new employees in April. President Hamilton asked for ideas about information that should be presented to them.

The meeting adjourned at 11:10. The next meeting will be April 12 in Thompson 331.

Judy Corcoran, Secretary

The UCA Staff Senate met on March 8, 2006 in Thompson 331. Senators present were Marylynn Borengasser, Judy Corcoran, Carin Dehmer, Jan Fortney, Kevin Hamilton, Mark Heffington, Heather Lemon, Sherry Matthews, Sandy Mattox, Rick McCollum, Willie Morris, Calvin Mosley, Ernie Ness, Hans Pfeil, Sharon Plumlee, Patricia Smith, Ray Stahl, Terry Starnes, Dennis Strom and Ed Wilkes. Absent were Ann Barnett (A), Katherine Hambuchen (A), John Merguie (AE) and Sandy Olson (AE).

The minutes of the meeting of February 22 were approved as distributed.

Treasurer's Report. Senator Corcoran reported there is a negative balance of -\$188.70 in the UCA account and a balance of \$3,925.45 in the agency account. Senator Strom said we will soon be able to bill the Athletic Department for working the basketball games.

Discussion was held on the budget for the remainder of the fiscal year, and President Hamilton distributed a list of possible expenses and income. Senator Fortney made a motion to accept the budget as distributed. The motion was seconded and it passed.

Committee Reports. Courtesy. Senator Matthews reported she had sent sympathy cards to Deloise Mowdy, Maurice A. Lee, Pat Kitchens and Chandra Tipton. She read a thank you card from Wynona Bryant-Williams. Several suggestions were made as to employees who should receive cards. Election. Senator Corcoran reported that Brent Passmore is testing the on-line nomination process, and she should know if it will work by the end of the week. Employee of the Year. President Hamilton reported that there are seven nominations for the award in the administrative support services area, one in the service area, and one nomination in the administrative area. He asked senators to pass on the word that more nominations are needed. He explained that it would not have been feasible to put nomination form inserts in the Echo. He said he also sent messages to key personnel in the Physical Plant and the Police Department about the award. He said the guidelines are complete, and he will soon send them to senators. He asked for another volunteer to serve on the selection committee.

Scholarships. Senator Borengasser reported the committee has received seven applications for the scholarships. She said there is \$1,815.75 in expendable income in the scholarship Foundation account. She asked for discussion about whether or not to use this amount for scholarship awards or to put some of it into the endowed portion of the fund to make it grow. After discussion Senator Strom moved that the Senate vote on this after the scholarship application deadline has passed. Senator Plumlee seconded the motion and it passed.

Social. President Hamilton reported that the tentative date for the picnic is May 25. He said he is checking with the president's office to confirm the date and support for the event. The theme for the picnic will be Midway at UCA. Senator Dehmer reported that the Health Promotion and Wellness and the Employee Wellness Program will sponsor a fun walk earlier in the day. She said 157 persons participated in the walk last year. She requested funding for this event. Senator Starnes moved that the Senate allocate \$300 from the agency fund toward the fun walk. Senator Wilkes seconded the motion and it passed.

Staff Development. Senator Smith reported that she got a thank you card from Reesa Ramsahai for providing the refreshments for the Body Image workshop. She said the next seminar, "Menopause," will be held Thursday, March 16 and requested funding for the refreshments for this event. She moved that the Senate provide not more than \$200 for the workshop. Senator Wilkes seconded the motion and it passed.

Faculty/Staff Parking Survey. Senator Wilkes reported he will send to senators a revised list of questions for the survey. After the senators' feedback he will present the questionnaire to the Institutional Review Board.

Old Business. President Hamilton said he will set a date soon for a meet and greet session at the Physical Plant. President Hamilton said he is awaiting further word on the administration's study concerning graduate tuition fee remission.

Martin Luther King Holiday. Senator Mosley said a preliminary questionnaire has been prepared and he distributed it to senators. It will also be accompanied by an explanatory letter concerning the holidays as they are currently observed at UCA. He explained that the intent of the study is to educate UCA employees about these holiday observances and to ascertain how they feel about the issue of observing Martin Luther King's birthday on January 15 instead of during the winter break.

Campus Smoking Policy. President Hamilton reported he has not heard from Jack Gillean concerning his message to him asking about the "No Smoking Within 25 Feet of the Building" signs. Many queries have been reported by various departments about them. Other departments have requested that the signs be reinstalled on buildings. Discussion was held on the possibility of designating UCA as a non-smoking campus and the fact that this was addressed by a couple of campus groups a few years ago. Discussion was held on the effectiveness of the signs. It was suggested that Jack Gillean and Barbara Anderson be invited to address this issue at the next Senate meeting, and President Hamilton said he would do so.

Good and Welfare. A senator asked about the statement made in the minutes of the last meeting concerning the suggestion to retain .5% of the employees' future raises for merit. He reported that employees he has talked to have expressed disagreement with this suggestion. President Hamilton said he would discuss this with Rita Fleming.

The meeting adjourned at 10:45.

Judy Corcoran, Secretary

The UCA Staff Senate met on February 22, 2006 in Thompson 331. Senators attending were Marylynn Borengasser, Judy Corcoran, Carin Dehmer, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, Mark Heffington, Sherry Matthews, Sandy Mattox, Willie Morris, Ernie Ness, Sandy Olson, Hans Pfeil, Sharon Plumlee, Patricia Smith, Terry Starnes, Dennis Strom and Ed Wilkes. Senators absent were Ann Barnett (A), Heather Lemon (A), Rick McCollum (AE), John Merguie (AE), Calvin Mosley (AE), and Ray Stahl (AE).

The minutes of the meeting of February 8 were approved as distributed.

President's Report. President Hamilton reported he had spoken at the UCA Board of Trustees meeting. He said that President Hardin mentioned merit-based pay for classified and non-classified employees at the meeting as something he wants to work on. President Hamilton said he met yesterday with Rita Fleming and Barbara Anderson concerning this issue. He said they suggested giving staff members a 2% raise in July and allocating the remaining .5% to a pool for merit increases for staff. This is something that the Faculty Senate has recommended (giving faculty 2% raises and saving the remaining .7% for merit). She asked if staff would consider this as an option toward the creation of merit-based pay. Discussion was held with most agreeing that this would not be a good idea for staff.

President Hamilton reported that the Senate officers met to discuss the budget for the remainder of the year. Discussion was held about future projects and activities that will require funding, and expected income.

Committee Reports. **Courtesy.** Senator Matthews presented a receipt for cards to the secretary/treasurer for reimbursement. **Employee of the Year Guidelines.** President Hamilton passed around the revised form for nominating employees for the award. He said it would be available on line. There will be three categories for nominating persons for the three awards: administrative/clerical support; service staff; administrative staff. The announcement will go out this week. He said the amounts of the awards will be \$500 each. Discussion was held about the Employee of the Year Foundation account. It presently has \$10,406 in the endowed portion. President Hamilton asked for volunteers to serve on the selection committee. **Scholarship.** Senator Borengasser announced that she has received some applications. **Social.** President Hamilton said the social committee would meet after the meeting and confirm the date. It is tentatively set for May 25, Thursday. **Special Events.** Senator Starnes reported that there are two more basketball games scheduled and they are staffed. The last game will be February 25. **Parking Committee.** Discussion was held on the proposed survey questionnaire and suggestions were made. Discussion was held on the route of the shuttle service, and it was explained that everyone in the UCA community can ride the shuttle. The route is on the Physical Plant Web site. It was suggested that the parking issue committee check to see if the questionnaire must be approved by the Institutional Review Board.

Old Business. President Hamilton explained that he will soon meet with Physical Plant personnel to set a date for a meet and greet session with them. Regarding the fee remission for graduate courses, President Hamilton reported that the president's office is studying the issue. It was reported that other complaints have been received about people smoking within 25 feet of the doors, and another

administrator has written to the UCA administration about the issue. President Hamilton reported he has e-mailed the Vice President for Financial Services about the amount of the Staff Senate's budget (\$1,835 each fiscal year) but has not heard from him yet.

The meeting adjourned at 11:00.

Judy Corcoran, Secretary

UCA STAFF SENATE

February 8, 2006

The UCA Staff Senate met on February 8, 2006 with the following senators present: Ann Barnett, Marylynn Borengasser, Judy Corcoran, Carin Dehmer, Kevin Hamilton, Heather Lemon, Sandy Mattox, Rick McCollum, Calvin Mosley, Ernie Ness, Sandy Olson, Hens Pfeil, Sharon Plumlee, Patricia Smith, Terry Starnes, Dennis Strom and Ed Wilkes. Senators absent were Jan Fortney (AE), Katherine Hambuchen (AE), Mark Heffington (A), Sherry Matthews (AE), John Merguie (AE), Willie Morris (A), Ray Stahl (AE).

Minutes. The minutes of the meeting of January 25 were approved as distributed.

President's Report. President Hamilton reported that he attended a university calendar committee meeting where future spring break dates were discussed. He said the registrar said he would send out a draft of the proposed 2006-2007 calendar. It will have to be approved by the Board of Trustees. He said he would make a presentation to the Board of Trustees at its February 17 meeting. He announced the date for the annual service awards program is April 25.

Vice President Smith reported on the hiring policy proposal. She said she had talked with the Human Resources Director about allowing staff positions to be advertised internally initially. The opinion was that this would prolong the process of gathering applications and filling positions. However, Senator Smith said she has drafted an alternative proposal that would allow a supervisor to choose whether or not the advertising would be internal or external. Factors to be considered are the perception that the public feels that it is hard to get a position at UCA, and the need to maintain the diversity of the staff. Senator Smith said she compiled statistics on the number of new positions created last year. She said she has also researched policies of other state higher education institutions. Discussion was held about how departments go about advertising and hiring.

Treasurer's Report. Senator Corcoran reported there is a balance of \$4,206 in the agency account. She reported that a check was authorized to be cut from this account to pay the student organization Umoja Wa Afrika \$150 to thank them for their performance at the holiday feast.

Committee Reports. Courtesy. Suggestions were made as to cards to be sent to staff members.

Elections. Senator Corcoran reported that because of the increase in staff members in the provost division, there will be an additional senator to be elected. Other positions to be filled are in the following divisions: Administrative Services (to replace Heather Lemon); Financial Services (to replace Kevin Hamilton); President's Office (to replace Ann Barnett); Provost Division (to replace Sandy Olson); Student Services (to replace Ernie Ness), for a total of six positions. Each position will require a three-year term. She is working with the Office of Web Development to get the process of nominating on line.

Employee of the Year. President Hamilton reported that the ad hoc committee (Mosley, Hamilton, Smith and Corcoran) had met to investigate and revise the nomination and selection process for the annual

Employee of the Year award. Senator Smith reported that the committee feels interviewing finalists prolongs this process, and they are recommending that it be eliminated. The nominating form, which will be made available on line, has been revised to make it easier for persons to use. There will also be an application that the persons nominated will have to complete if they want to be considered. Another suggestion is to cut the number of selection committee members from 12 to eight (a non-voting chair, and a staff member from each administrative division). Senator Smith said the committee feels that this year Staff Senators should be appointed to serve on the selection committee since the process is getting a late start. President Hamilton said he would like to get the nomination process started early next week. Discussion was held.

Scholarship. Senator Borengasser reported that announcements have been made about the scholarship availability, and applications have been distributed. These scholarships will be awarded for Fall 2006 and Spring 2007. The deadline for submitting is March 24. Applications will be reviewed over the summer break after grades have been recorded.

Social. President Hamilton said the committee will meet soon to set a date for the picnic.

Staff Development. Senator Smith said a suggestion has been made that a staff development seminar be held on menopause. She is coordinating this with Senator Dehmer.

Special Events. Senator Starnes said all basketball games are covered.

Ad Hoc Committee on Parking Issues. Senator Wilkes distributed a draft of questions that have been suggested for the parking survey. It will be sent to senators as an attachment. He asked senators to e-mail him with their suggestions and comments. A decision will be made at the next meeting.

President Hamilton said he would soon meet with personnel in the Physical Plant to set a date for the meet and greet.

Fee Waiver. Senator McCollum reported that the university's fee remission policy, as revised in December 2005, is on the Board of Trustees Web site (www.uca.edu/divisions/admin/board/policies Click on "600 series, Financial Services." it is Policy No. 623. It outlines the fees that are charged to university employees. It was pointed out that the policy was changed to eliminate the waiting period of 30 months from high school graduation for an employee's dependent to enroll at UCA in order to qualify for fee remission.

Martin Luther King, Jr. Holiday. Senator Mosley reported that he had met with Rita Fleming and President Hamilton about giving employees the holiday. It was decided that an interest survey would be done. After the results are in they will meet again to discuss them. This survey will be distributed sometime next week.

President Hamilton said there has been a concern expressed about how staff members can get financial

assistance to attend conferences for professional development. It was suggested that a budget be created for this purpose. Discussion was held and it was reported that a committee had met to discuss this issue over a year ago. President Hamilton said he would research what had been suggested at the meeting and report on it at a future Senate meeting.

Good and Welfare. A senator reported that there have been complaints about people smoking in building doorways. Employees are wondering if the “No smoking within 25 feet from the doorways” is being enforced; they also are asking if the signs can be posted on buildings again. Discussion was held and it was reported that there is no fine for violating this policy although there is a state law that addresses this issue. It was reported that many cigarette butt disposal containers have disappeared, and that Physical Plant employees continue to have to rake up cigarette butts off the ground. President Hamilton said he will look into the situation and report on it.

The meeting adjourned at 11:00. The next meeting will be held February 22.

Judy Corcoran, Secretary

The UCA Staff Senate met on January 25, 2006, in Thompson 331. Senators present were Judy Corcoran, Carin Dehmer, Kevin Hamilton, Mark Heffington, Heather Lemon, Sherry Matthews, Sandy Mattox, Rick McCollum, John Merguie, Willie Morris, Calvin Mosley, Sandy Olson, Sharon Plumlee, Patricia Smith, Ray Stahl, Dennis Strom and Ed Wilkes. Senators absent were Ann Barnett (AE), Marylynn Borengasser (AE), Jan Fortney (AE), Katherine Hambuchen (AE), Ernie Ness (A), Hans Pfeil (A) and Terry Starnes (AE).

The minutes of the meeting of January 11 were approved as distributed.

President's Report. On the subject of the function of the Staff Senate, President Hamilton distributed a copy of the Senate's constitution which outlines the mission of the Senate. He said the role of a senator is to listen to concerns of staff members and to inform them about the Staff Handbook and UCA's policies and procedures. If the Senate sees fit, it may also take these matters to Jack Gillean or Rita Fleming. President Hamilton passed around campus maps indicating the draft of the master plan as recommended by the campus consultants. The plan is to have the final draft in place in February. President Hamilton said he had received a concern about the Senate's resolution about the date of UCA's spring break. He explained that the resolution was just concerned with UCA's spring break being timed to coincide with the Conway Public Schools' break, and not any other school in the county. He said that the Human Resources director is studying the issue in terms of all of the schools in the county. Discussion was held.

Committees. Courtesy. Senator Matthews reported she sent sympathy cards to Ann West, Donna Foss, Clint Johnson, Todd Watkins, Judy Huff and Jeanne Cash-King. A retirement card was sent to Jim Swain. Senators suggested other employees to which cards should be sent. Employee of the Year Guidelines. Senator Wilkes reported that the committee met to discuss the EOY process for this year. He said that due to various circumstances he must resign from the chairmanship of the committee. Discussion was held and Senator McCollum moved that a committee be appointed to review the Employee of the Year procedures. Senator Olson seconded the motion and it passed. It was decided that President Hamilton, and Senators Smith, Corcoran and Mosley would meet this week to revise the process somewhat and decide on the next step that should be taken.

Social. President Hamilton said the committee has not met, but that he will soon recommend a date for the picnic in May. Special Events. Senator Strom reported that a volunteer is needed for the basketball game on January 30 at 5:00. Other games are staffed. Parking. Senator Wilkes said he will e-mail senators with a list of questions for the parking survey.

Old Business. President Hamilton said he is working on the arrangements for a meet-and-greet session at the Physical Plant. He said the job of appointing an ex-officio senator has been given to the appointments committee. President Hamilton said he had not had a chance to discuss with administrators the issue of graduate tuition fee remission being the same as that for undergraduate tuition remission.

New Business. Discussion was held on the state's sick leave compensation benefit for retirees. It was

announced that an act was passed by the Legislature in January 2005 which includes classified employees of higher-education institutions in this benefit. [Reference to this, Act 1288 of 2005, can be found on page 22 of the Staff Handbook.] Senator Mosley said he has had concerns expressed from various staff members about not having the Martin Luther King Day as a holiday at UCA on the day it is observed in January. Discussion was held and it was pointed out that this is one of the holidays that is observed during the holiday break in December and January (other holidays being Presidents Day, Veterans Day, and the personal holiday). A vote by the staff that was conducted a few years ago was also discussed resulting in a majority of the staff wanting this day to be a staff work day and that it be observed during the holiday break. The suggestion was made that the Staff Senate conduct another survey in this regard. Senator Mosley moved that the Staff Senate conduct another survey to assess the opinions of the staff on whether or not they want this holiday to be observed on its designated day in January or during the holiday break in December. It was seconded by Senator Stahl. Discussion was held and some suggested including on the survey the other holidays that are observed during the holiday break. After much discussion the question was called by Senator Olson. Senator Plumlee moved to amend the motion to state that all of these holidays be included on the survey. Senator Olson seconded it. The vote on the amended motion was seven in favor and eight opposed. Senator Mosley moved that the Senate vote on the original motion (to survey the staff only about the Martin Luther King Day holiday). Senator Stahl seconded it. The motion passed with 3 abstaining and 1 opposed.

A request has been made by Reesa Ramsahai for the Senate to allocate funds for a workshop on body image to be held March 2. Senator Olson moved that funds not to exceed \$100 be allowed for this staff development program. The motion was seconded and it passed.

Good and Welfare. Senator Matthews reported that a staff member expressed concerns about why when she is enrolled in college courses she has to pay the various fees for things such as athletics, health, student center, etc. Her argument was that a full-time staff member gets these benefits free. Senator McCollum responded that some of the fees are not included in the fee waiver for UCA employees. He said any board-initiated fee is waived by 80%, but a student-initiated fee such as the \$5 assessment fee, is not. He said he would get a list of these fees to present at the next meeting.

The meeting adjourned at 11:12. The next meeting will be February 8.

Judy Corcoran, Secretary

UCA STAFF SENATE

January 11, 2006

The UCA Staff Senate met on January 11, 2006 in Thompson 331 with the following senators present: Ann Barnett, Judy Corcoran, Carin Dehmer, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, Mark Heffington, Sandy Mattox, Willie Morris, Sandy Olson, Patricia Smith, Ray Stahl, and Terry Starnes. Absent were Marylynn Borengasser (AE), Heather Lemon (A), Sherry Matthews (AE), Rick McCollum (A), John Merguie (A), Calvin Mosley (A), Ernie Ness (A), Hans Pfeil (A), Dennis Strom (A) and Ed Wilkes (AE).

The minutes of the meeting of December 14, 2005 were approved as distributed.

President's Report. President Hamilton clarified the meaning of the Senate's resolution concerning the scheduling of spring break: It states that the Senate requests that UCA's spring break be scheduled so that it occurs at the same time as the public school's spring break. The Senate was not requesting that the staff be given this time off. President Hamilton spoke on the role of staff senators and said he discussed this issue recently with Jack Gillean and Rita Fleming. He said he wants to discuss this at length when all senators can be present, but indicate that the consensus is that senators need to listen to the concerns expressed by staff members and instruct them to refer to the Staff Handbook and to established procedures. President Hamilton reported that a staff orientation session was held this week with 22 new staff members in attendance. He said it was a very good session with many issues addressed and questions answered. He spoke about the role of the Staff Senate at UCA and distributed information.

Vice President Patricia Smith reported she had been contacted by Office of Communications personnel who are ready to put the Employee of the Year nomination form on the Web site.

Senator Corcoran reported she authorized a payment of \$2,544.75 from the Senate's regular UCA account to ARAMark for the holiday feast. President Hamilton said he would express to ARAMark the concern about being charged sales tax. The balance in this account will be reported when this question is answered. The balance in the Senate's agency account is \$4,117.54 after paying a bill for \$413.52 for the shirts ordered by senators (\$414.42 was previously collected from senators to pay for the shirts, and these funds were deposited into the agency account). President Hamilton said he would contact the trophy store about the new plaque awarded for the tree-decorating contest.

Committees. Social. President Hamilton said a date needs to be set for the picnic in May. Angel Bear Tree. Senator Hambuchen reported that 103 Angel Bears were adopted, and gifts were bought for them. Enough money was donated as well to provide WalMart gift cards for each of the 35 families. The committee was praised for their hard work, and the project was considered to be a great success. Special thanks were extended to Katherine Hambuchen, Mark Heffington, Carin Dehmer, Shelly Youngblood, and Brent Passmore. **Special Events.** Senator Starnes reported that all volunteer slots are filled for work during home basketball games. He said that since the regular season has started ushers will need to be diligent about checking the Purple Circle seating section to make sure only these ticket-

holders are seated there. He said he would send reminders to workers when the time comes.

Old Business. President Hamilton will work on arranging the next meet-and-greet session, and plans are to take the meetings to individual buildings. He would like to go to the Physical Plant next. Discussion was held about a suggestion to appoint the Senate's past president to the ex-officio Senate position. Reference was made to the Senate's Constitution which states that the Senate may appoint a person to this position.

New Business. Senator Mattox reported that some staff members are interested in pursuing graduate degrees at UCA and have requested that the fee waiver for such courses be increased to 80% instead of 50% of tuition. President Hamilton said he would contact Jack Gillean about this request.

The meeting adjourned at 10:25 AM. The next meeting will be January 25.

Judy Corcoran, Secretary

The UCA Staff Senate met on December 14 with the following senators present: Ann Barnett, Judy Corcoran, Carin Dehmer, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, Mark Heffington, Sherry Matthews, John Merguie, Willie Morris, Calvin Mosley, Ernie Ness, Sandy Olson, Hans Pfeil, Sharon Plumlee, Patricia Smith, Ray Stahl, Terry Starnes, Dennis Strom and Ed Wilkes. Absent were Sandy Mattox (AE), Marylynn Borengasser (AE), Heather Lemon (AE), and Rick McCollum (A).

The minutes of the November 30 meeting were approved as distributed.

President's Report. President Hamilton thanked everyone who helped with the holiday feast. He reported that he had several comments about the good quality of the food. He read a note from Kasi Jones thanking the Senate for the \$200 scholarship. President Hamilton reported that he went to the Board of Trustees meeting. He said he asked about whether or not the newly appointed Vice President for Communication would head a division for which a senator would need to be elected, and was told that a new senate position would not be needed as representation would be fulfilled through the president's office senate position.

Parliamentarian Terry Starnes reported on a point of order according to Robert's Rules of Order: If there is no more business to be conducted, the president may state "If there is no objection, the meeting is adjourned." This would eliminate the need for a motion and a vote for adjournment.

Committee Report. Courtesy. Senator Matthews reported she sent a sympathy card to David Harvey and a sympathy card to Mr. Graham in the deaths of their wives. It was suggested that retirement congratulations cards be sent to Jim Swain and Dave Parker. Employee of the Year Guidelines. Senator Wilkes said he would look again at the existing guidelines and will try to get the nomination process going on line in January, ready to begin by February 1. Graduation. Senator Corcoran reminded those who had signed up to work the December 17 commencement ceremonies. Social. President Hamilton asked for discussion about contributing to the campus organization, Umoja Wa Afrika, in appreciation for their performance at the holiday feast last week. Senator Olson moved that the Senate donate \$150 to the organization. The motion was seconded and it passed.

The business meeting was suspended to allow the introduction of special guest, President Lu Hardin. He said that he will present a state-of-the-state report sometime soon. He said that UCA has had a very good year and gets many comments about UCA's neat appearance and its staff. He commented that UCA is on fire right now, but the goal is not to overtake U of A in enrollment. It is to provide good services and to be very effective. Financially, he said, UCA is solid and plans are to give faculty and staff raises. There will be some positions added in certain areas, but he will wait and see until sometime in the spring how the enrollment looks before hiring new faculty (emergency positions). On the contrary, the recent defeat of the higher education bond issue will not be good for UCA. Construction will begin on a new classroom building in the summer, but it would have been free if the issue had passed. Now UCA will have to pay \$1.2 million every year to pay for this building. This will come off the top of the budget. He said it will be a challenge to provide raises and infrastructure support. He said the governor can, if he desires, call a special election to vote again on the bond issue after waiting for six months. He

indicated that he is considering upgrades for staff and adding staff positions, and said that before he became president there had not been any attempts at upgrading positions.

Questions and Answers. A senator asked if there was anything UCA staff could do to support the campaign for another vote, and the president said he would let the Senate know. A senator commented that there had not been an increase in the library's materials (monographic books) budget in approximately ten years. President Hardin said he was not aware of this and would answer this question in an e-mail after he looks into the matter. Senate President Hamilton said that a resolution from the Senate supporting merit raises for staff would soon be presented to the administration. President Hardin said he shares this goal, but the problem is the state's personnel management system in which the Legislature must authorize merit increases. He said he would report this concern to UCA's Director of Human Resources. A senator asked whether, in view of the recent increase in athletic ticket prices, the staff benefit of free admission to the games would continue. President Hardin said the benefit will remain the same and indicated that one of his goals is to boost attendance at athletic events. Referring to the defeat of the bond issue, a senator asked if there would be an attempt to limit enrollment so that UCA could try to catch up in the area of infrastructure. The president responded that the enrollment of paying students will be allowed to grow. Senate President Hamilton asked for the administration to consider allowing staff time off to attend events commemorating the Martin Luther King, Jr. Holiday without having to take vacation. President Hardin said he would get back to him this afternoon on that issue. A senator commended President Hardin for a job well done. The president said that he enjoys very much being at UCA. He said he spends a lot of time talking with people who want to work at UCA and gets many calls.

Angel Bear Tree Project. Senator Hambuchen said there were originally 103 angel bears on the tree and that there are eight left. Donations in the amount of \$972 have been received and gifts for the remaining ones will be purchased. Discussion was held on what to do with excess funds left after purchasing gifts, and it was decided that the committee could consider providing food baskets for the 34 families. Senator Hambuchen will report on what she finds out.

Senator Starnes said that all positions for working the basketball games had been filled. President Hamilton reported on the meet-and-greet session held yesterday, and discussion was held about how to attract more staff to the sessions. It was suggested that the senators "go to the staff" by holding the sessions in buildings in all areas of the campus.

New Business. President Hamilton reported that he will get prices for a new plaque for the tree decorating contest award as the old one was filled up. At the request of President Hamilton Senator Starnes moved that the Senate purchase its own letterhead stationery. The motion was seconded and it passed. President Hamilton asked the senators to consider appointing the past presidents of the Senate to the ex-officio position in the future. This would enhance Senate continuity.

Adjournment. The meeting adjourned at 11:00. The next meeting will be January 11.

Judy Corcoran, Secretary

The UCA Staff Senate met on November 30, 2005 with the following senators present: Marylynn Borengasser, Judy Corcoran, Carin Dehmer, Katherine Hambuchen, Kevin Hamilton, Mark Heffington, Heather Lemon, Sherry Matthews, Sandy Mattox, Rick McCollum, John Merguie, Calvin Mosley, Ernie Ness, Sharon Plumlee, Terry Starnes, and Dennis Strom. Senators absent were Ann Barnett (A), Jan Fortney (AE), Willie Morris (A), Sandy Olson (AE), Hans Pfeil (A), Patricia Smith (AE), Ray Stahl (A), and Ed Wilkes (AE).

The minutes of the meeting of November 9 were approved as distributed.

President's Report. President Hamilton thanked all who worked the football game on November 26. He said in reference to the request made last meeting about whether the new vice president position will create a new division, he said he had not had time to find out anything but would do so by the next meeting. He said President Hardin will meet with the Senate on December 14. President Hamilton said he had a call from a staff member about UCA's maternity leave policy. He reported he had contacted the Director of Human Resources and the matter was resolved.

Treasurer's Report. Senator Corcoran reported that there is a balance of \$947.44 in the Senate's regular account and \$3,866.64 in the agency account. A check for \$2,250 for working the football games has been received, and when it is deposited, there will be a balance of \$6,116.64. She reported that the Holiday Feast ticket sales receipts have been deposited in the regular account because a purchase order will have to be submitted to ARAMark..

Committees. Courtesy. Senator Matthews reported that get well cards had been sent to Marilynn Borengasser, Ed Wilkes and Deloise Mowdy. **Scholarship.** Senator Borengasser reported the committee met last week. She reported that all ten applicants for the scholarships were qualified, and the committee has recommended that the awards be made in the amount of \$200 each for a total of \$2,000 for Spring 2006. She said the committee discussed how to boost the endowment amount in the scholarship fund. It is presently endowed at \$30,000, and the suggestion has been made to increase it to \$50,000 eventually so that it will produce more interest. She moved that awards for Spring 2006 be made to the ten applicants in the amount of \$200 each from the agency fund; and that the current amount in the expendable fund, \$3,470.93, be transferred into the endowed section of the fund. The motion was seconded by Terry Starnes and it passed. Scholarships will go to Kasi Jones, Barbara Jackson, Rachel Robinson, Edman Wilkes, Dustin Strom and Deidra Strom (staff); Brittany Hervey, Phillip Andrew Cooper, Natalie Kordsmeier, and Kenneth Vernon (dependents). **Social.** President Hamilton reported the feast plans are ongoing. **Staff Development.** A presentation by Jimmy Bryant on the history of UCA was enjoyed by approximately 35 UCA faculty and staff members on November 16. **Angel Bear Tree.** Senator Hambuchen reported the tree will be put up in the library this week, and the angels will be ready for adoption. Persons wishing to donate money can contact Lisa Shoemake. **Special Events.** Senator Starnes said ushers and ticket-takers are needed for the basketball games. Senator Strom reported that all Fall 2005 scholarship recipients had worked football games.

Old Business. President Hamilton reported the last meet-and-greet session for staff members to meet their senators will be December 13 in the Fireplace Room. Senators who ordered shirts should pay

Senator Matthews. President Hamilton presented drafts of two resolutions to be considered. One states: "Be it resolved: that the Staff Senate requests administration to reinstitute merit pay based on performance evaluations for classified staff as well as merit and equity-based pay for non-classified/non-teaching staff." The other states: "Be it resolved: that the Staff Senate requests administration to revise the university's spring break to coincide with the Conway Public Schools spring break." He will present these to the administration. A senator asked about the resolution addressing the proposed internal hiring plan. President Hamilton said he would work on it. He said he would meet soon with Senators Borengasser and Corcoran about future deposits to the scholarship account.

President Hamilton asked Senator Corcoran to check on how to purchase UCA letterhead with the Staff Senate name on it. He announced that President Hardin will meet with the Senate at the regular meeting on December 14.

Good and Welfare. Senator Matthews said she had a comment from a staff member about the anniversary bonus given annually to long-time employees. The complaint was that taxes must be withheld, thereby reducing the amount. President Hamilton said he would check with the Director of Human Resources about this. Senator Strom thanked everyone who helped work the football game on Saturday. He read from an article by Wally Hall of the Arkansas Democrat-Gazette with many kind things to say about UCA's appearance and hospitality during the November 26 game with North Alabama.

SPECIAL THANKS. The UCA Staff Senate thanks the following persons for helping to raise \$2,250 by working the Fall 2005 UCA home football games:

Terry Starnes, Hans Pfeil, Judy Corcoran, Kevin Hamilton, Ann Barnett, Tim Lawrence, Deidra Strom, Sharon Wilkes, Ed Wilkes, Rick McCollum, Marylynn Borengasser, Patricia Smith, Barbara Jackson, Kaylynn McFall, Dustin Strom, Loeslie Burger, Sandy Mattox, Calvin Mosley, Brian Glick, Kevin Hamilton, Mark Heffington, Heather Lemon, Carin Dehmer, Ernie Ness, Steven Stock, Sherry Matthews, Alan Fortney, Jan Fortney, Sandy Olson, Georgia Younker

The meeting adjourned at 10:45. The next meeting will be December 14.

Judy Corcoran, Secretary

The UCA Staff Senate met on November 9, 2005, with the following senators present: Judy Corcoran, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, Mark Heffington, Heather Lemon, Sherry Matthews, Sandy Mattox, John Merguie, Willie Morris, Calvin Mosley, Ernie Ness, Hans Pfeil, Sharon Plumlee, Patricia Smith, Ray Stahl, Terry Starnes, Dennis Strom, Ed Wilkes. Absent were Ann Barnett (AE), Marylynn Borengasser (AE), Carin Dehmer (AE), Rick McCollum (AE), Sandy Olson (AE).

Minutes: The minutes of the meeting of October 26 were approved as distributed.

President's Report. President Hamilton said he will have a resolution prepared before the next meeting requesting that the campus calendar be developed so that UCA's spring break aligns with the Conway public schools' break. He said he also plans to compose a resolution requesting that the administration approve bonuses for staff. He reported that more than 100 staff members had attended the pay plan questionnaire training sessions. Senator Smith said that CAPCA has asked the Staff Senate to sponsor a toys and clothing drive. Discussion was held. She asked for discussion about revising UCA's organization chart to include a division for the Staff Senate to report to for maintaining a line of communication. After discussion it was decided that the Senate should ask to be included under the Vice President for Administration.

Treasurer's Report. Senator Corcoran reported that she will bill the Athletic Department for working the football games at \$450 per game.

Committees. Courtesy. Senator Matthews said she had sent sympathy cards to Barbara Anderson; and get well cards to Shirley Garrett, Sondra Gordy, and Bennie Morris. Appointments. Senator Smith reported she has a list of university committees with all staff appointments made. Scholarship. It was reported that Senator Borengasser intends to ask for an increase in the amount of scholarship funds to the individual recipients. Social. President Hamilton reported the campus dining service will charge the same price for the Holiday Feast as they did last year, \$6.50. After discussion it was decided that the tickets for the UCA community will cost \$5.00, and they will be offered for sale next week. Staff Development. Senator Smith reported that a brown bag workshop will be held November 16 with Jimmy Bryant, Director of UCA Archives, presenting a program on "Giving Thanks for UCA's History." She asked for a budget of \$200 for this event. Senator Wilkes moved that \$200 be allotted for the brown lunch. The motion was seconded and it passed. Special Events. Angel Bear Tree. Senator Hambuchen announced that nominations for the tree are due next Friday, November 18. Lisa Shoemake is the coordinator. Veterans Day. Senator Ness said all plans are in order for the Veterans Day commemoration on November 11. He suggested that planning for this event be started earlier in the fiscal year because there is a lot of planning that has to be done. He expressed thanks to the personnel in the Military Science Department for their assistance. Football Games. Senator Strom thanked all who have worked the football games. He said the first basketball game is November 15. Two ushers and one ticket-taker will be needed, and he passed around a sign-up sheet. He said there are eight women's home games and 15 men's home games this year.

President Hamilton thanked senators who attended the last meet and greet session with staff members.

He reported that one concern mentioned was about the amount of UCA's health insurance premium in terms of salary equity. He reported that the last meet and greet session will be December 13 during X-period in the Fireplace Room. He said he is considering taking these sessions to the various departments instead of having staff come to us. Discussion was held on how to do this next semester.

Old Business. Senator Matthews said she has obtained a price of \$32 for shirts for senators and said Ad Graphics does not require a minimum order. Senator Starnes moved that senators purchase the shirts on their own. The motion was seconded and it passed. Senators should contact Sherry Matthews if they want to order a shirt.

New Business. It was mentioned that the university has a new vice president, and this raises the question about the organizational chart as it affects the Staff Senate elections. Does this mean that there is another division? President Hamilton said he would get an answer.

The meeting adjourned at 11:00. The next meeting will be November 30.

Judy Corcoran
Secretary

The UCA Staff Senate met on October 26, 2005, in Christian Cafeteria, president's dining room with the following senators present: Judy Corcoran, Carin Dehmer, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, Mark Heffington, Heather Lemon, Sherry Matthews, Rick McCollum, John Merguie, Calvin Mosley, Ernie Ness, Sandy Olson, Hans Pfeil, Patricia Smith, Terry Starnes, Dennis Strom, Ed Wilkes, and Sharon Plumlee. Absent were Ann Barnett (AE), Marylynn Borengasser (AE), Sandy Mattox (AE), Willie Morris (AE) and Ray Stahl.

The minutes of the meeting of October 12 were approved as distributed.

President's Report. President Hamilton reported that he had reviewed the Senate attendance policy in the bylaws and reminded senators of it. He has requested that the secretary prepare a record of absences so far this fiscal year. He thanked Senator Heffington for putting the senators' pictures on the Senate Web site. He reported that he and Senator Smith are working on the logistics involved in the training of staff in completing the pay plan study. He said six training sessions will be held for staff, and he and Senator Smith will be at every session. The PowerPoint presentation will be available at each session, and rooms will be reserved. He suggested that if any questions are asked that senators are unable to answer, senators should take the questioner's information and then contact Valerie Nicholson for an answer. He reported that the Senate's executive officers met last week with Jack Gillean to discuss various issues that have been mentioned by staff members. An item that was discussed was the possibility of adopting a policy which would not only encourage staff to apply for positions within UCA, but would also allow them to find out about them before they are announced to the public. He also said he has discussed with Mr. Gillean the possibility of scheduling UCA's spring break in sync with the Conway public school system's break.. Another item discussed was how to get merit and equity increases for classified staff, citing the recent announcement that \$1.2 million would be set aside for faculty salary increases. He reported that Mr. Gillean said that the university is trying to implement a fair system of merit. President Hamilton suggested that the Senate consider adopting a resolution concerning this issue.

Vice President's Report. Senator Smith distributed copies of the organization chart at Indiana State University which indicates that IU has three representative bodies just as UCA does (SGA, Faculty Senate, Staff Senate) reporting informally to the president. Their staff representative body reports formally to the Office of Human Resources. She explained that the UCA Staff Senate, however, does not report formally to any division. She posed this question for discussion as to which UCA vice president the Senate should report for channeling of information purposes.

Treasurer's Report. Senator Corcoran reported there is a balance of \$1,473.63 in the regular account and a balance of \$4,700.44 in the agency account. She said that after the football season is over the Senate will bill the Athletic Department for \$2,250 for working ballgames. This amount will go into the agency fund. President Hamilton said he wants to have budgets for each of the Senate's activities, and decisions need to be made about how much to allot to each one. This will be brought up at the next meeting.

New Senator. President Hamilton welcomed Sharon Plumlee of the Registrar's office who will represent grades 7 through 12.

Committee Reports. Appointments. Senator Smith reported that all staff appointments have been made for university committees that need them, and all of these committees' chairs have been informed. Courtesy. Senator Matthews said she had not sent any cards. Senators mentioned a couple of needs in that area, and she will take care of them. Scholarship. The deadline for applying for the staff/dependent scholarships is November 11. Social. President Hamilton reported that the committee had met and he is still working on getting a price for the menu for the Holiday Feast which will be held on December 8. Staff Development. Senator Smith reported that Jimmy Bryant will present a Brown Bag program on UCA's history (Giving Thanks to Our Heritage) in November. She is working on dates and this will be announced soon. Special Events. Senator Strom reported that there is one more football game to work, and it is staffed with volunteers. He said UCA might get to host a playoff game. Veterans Day. Senator Merguie said the committee will meet soon. It was suggested that this event also be announced to the campus on UCA's jumbo screen, and he was informed who to contact. Ad Hoc Parking Committee. Senator Wilkes reported the committee will start presenting test questions to senators this month.

Old Business. A motion was made that the \$175 representing donations to hurricane relief which is in the agency account be donated to the Faulkner County United Way. The motion was seconded and it passed. The next meet and greet will be held in the president's dining room on November 8. Senators need to sign up to attend. Spring Break. President Hamilton asked for discussion about requesting that spring break coincide with the Conway public schools' break. Senator Plumlee moved that the Senate make this request of the provost and the registrar. The motion was seconded by Senator Wilkes. The motion passed. President Hamilton said he would draft a resolution to present to Jack Gillean and to the Faculty Senate.

New Business. Discussion was held about requesting that the administration consider the adoption of a merit and equity policy for staff. During discussion it was mentioned that the CLIP program, developed many years ago, is still in existence, but it has to be funded by the state agency or institution. Much of this is based on the employees' performance evaluation results. It was also reported that not all employees complete performance evaluations. Senator Olson moved that the Staff Senate draft a resolution supporting merit and equity increases for classified and non-classified staff for presentation to the administration. The motion was seconded and it passed.

Good and Welfare. Senator Matthews asked if senators could order purple shirts with the Senate logo on them. After discussion she said she will look into this. Senator Hambuchen said a staff member suggested that football game ushers in the Purple Circle area not stand in places in the stands that will obstruct the view of the fans.

The meeting adjourned at 11:20. The next meeting will be November 9.

Judy Corcoran, Secretary

The UCA Staff Senate met on October 12, 2005 with the following senators present: Marylynn Borengasser, Judy Corcoran, Carin Dehmer, Katherine Hambuchen, Kevin Hamilton, Sandy Mattox, Rick McCollum, John Merguie, Willie Morris, Calvin Mosley, Sandy Olson, Hans Pfeil, Patricia Smith, Ray Stahl, Terry Starnes, Dennis Strom and Ed Wilkes. Absent were Ann Barnett (AE), Jan Fortney (A), Mark Heffington (AE), Heather Lemon (A), Sherry Matthews (AE), and Ernie Ness (AE).

Minutes. The minutes of the meeting of September 28 were approved as corrected and distributed.

President's Report. President Hamilton reported that he made his presentation to the UCA Board of Trustees last week. He reported the board approved the request for a pool of 43 classified positions, but authorization for hires in these positions must come from the state.

Treasurer's Report. Senator Corcoran reported that there is \$175 in the agency account representing donations to hurricane relief support. The senate must decide where to allocate the funds. Discussion was held and President Hamilton said he would contact the United Way to find out if they are still in need of funds for this effort.

Committees. Special Events. Senator Strom reported that enough staff members have volunteered to work the October 15 Homecoming football game as ticket-takers and ushers. He expressed appreciation for this participation. Appointments. Senator Smith reported that a staff member is willing to be appointed to the grades 7 through 12 position. She moved that Sharon Plumlee be appointed to this position. The motion was seconded and it passed. Senator Smith reported she had sent information to the Faculty Senate president about those staff members appointed to university committees. She is in the process of contacting chairs of those committees to inform them as well. Scholarship. Senator Borengasser reported that the scholarship applications are available, and the deadline for submitting them is November 11. Social. President Hamilton reported that the date for the holiday feast is December 8 in the Student Center ballroom and that international students will provide entertainment. Staff Development. Senator Smith reported that she is trying to schedule a presentation by the university archivist, Jimmy Bryant, in November. She asked for suggestions as to dates and times and refreshments to be served. Veterans Day. Senator Merguie said that he and Senator Ness had met with the Military Science Department about plans for the commemoration. The event will be November 11, a Friday, at 1:00 PM at the Alumni Circle at Main. A rain location will be located. He reported that the discussion had yielded a lot of good ideas. The committee wants to buy patriotic lapel pins to be given out to participants. He moved that the Senate allocate funds to purchase 100 pins (approximately \$100). The motion was seconded. After discussion Senator Olson moved to amend the motion that the Senate pay for 200 pins. The motion to amend the motion was seconded. It passed. Discussion was held about buying mini flags as well. Senator Merguie reported on plans for the program so far and said a message will be sent to UCA's veterans. Ad Hoc Parking Committee. Senator Wilkes reported that the committee had recently had a very informative meeting with Larry Lawrence (Physical Plant) and John Merguie (Police Department). He said the committee is ready to meet again to compile the questionnaire which will be presented to the Staff Senate before it is sent to the staff.

Old Business. President Hamilton said he has taken most of the senators' pictures. Discussion was held about the hurricane relief funds and employees who are Katrina evacuees who have recently been hired at UCA. President Hamilton reported the "Gently Used Books" collection drive will take place on November 17. He said he will work with Senator Matthews on this and get back with the Senate with more information. President Hamilton reported that the first "Meet and Greet" session between senators and constituents was held last week. He considered it quite successful and informative. Staff members expressed their concerns about understaffing in some departments, salaries, hiring, position upgrades, and equity. He reported that constituents were appreciative of this outreach effort and reiterated to senators that this project is a good way of "creating community." Discussion was held and President Hamilton said he would try to get another, more strategic place to hold the next event which is scheduled for November 8. He said that after all of the meetings he would compile all of the comments staff members have made as well as the issues they have brought up. He said he would like to schedule a meeting with Jack Gillean and Barbara Anderson to see how these issues can be addressed. The final "Meet and Greet" session is scheduled for December 18.

New Business. A senator reported that a staff member expressed a concern about the timing of UCA's spring break and the fact that it does not coincide with the public schools' break. President Hamilton asked senators to poll some of their co-workers to see how they feel about this issue and report their findings to him before the next meeting. Senator Dehmer reported that the screenings for the employee wellness program will be conducted soon. She further reported that the screenings are open to all UCA employees regardless of whether or not they are enrolled in the program. She asked for \$141 to purchase fruit to be given to participants at these events. Senator Corcoran moved that \$141 be allocated to support this effort. The motion was seconded and it passed.

Good and Welfare. President Hamilton asked senators to sign up for the next two Meet and Greet sessions with constituents, November 8 and December 18, and also for any committees they are interested in. He reminded senators of the policy requiring senators to contact officers to let them know when they must be absent from meetings.

The meeting adjourned at 11:04. The next meeting is October 26.

Judy Corcoran, Secretary

UCA STAFF SENATE
September 28, 2005

The UCA Staff Senate met on September 28, 2005 in Thompson 331. Senators present were Marylynn Borengasser, Judy Corcoran, Jan Fortney, Kevin Hamilton, Mark Heffington, Heather Lemon, Sherry Matthews, Sandy Mattox, Rick McCollum, Willie Morris, Ernie Ness, Sandy Olson, Hans Pfeil, Patricia Smith, Terry Starnes, Dennis Strom, Ed Wilkes, Ray Stahl and Calvin Mosley. Senators absent were Ann Barnett (AE), Carin Dehmer (AE), Katherine Hambuchen (A), and John Merguie (A).

Minutes. The minutes of the September 14 meeting were approved as distributed.

Special Guest. Lisa Shoemake of International Programs was a special guest, and she asked for discussion about the Angel Bear Tree project for the upcoming holiday season. She asked for suggestions about bettering the project and reported on how nominations were taken and applicants are screened. She explained that the guidelines of the project require that recipients of Angel Bear Tree gifts must be employees of UCA or persons living in the same household as UCA employees. A potential recipients is asked to complete a brief form explaining why they should be considered. Lisa said she would like to get the nominations in by November 11 and get the Angel Bear tree up by November 28 with the bear tags and information on the tree. Gifts will be due back to her by December 9 and they will be distributed by December 16. Discussion was held about keeping an accounting of the cash that may be donated and making sure there is a money trail. The suggestion was made to send this information to the Staff Senate treasurer for the record. Discussion was held on the suggested amount to spend on a gift or gifts. She said that as the project gets going she and her committee may need help with buying and wrapping of gifts.

President's Report. President Hamilton reported that 20 staff members served as ushers for the James Brown concert and helped the Staff Senate earn \$500. He expressed thanks to all who helped. They were Ann Barnett, Marylynn Borengasser, Paul Dielmann, Kim Dielmann, Jeannine Hamilton, Brenda Herring, Sandra Hooper, Sherry Matthews, Calvin Mosley, Eliscia Mosley, Reesa Ramsahai, Windy Richardson, Melanie Straw-Watson, Dennis Strom, Lisa Strom, Deidra Strom, Steven Stock, Beryline Temples, and Baberely Waters

He distributed copies of some pertinent pages of the agenda for the Board of Trustees meeting on October 7. There was information on the request for 43 new classified pool positions, and on the proposal from United Healthcare for a health insurance contract. President Hamilton said he will make a presentation to the board members at this meeting. He asked senators to look it over and let him know what they think.

Appointments. Vice President Patricia Smith passed around information about positions on university committees that need staff members. She said most of these committees meet on call, and she said she would keep in touch with chairs of the committees about upcoming meeting dates. She also distributed a list of staff members who had been appointed to certain committees. She suggested that they contact the chairs of these university committees to give them their contact information. The list of university

committees can be found on the Faculty Senate Web site.

Treasurer's Report. Senator Corcoran gave the following report: There is a balance of \$1,483.38 in the Senate regular (university-funded) account and a balance of \$4,580.44 in the agency account. She said that some donations to the hurricane relief fund were deposited into the agency account and that these funds need to be sent to a relief agency of the Senate's choosing. Discussion was held and it was suggested that the Senate consider donating the funds to the Humane Society. Senator Olson said she would get information on this agency. This will be voted on at the next meeting. Senator Corcoran also reported that she had billed the Public Appearances department for the \$500 earned by ushering at the James Brown concert. Discussion was held about where to deposit the money, and it was decided that it should go into the Senate's scholarship expendable fund. Discussion was held and a clarification was made concerning the Lilly Harmon scholarship. Senator Borengasser explained that the money for this scholarship comes from the regular scholarship account, but that it is to be awarded to a student majoring in a technology-related field (computer science, mathematics).

Committees. Courtesy. Senator Matthews reported she had sent get well cards to Linda Long, Mary Jackson and Pat Kitchens. Appointments. Senator Smith reported that the Senate still needs to fill the Grades 7-12 position and asked for nominations. Ad Hoc Committee on Parking and Traffic. Senator Wilkes reported the committee will meet soon with Jack Gillean, Larry Lawrence, and Larry James to discuss the parking issues with them. This will aid the committee in the development of the questionnaire to be distributed to staff. Employee of the Year Guidelines. Senator Wilkes said the committee has met, but they need more information and will meet again soon. Scholarship. Senator Borengasser said applications for the scholarships for Spring 2006 are being printed and will become available on October 3. They are due to the committee by November 11. Social. Senator Hamilton reported the committee plans to meet today. He said the only date he could reserve the Student Center for the holiday feast is December 8. Special Events. Senator Strom said two more ushers are needed for tonight's game which is to be televised. He said the next home game is October 15 and he has workers lined up for it. Staff Development. Senator Smith said she had spoken with Carin Dehmer about conducting a program about health and wellness for staff. There has also been a suggestion made to ask Jimmy Bryant, UCA's archivist, to present a program similar to the one planned by the Instructional Development Center on the history of UCA. She said she would discuss this with Mr. Bryant.

Old Business. President Hamilton asked for discussion on when to take pictures of senators. He said he would take them at the next meeting, or senators can e-mail pictures to Mark Heffington. Senator Matthews reported that the local "Gently Used Book Drive" is still being conducted. President Hamilton said he has set dates for the "Meet and Greet" sessions with senators and staff members. The first one will be October 5 in the Fireplace Room. Senator McCollum said the SCT Banner system transfer is targeted to begin December 1. He said he would try to get someone to attend a meeting to explain the system more fully.

New Business. Discussion was held about Purple and Gray Fridays. It is understood that this is still occurring. Senator Pfeil explained the I-folder system UCA employees can subscribe to which will allow them to work on computer files away from the office. It can be downloaded and installed from the

network. He said the Information Technology department plans to conduct some training on the system. Persons interested can contact the IT Helpdesk or go to the IT Web page and look at the training calendar.

Good and Welfare. President Hamilton asked for suggestions for his presentation to the board members on October 7.

Adjournment. The meeting adjourned at 11:02. The next meeting is October 12.

Judy Corcoran, Secretary

The UCA Staff Senate met on September 14, 2005 in Thompson 331. Present were Carin Dehmer, Mark Heffington, Marylynn Borengasser, Sandy Olson, Judy Corcoran, Kevin Hamilton, Terry Starnes, Calvin Mosley, Sherry Matthews, Rick McCollum, Hans Pfeil, Edman Wilkes, Patricia Smith, Willie Morris and Ernie Ness. Absent were Ann Barnett (AE), Ray Stahl (A), Dennis Strom (A), Katherine Hambuchen (A), John Merguie (A), Jan Fortney (A), Heather Lemon (A), and Sandy Mattox (AE).

Special Guests. President Hamilton introduced Rita Fleming, Assistant Vice President for Human Resources, and Laura Harrison, personnel assistant. Ms. Fleming distributed information on the Fair Labor Standards Act (FLSA) and earning compensatory time at UCA regarding the Christmas break. She explained that the university will be closed for ten days during December and January, but only seven of them are considered holidays. Staff will have to take three days of vacation or use earned compensatory time. She said that the law allows staff members to earn compensatory time for special projects. The information concerning FLSA will help employees determine their status (exempt or non-exempt) according to the law. She included the Web site for this and for the state's Office of Personnel Management. Also distributed were forms that could be used to record comp time. She explained that these records must be submitted to the payroll office and not just kept in the employee's department. Regarding FLSA, Ms. Fleming reported that this act requires strict adherence to its rules, specifically that non-exempt employees must not work more hours than the established work day without being compensated. Violations can put UCA at risk of lawsuits. Questions were asked and discussion was held about the forms and how to use them and the fact that there has been confusion about the forms to use and where to report comp time. A senator asked if it would be possible to adopt a practice of advertising open staff positions internally for a short while in order to encourage staff members to apply before the position is opened up to the public. This would involve as well getting out the word to UCA staff that the position is available. Discussion was held about promoting an atmosphere at UCA that encourages the advancement of staff who have served the university well, are loyal employees, have gained experience and skills, and have the desire to stay at UCA and advance. Another senator mentioned that there is an "upward mobility" policy at another state institution. As a part of this policy, open positions are advertised in an internal newsletter. Ms. Fleming said she is not familiar with this policy and stated that UCA is not necessarily required to advertise open classified or non-classified positions. In response to another question, Ms. Fleming said that because of the nature of funding for higher education institutions, sometimes UCA's employees are considered "state employees" and sometimes they are not. This is partly because the state funds these institutions at 58% of their budgets. A question was asked about the performance evaluations (when they are due, where they are kept, how they are used), the need for training of supervisors, and getting information about training programs conducted by the state's Office of Personnel Management. Ms. Fleming said there are many training programs her office would like to engage in but have not had time to do so. She mentioned that the current project taking up much time is the bidding for health insurance. She said one proposal includes a 9% increase in premiums, and stated that UCA still has a high rate of claims paid, which is what keeps premiums high. A senator asked when the Senate would get a report about this, and Ms. Fleming said that there is a staff member who sits on the Fringe Benefits Committee, and the Senate should get information in this way. President Hamilton thanked Ms. Fleming and Ms. Harrison for their time and information.

Committees. Special Events. Senator Starnes reported that three ushers and one ticket-taker are needed for the September 17 football game. President Hamilton thanked Senators Starnes and Strom for their hard work recruiting workers for games. He reported that the Staff Senate will earn \$500 for ushering at the James Brown concert. Appointments. Senator Smith reported she had recently heard from the Faculty Senate president about staff appointments on university committees. She will get out information to senators by e-mail. President Hamilton said the Fringe Benefits Committee is soliciting nominations for chair of the committee.

New Business. President Hamilton thanked everyone for responding to his message to cast a vote about NCAA Division I-AA and said the Senate vote was 11 to 3 in favor. He passed along the information and the comments to the president's office. This will be discussed at the next Senate meeting. President Hamilton reported that he had sent a memo to Jack Gillean about the concerns expressed at the last meeting about the "No smoking within 25 feet of the building" policy, and the fact that some faculty, staff, students and visitors do not know about the policy because the signs were removed from the buildings. He reported that meetings with planning consultants about the campus master plan, a part of the "Ten Years/\$100 Million" initiative, are being held on Thursday, September 15. He urged senators to take part. President Hamilton welcomed new senator for the Financial Services division, Calvin Mosley of the Housing Office. He said the remaining issues on the agenda would be discussed at the next meeting.

Adjournment. The meeting adjourned at 11:19. The next meeting will be September 28.

Judy Corcoran, Secretary

The UCA Staff Senate met on August 31, 2005, in Thompson 331 with the following senators present: Marylynn Borengasser, Judy Corcoran, Carin Dehmer, Jan Fortney, Kevin Hamilton, Mark Heffington, Heather Lemon, Sherry Matthews, Sandy Mattox, Rick McCollum, John Merguie, Willie Morris, Ernie Ness, Sandy Olson, Hans Pfeil, Patricia Smith, Terry Starnes, Dennis Strom, and Ed Wilkes. Absent were: Ann Barnett (A), and Katherine Hambuchen (AE).

Visitors present were Ray Stahl and Georgia Younker.

Minutes. The minutes of the meeting of August 10 were approved as distributed.

President's Report. President Hamilton thanked senators for their help during the meeting with President Hardin yesterday. He also expressed appreciation to ARAMark for donating refreshments after the event. He said he had recently met with the campus master planning committee whose task is to discuss the location of academic buildings and residence halls in the next few years. Discussion was held on when to invite Jack Gillean and Rita Fleming to a meeting to discuss fringe benefits and other personnel issues. President Hamilton said he would invite them to come to the next meeting. He thanked Senators Borengasser and McCollum for their part in getting additional parking designated for faculty and staff on the south side of campus.

Treasurer's Report. Senator Corcoran reported that the balance in the Senate regular account is \$1,523.63 after an expenditure of \$11.37 for two copies of Robert's Rules of Order, and an encumbrance of \$300 for expenses related to the President's address reception. The balance in the agency account is \$4,525.44. The funds raised from working football and basketball games are deposited into the agency account. These funds are mostly used for supplementing the scholarship fund, the holiday feast and the annual staff picnic, and the Angel Bear Tree project, as well as other miscellaneous uses. Discussion was held on working the football games and how much would be earned by the end of the season. Senator Strom said he would discuss this with the Athletic Department. He said eight ushers and six ticket-takers will be needed for each home game. The upcoming home games are September 10 at 6:00, September 17 at 6:00, and September 29 (which will be televised) at 7:00. Ticket-takers stay until the third quarter begins, and ushers stay until the fourth quarter. A sign-up sheet was passed around. Volunteers can call Dennis Strom at 450-5854.

Committee Reports. Courtesy. Senator Matthews reported she sent a sympathy card to Willie Hardin in the loss of his brother, then received a card of thanks from the family. She also sent a sympathy card to Dr. Linda Musselman in the death of her father. Employee of the Year Guidelines. Senator Wilkes reported that the committee will meet after the meeting. Scholarship. Senator Borengasser said someone declined a scholarship for fall, and the committee voted to award it to Brittney Hervey. Social. This committee will meet after the meeting. Special Events. Senator Strom and Senator Starnes will co-chair the football game subcommittee. Each senator is required to work two football games and two basketball games. Senator Strom said he had already contacted scholarship recipients about volunteering for games.

Old Business. At the first meeting in September pictures of senators will be taken, and they will be put

on the Web site so that staff can better identify their senators. Discussion was held about other pictures of Senate activities that could be put on the Web site. Ad Hoc Committee on Parking Issues. Senator Wilkes said the committee would meet soon to discuss development of a questionnaire. Senator Pfeil volunteered to serve on this committee. It was reported that new signs for the parking lots are being made. The yellow signs will then read, "Faculty and Staff Parking." Appointments. Senator Smith said she had not heard from anyone on the Faculty Senate about staff appointments to university committees. She will devise a list of committees which need staff members and begin recommending appointments.

New Business. Senator Starnes moved that Ray Stahl be appointed to the vacant two-year position in Administrative Services. The motion was seconded and it passed. President Hamilton announced that Dot Carden had resigned from the Senate due to workload responsibilities. Senator Starnes moved that Calvin Moseley be appointed to the vacant two-year position in Financial Services. The motion was seconded and it passed. Senator Smith said she is working on finding a staff member to serve in the Grades 7-12 position. Persons interested may call her at 450-5465. Discussion was held about an appropriate donation for the Staff Senate to make to the hurricane relief effort. A motion was made to donate \$500 from the agency account to the American Red Cross. The motion was seconded and it passed. Discussion was held about recruiting monetary donations from the campus. Senator Corcoran will contact the local Red Cross.

Senator Matthews suggested that the staff be involved in donating to the "Gently Used Book Drive" to fill 50 bookcases for children. She said she would get some boxes to be set up in buildings, and she would contact building administrators. President Hamilton said he would make a flyer to announce the effort.

President Hamilton distributed information about compensatory time, and discussion was held on how employees should document it. The suggestion has been made that time worked should be documented and kept in departments in consultation with staff members' supervisors.

President Hamilton said he would check on rooms that could be available for come-and-go sessions with senators and their constituents.

Good and Welfare. President Hamilton reported that some staff members have contacted him with a concern about the campus smoking policy that states that persons cannot smoke within 25 feet of building doorways. It was explained that signs declaring this policy were installed when the Board passed it, but were taken down about two weeks later. After discussion it was decided that this concern should be voiced to the UCA administration.

Senator McCollum said the campus's Student Information System will soon be replaced by the SCT Banner system. This process will involve the entire campus and will require training, and it will take about 33 months to accomplish the conversion. It was suggested that either Dr. Sam Buchanan or Paul McLendon be invited to a meeting to give more information about this process.

Adjournment. The meeting adjourned at 11:10. The next meeting will be September 14.

Judy Corcoran, Secretary

UCA STAFF SENATE

August 10, 2005

The UCA Staff Senate met on August 10, 2005, in Thompson 331 with the following senators present: Marylynn Borengasser, Dot Carden, Judy Corcoran, Carin Dehmer, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, Mark Heffington, Rick McCollum, Willie Morris, Ernie Ness, Sandy Olson, Patricia Smith, Dennis Strom, and Ed Wilkes. Absent were Ann Barnett (AE), Heather Lemon (A), Sherry Matthews (AE), Sandy Mattox, (AE), John Merguie (AE), Hans Pfeil (A) and Terry Starnes (AE).

The minutes of the last meeting were approved as distributed.

Special Guest. President Hamilton introduced David Dennis, Director of Intramural Sports and Recreation, who spoke about parliamentary procedure and Robert's Rules of Order. He distributed information and explained the processes of proposing, passing, tabling, amending and postponing a motion. He also pointed out common mistakes organizations make and said it is very important for members to familiarize themselves with their constitutions and bylaws. He said organizations can also make their own special rules of order. Items he spoke about were the "call for the question" concept, voting responsibilities of the chair, how to conduct discussion of a motion, the "if there is no objection" concept, and point of order. Mr. Dennis distributed some helpful information, and a question and answer period followed.

President's Report. President Hamilton reported he had met with President Hardin to let him know the Staff Senate looks forward to being asked for their input about NCAA Division 1AA. He said the president told him he will be sending out more information about this issue soon and that he would also like to attend a Senate meeting. President Hamilton announced that there are a few Senate committees which need members and chairs. A sign-up sheet was sent around. He said he has sent memos to the Faculty Senate and Student Government Association expressing the desire to coordinate various activities with them.

Committees. Senator Smith reported that the Senate needs to fill two vacant positions: Grades 7-12 and the Administrative Services Division. She asked for nominations from senators as well as interested staff members. She reported that she has not heard from anyone concerning which university committees need staff members appointed to them. She will let senators know as soon as she hears.

Scholarship. Senator Borengasser said scholarship applications for Spring 2006 will be available in October. They will be reviewed the first part of November.

Special Events. Senator Strom said 16 workers will be needed for each football game this year: eight ushers and six ticket-takers, plus one roving worker. Thus, the need for volunteers will be great. He passed around a sign-up sheet. Basketball games will require two workers each. Discussion was held about possible situations that could arise this year concerning the need for everyone to have a ticket,

and requesting that the Athletic Department provide more than one window for fans to obtain tickets. He said he would contact the Military Science Department about Veterans Day activities. He said there are plans to start a recycling drive at ball games.

Old Business. President Hamilton said he will make available to senators a memo to their supervisors about purchasing name tags. He reported that he had spoken with a member of the UCA Police Department about designating more parking slots for faculty and staff. Discussion was held and Senator Wilkes moved that the Senate establish a committee to discuss the parking issue and possibly develop a questionnaire concerning parking strategies to distribute to faculty and staff. The motion was seconded and it passed. Committee members are Ed Wilkes, Marylynn Borengasser, Patricia Smith and Willie Morris.

Discussion was held on the suggestions for the Staff Senate motto and theme for the coming year. President Hamilton said the following statements have been suggested: "Together, To Accomplish, To Succeed, To Excel;" "Staff Senate: Taking it back to you!;" and "Celebrate UCA Staff." Discussion was held on these and on where the motto would be used. Others were suggested, and it was decided that the 2005-2006 Staff Senate motto would be "Staff Senate: Creating Community Together."

The meeting adjourned at 11:30. The next meeting will be August 31, 2005.

Judy Corcoran, Secretary

The UCA Staff Senate met on July 27, 2005 in Thompson 331. Senators attending were Marylynn Borengasser, Dot Carden, Carin Dehmer, Katherine Hambuchen, Kevin Hamilton, Mark Heffington, Heather Lemon, Sherry Matthews, Sandy Mattox, Willie Morris, Ernie Ness, Sandy Olson, Terry Starnes, Dennis Strom and Patricia Smith. Absent were Ann Barnett, Tiffany Baker, Judy Corcoran (AE), Jan Fortney, Rick McCollum, John Merguie, Hans Pfeil and Ed Wilkes (AE).

The minutes of the meeting of July 13 were approved as distributed.

President's Report. President Kevin Hamilton reported that Dave Dennis will attend a future meeting to discuss parliamentary procedure. He reported he had contacted the president's office to request that the Staff Senate be included in discussions concerning UCA's possible entrance into Division I-AA. The Senate officers met recently to go over plans for the coming year and discuss pertinent issues and goals. He received a letter from Tiffany Baker informing the Senate that she has been promoted to a position in another grade and may not be able to serve as the Grades 7 to 12 senator. President Hamilton said the training office has scheduled orientation sessions for new employees with the first one to be held August. The others are scheduled for January 6 and April 28, and he will attend all of them.

Committee Reports.

Scholarship. Senator Borengasser reported the scholarship committee had met to discuss what the committee should do if recipients become disqualified due to their academic status. After discussion with Kathy Carroll of the UCA Foundation their decision was to change the date to apply for a fall scholarship to January. They will review the applications after spring semester grades come out. A motion was made to accept the committee's recommendations and to allow the awards for the 2005 fall semester to remain. The motion was seconded and it passed.

Courtesy. Senator Matthews said she sent get well cards to Judi Keeth, Heather Woolverton, Peggy Braden, and Lee Schwager and a sympathy card to Ken Ingram.

Old Business. President Hamilton welcomed new senator Willie Morris. He will represent staff in Grades 1 through 6. Kevin said the form for ordering name tags is on line, and if requested he will draft a memo to the senator's supervisor. In reference to displaying Staff Senate pictures on the Staff Senate Web site, Senator Heffington said he would work on it.

New Business. President Hamilton asked senators to sign up for committees, and he passed around a sign-up sheet. He said committees will need to start working. Committee members should keep notes on their meetings and submit reports verbally at the meetings and in writing for the record to the president. He said volunteers for ball games need to be recruited soon. For commencement on Friday, August 12 ushers are needed.

Senator Borengasser suggested that parking issues and competing with students for parking need to be addressed as soon as possible, preferably before the semester starts. She suggested allocating to faculty and staff at least half of the space that was once the Army Reserve area. Discussion was held and it was

explained that the UCA Police Department designates parking areas. President Hamilton said he would discuss this with police personnel. Senator Carden requested that the Senate consider meeting on another day of the week. Discussion was held and a motion was made to look into revising the meeting date. It was seconded and it passed. President Hamilton asked senators to look at their calendars for times to meet on Tuesdays and Thursdays and contact him with their ideas. This will be discussed at the next meeting. He said he would also look into finding another, more centrally located, place to meet. Discussion was held about revising the Senate Web site, and it was determined that Senator Heffington would be the Web site contact person. President Hamilton said he would find out what university committees need to have staff members appointed to them.

In reference to the Senate's mission President Hamilton asked for discussion about goals and possible areas of improvement, issues to focus on, etc. Issues discussed were strengthening the Employee of the Year selection process, retention of senators and meeting attendance, committees adhering to clear goals and deadlines, participation of more staff members on committees, tracking participation at ball games and special events, etc. Possible goals were discussed: staff orientation, meeting with constituents by setting dates and places by division and grade; stronger relationships with the Student Government Association and the Faculty Senate, use of the jumbo screen for Senate communication, improving the lines of communication with administration, encouraging staff attendance at Senate meetings, upgrading the Senate Web site to allow staff to communicate their concerns and suggestions. It was suggested that pictures of senators be put on the Web site to make them more visible. A senator expressed a desire to know how staff perceive the Senate: Is it a voice that will be considered when policy is discussed? It was also suggested that President Hardin be invited to a meeting in the near future. President Hamilton thanked senators for their feedback and said he wants to make certain that the Senate is seen as a group that represents all UCA staff.

Kevin asked senators to suggest a theme for the year.

Good and Welfare. A senator suggested having an ice cream social and selling T-shirts.

The next meeting will be August 10.

Judy Corcoran, Secretary

The UCA Staff Senate met on July 13, 2005, in Thompson 331 with the following senators present: Ann Barnett, Tiffany Baker, Marylynn Borengasser, Judy Corcoran, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, Mark Heffington, Heather Lemon, Sherry Matthews, Sandy Mattox, Rick McCollum, Ernie Ness, Sandy Olson, Hans Pfeil, Terry Starnes, Dennis Strom and Ed Wilkes. Absent were Dot Carden (AE), Carin Dehmer (AE), John Merguie (A), and Patricia Smith (AE). Outgoing President Brent Passmore presided.

Minutes of the meeting of June 29 were approved as distributed.

New Business. President Passmore reported that the appointments committee previously recommended the following slate of officers: Patricia Smith, vice president and president-elect; and Terry Starnes, parliamentarian. He called for nominations from the floor. Kevin Hamilton was nominated to be elected as president. Senator Starnes moved that Kevin be elected. The motion was seconded and it passed. He also moved that the list of officers be accepted as presented. The motion was seconded and it passed. Senator Borengasser moved that Judy Corcoran be elected secretary. After discussion was held the motion was seconded and it passed.

Senator Starnes presented Brent Passmore with a plaque from the staff senators in appreciation for his work and dedication as president during the past year. Brent then turned the meeting over to President Hamilton.

President Hamilton thanked the senators for their vote of confidence in electing him president. He said the immediate need was to appoint two senators: someone to serve in the Grade 1-6 category on the Senate, and someone to replace Bobby Tucker (Administrative Services), who resigned. He also said senators need to sign up for committee service. Senator Corcoran will send information on the Senate standing committees by e-mail, and there will be a sign-up sheet available at the next meeting. Senator Wilkes nominated Willie Morris to serve as a senator representing grades 1 through 6. After discussion he moved that Mr. Morris be appointed. The motion was seconded and it passed.

Old Business. A senator asked if pictures of the recent picnic could be made available on the Senate's Web page or online somewhere. Senator Heffington said he would get them and put them on the site. Discussion was held on ordering name badges for new senators.

The meeting adjourned at 10:20. The next meeting will be July 27.

Judy Corcoran, Secretary