



Meeting Minutes January 9, 2013

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:01 a.m. on January 09, 2013 in Wingo 315 by President McBrayer.

Roll Call

Senators Present: Stephanie Hailey McBrayer, Lindsey Osborne Tracy Spence, Sylvia Childers, Vicki Parish, Kimberly Ashley-Pauley, Veda Charlton, Charlotte Fant, John Fincher, Chad Hearne, Mark Heffington, Lori Hudspeth, Mary Jackson, Denicha Kemp, Linda Lentz, Ashley Lyon, Josh Markham, Kim McKee, Debbie Melendez, Tyra Phillips, Michelle Reinold, Erica Ruble, Meghan Thompson, Lula Tyus
Senators Absent: Patricia Smith (AE), Meagan Dyson (AE), Andrew Faulkner (A), Arch Jones (AE), Jenny Ruud (AE)

Minutes

The minutes of the November 28, 2012 meeting were approved electronically on December 4, 2012.

Officers' Reports

President McBrayer

- *Submissions* - There were two email submissions sent directly to President McBrayer.
 - One was concern over a position that was posted as requiring a bachelor's degree and the person being hired not having one. The concern is that if others had known it was preferred rather than required, there may have been more applicants. – President McBrayer will be bringing this concern to Human Resources.
 - The other concern was regarding the reposting of the Welcome Center position and whether the duties actually meet the salary being provided. - President McBrayer will be bringing this concern to Human Resources.

Vice President Osborne

- *Supervisory Skills Presentation* – Marvin Williams, Vicki Parish, and Lindsey Osborne presented the first of two SSS presentations in December. The reviews were positive overall. The second session will be January 17.
- *Constitution/Bylaw Task Force* – This group will be beginning the process of reviewing the Staff Senate's constitution and bylaws soon.

Secretary Parish

- *No report.*

Treasurer Spence

- Balance for main accts. Recap WinterFeast expenses.
- Regular Account Balance: \$5883.46
- Professional Development Fund Balance: \$4301.00
- Agency Account Balance: \$5527.98
- WinterFeast/Angel Bear Financial Recap:
 - Received Ticket Sales and Donations: \$2682.74
 - Expenses and Unadopted Angel Purchases: \$1751.06
 - Balance Brought Forward: \$931.68 – This minus the cost of supplies bought on clearance now for next year will be moved into the Foundation Angel Bear Fund.

Parliamentarian Childers

- *No report*

Senate Committee Reports

Appointments Committee – Vice President Osborne

- The committee plans to have a short meeting after this Senate meeting.
- The committees were all fully staffed for the fall semester. This spring the committee plans to make recommendations on the number of committees senators are asked to serve on and how to reach out to all staff for efficient representation.
- There have been 3 resignations from Senate recently: Dianna Winters (has been open for a month), Gail Ozanich, and Ashley Lyon (effective Tuesday, January 15).

Courtesy Committee – Senator Jackson

- *Sympathy* – Billina Matthews, Patricia Rogers, Ann Criswell, Judy Huff
- *Thinking of You/Get Well* – Denise Copeland, Sandy Ahne, Joe Cangelosi, Lynette Martin
- *Congratulations* – Doris Nunn, Donna Gladwin, Billina Matthews
- *Mid-Year Review* – July 1 to present, there have been 31 Sympathy cards, 25 Get Well cards, 19 Congratulations cards, and 5 Thinking of You cards sent to UCA employees from Staff Senate.

Scholarship Committee – Senator Fant

- See attached report on Appendix I.

Employee Recognition Committee – Senator Heffington

- For a full report, see Appendix II.
- Judy Huff has been named the Employee of the Quarter winner. There were 5 nominations for this quarter.
- The committee met yesterday to discuss Employee of the Year. The committee will meet to begin this process in February.
- Employee of the Quarter 3 nominations are now available. Submit your nominations now at <http://uca.edu/staffsenate/employee-of-the-quarter/>.

Professional Development Committee – Senator Fincher

- The committee was able to fund 16 staff members in the fall and spring semesters. They also hosted 1 brown bag professional development lunch.
- In May applications will be available for July 1 – December 31, 2013 professional development.
- The PD committee is looking for suggestions for brown bag professional development luncheon topics. Some suggested topics include time management, Microsoft Office suite, conflict resolution, Prezi, using iPads and other mobile devices for efficiency, and healthy eating on the go. If you have a suggestion for a topic or know someone who would be a good presenter on one of the above topics, contact John Fincher at jfincher@uca.edu.
- Report on Appendix III.

Communication Committee – Senator Thompson

- The committee finished the image survey and prepared a table at the employee benefits fair in the fall.
- The spring plans are to set up a template that can be used for monthly communication with constituents. The committee will be meeting again in January.

Basketball Committee – Secretary Parish

- The fall semester proved successful for this committee as every game had the correct number of volunteers for every game. For the spring, the goal is to finish out strong with more full games. The number of volunteer positions filled this spring compared to last year at this time seems to be up.
- The schedule can be found on Appendix IV. Those interested in volunteering should contact Vicki Parish at vparish@uca.edu. Basketball volunteers do earn comp time for the December 2013 break.

Winter Feast Committee – Senator Melendez

- The Winter Feast seems to have been a huge success this year. All Senator Melendez has heard is positive feedback. Senator Melendez gave a special thanks to the committee members, in particular Lula Tyus.

Angel Bear Tree Committee – Senator Lyon

- There were 55 families who received some sort of assistance from the Angel Bear Tree committee in 2012. From these families, there were 125 angels (105 of which were adopted by the UCA community) and 43 families requesting meal assistance (including 5 families who requested meal assistance alone).
- There were some angels that were over 16 years of age, so the committee decided to put them on the tree for possible adoption. However, because of the wording on the application, the committee didn't shop for these angels out of the donated monies. There were also 2 families turned down due to the salary guidelines.
- This was the first year there were no angels adopted that gifts weren't turned in for.
- Next year the committee needs to work to get corporate donations if the meal assistance is provided again.

Spring Picnic Committee – Needs a Chair!

Staff Handbook Committee – Senator McKee

- The handbook is ready and basically finished. The last thing that needs to be added in is the new grievance policy. Senator McKee should have to final product to Valerie Nicholson today. After approval from Ms. Nicholson, it will go to Katie Henry for approval and from there to the Board of Trustees.
- In addition to the handbook itself, the timeline of future revisions needs to be approved by the Board.

Compensation Committee- Senator Lentz

- For a full report, see Appendix VI.
- The committee prepared and presented the staff compensation proposal to SBAC and has since been ranked in second place.
- This spring the committee will be reviewing the survey questions and designing a new survey to gather data for next year's committee for the fall proposal.

Elections Committee – Vice President Osborne

- This spring will bring the tasks of determining open positions from senators rolling off of Senate and division size changes followed by elections for 2013-2014 Senators.

Commencement Committee – Senator Melendez

- The December commencement is the hardest to get volunteers, but there were enough volunteers to cover the necessary positions effectively.
- Spring commencement ceremonies will be held May 4. Volunteers are asked to contact Debbie Melendez at dmelendez@uca.edu. Commencement volunteers do earn comp time for the December 2013 break.

Senate Committees with No Report: Football Committee

University Committee Reports

SPC Committee – President McBrayer

- For a full report, see Appendix VI.
- The committee met to discuss the Shared Governance Survey results. They are working now to compile the data in a way that makes sense to present to the other SP committees, particularly for the qualitative data.

Strategic Planning & Resource Council (SPARC) – President McBrayer

- For a full report, see Appendix VII.
- The committee met Friday, January 4. A lot of the goals in the Strategic Plan didn't have action steps. The next step this spring is to make task forces that will work on making action steps to go along with the goals/objectives. They are currently composing a message about openings to determine who would be good fits for the task forces. This needs to all be prepared in advance of the open forums to begin in March.

Diversity Committee – Senator Fincher.

- The committee is slated to meet tomorrow. For information on this meeting, see Appendix VIII.

SEED Committee – Senator Thompson

- The committee met about various things going on. There will be a tree planting day coming soon in conjunction with Arbor Day.
- The green roof on Laney is not working out and will be discontinued in the future.
- Bear Hall is LEAD certified and this is planned to continue in all new buildings in the future.

University Committee Website: <http://www.uca.edu/committees>

University Committees with No Report: Disabilities Grievance Committee, Employee Benefits Advisory Committee, Information Services Advisory Committee, Affirmative Action Committee, Student Grievance Committee, Housing Exemptions Committee, Parking & Traffic Committee, Sexual Harassment Complaint Committee, UCA Safety Committee, Health & Wellness Promotion Committee, Higher Learning Commission Report Committee, Public Art Committee, Public Appearances Committee, Strategic Budgeting Advisory Committee (SBAC), Employee Benefits Advisory Committee, Academic Integrity & Discipline Committee, University Calendar Committee

Old Business

None.

New Business

None.

Good and Welfare

Next regular meeting is January 30.

Adjournment

Meeting adjourned at 10:45 a.m. by President McBrayer. The next regular meeting is January 30, 2013.

Minutes submitted by: Vicki Parish, Secretary

Scholarship Committee Report

Accomplishments:

- * Reviewed Staff Senate Scholarship Committee Guidelines, Staff Senate Staff Scholarship Guidelines, Lilly Harmon Book Scholarship Guidelines, Staff Senate Staff Dependent Guidelines, scholarship application for each scholarship (3), and evaluation form for each scholarship (3).
- * Announced nomination process to UCA community.
- * Checked eligibility of all scholarship recipients for Spring 2013 after Fall 2012 grades were posted.
- * All scholarship applications are posted on the Staff Senate website. Scholarship applications are due March 8, 2013.
- * Applications have been received. Currently, there are 5 applications for Staff Senate Staff Scholarship and no applications for Lilly Harmon and Staff Dependent Scholarships.

Spring 2013 Plans:

- * Scholarship Committee meets March 14, 2013, to determine scholarship recipients for Fall 2013 - Spring 2014. **The Staff Senate Executive Committee** needs to provide the Scholarship Committee with the approved budget for Fall 2013 - Spring 2014 scholarships prior to the March 14, 2013 meeting.
- * Scholarship Committee has follow-up meeting scheduled March 26, 2013, to recommend any changes related to the Scholarship Committee.
- * Final grades for the Fall 2013 - Spring 2014 scholarship recipients will be verified May 10, 2013. Grades are due May 7, 2013.
- * Notify Staff Senate President and copy Vice-President to notify students of scholarship awards by May 10, 2013. President contacts publicity resources for publicity of scholarship awards.
- * Notify Staff Senate President, Vice-President, and Treasurer by May 15, 2013, to notify Kathy Carroll or contact person @ UCA Foundation to release scholarship funds for Staff Senate scholarship recipients for Fall 2013 - Spring 2014. Committee recommends Staff Senate Treasurer contact UCA Foundation to release funds. This will need to be followed-up prior to the Fall 2013 term beginning to make sure funds have been transferred to the recipients' accounts.

Submitted by Charlotte Fant, Scholarship Committee Chairperson

Staff Senate Committee Name	Employee of the Year/Quarter Committee
Date of Meeting	01/08/2013
Roll Call: Senators Present (please indicate if any voted via email)	Arch Jones, Tracy Spence, Chad Hearne, Charlotte Fant, Michelle Reinold, Mark Heffington
New Business	<p>Discuss the winner of Employee of the Quarter for QII</p> <p>Review Employee of the Year Guidelines and Nomination Form</p> <p>Update EOY Timeline</p> <p>Nominations Due - March 8</p> <p>Reference Forms Due - March 15</p> <p>Nominee Intent Form Due - March 15</p> <p>EOY Finalists Interviews - April 1-5</p>
Old Business	No Old Business
Next Meeting:	February 12th at 10:00
Submitted by:	Mark Heffington
Email	markh@uca.edu
I need to address Staff Senate at our next regular meeting.	- Yes

Staff Senate Committee Name	Professional Development Committee
Date of Meeting	01/07/2013
Roll Call: Senators Present (please indicate if any voted via email)	John Fincher, Linda Lentz, Chad Hearne, Erica Ruble
New Business	Discussion of Brown Bay Professional Development topics and dates. Topics: Time Management, Eating Right on the Go, Microsoft Office, Conflict Management, Prezi
Next Meeting:	Did no set
Submitted by:	John Fincher
Email	Jfincher@uca.edu
I need to address Staff Senate at our next regular meeting.	- No

Basketball Schedule

Event	Date	Time	Day	Arrive
Women's vs Oklahoma Wesleyan Univ.	11/9/2012	7:00	Friday	5:30 p.m.
Men's vs Hendrix College	11/13/2012	7:00	Tuesday	5:30 p.m.
Men's vs Arkansas State University	11/21/2012	7:00	Wednesday	5:30 p.m.
Men's vs Sacramento State	11/24/2012	7:00	Saturday	5:30 p.m.
Women's vs Central Baptist College	12/4/2012	7:00	Tuesday	5:30 p.m.
Men's vs Tennessee-Martin	12/5/2012	7:00	Wednesday	5:30 p.m.
Women's vs Southern Arkansas Univ.	12/18/2012	7:00	Tuesday	5:30 p.m.
Women's vs Philander Smith College	12/29/2012	2:00	Saturday	12:30 p.m.
Men's vs Central Baptist College	12/31/2012	3:00	Monday	1:30 p.m.
Women's vs Stephen F. Austin State	1/10/2013	5:30	Thursday	4:00 p.m.
Men's vs Stephen F. Austin State	1/10/2013	8:00	Thursday	6:30 p.m.
Women's vs Northwestern State Univ.	1/12/2013	2:00	Saturday	12:30 p.m.
Men's vs Northwestern State Univ.	1/12/2013	4:30	Saturday	3:00 p.m.
Women's vs McNeese State Univ.	1/24/2013	5:30	Thursday	4:00 p.m.
Men's vs McNeese State Univ.	1/24/2013	8:00	Thursday	6:30 p.m.
Women's vs Lamar Univ.	1/26/2013	2:00	Saturday	12:30 p.m.
Men's vs Lamar Univ.	1/26/2013	4:30	Saturday	3:00 p.m.
Women's vs Southeastern Louisiana	1/31/2013	5:30	Thursday	4:00 p.m.
Men's vs Southeastern Louisiana	1/31/2012	8:00	Thursday	6:30 p.m.
Women's vs Nicholls State Univ.	2/2/2013	2:00	Saturday	12:30 p.m.
Men's vs Nicholls State Univ.	2/2/2013	4:30	Saturday	3:00 p.m.
Women's vs Texas A&M - Corpus Christi	2/14/2013	5:30	Thursday	4:00 p.m.
Men's vs Texas A&M - Corpus Christi	2/14/2013	8:00	Thursday	6:30 p.m.
Women's vs Sam Houston State Univ.	2/16/2013	2:00	Saturday	12:30 p.m.
Men's vs Sam Houston State Univ.	2/16/2013	4:00	Saturday	2:30 p.m.
Men's Bracket Busters Game	2/23/2013	4:30	Saturday	3:00 AM
Women's vs Oral Roberts Univ.	3/9/2013	2:00	Saturday	12:30 p.m.
Men's vs Oral Roberts Univ.	3/9/2013	4:30	Saturday	3:00 p.m.

Volunteers Should Arrive 1.5 Hour Before Game Begins and may leave after half time.

Each volunteer gets 1 FREE drink & snack!

To sign up, contact Vicki Parish: 450-5059 or vparish@uca.edu

Key: **PURPLE** rows are women's games, **RED** rows are men's games, and **GRAY** rows are full.

Staff Senate Committee Name

Compensation Committee

Date of Meeting

11/28/2012

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

Linda Lentz, Stephanie McBrayer, Josh Markham, Kim McKee

New Business

Minutes

Staff Senate Compensation Committee

Wednesday, November 28, 2012

Wingo 309, 3:00 p.m.

Members Present: Linda Lentz, Stephanie McBrayer, Josh Markham, Kim McKee

Members Absent: Dianna Winters, Sylvia Childers, Patricia Smith

Others Present: Amber Hall, Valarie Nicholson

Meeting was called to order at 3:05 p.m. by Chair Linda Lentz.

Old Business: Chair Lentz relayed to committee members feedback received from the salary compensation proposal hearing was very positive. Amber Hall also received similar comments from members of SBAC. Individuals felt the proposal was well prepared and presented. It was expressed to those individuals that it was a team effort and a great group to collaborate.

New Business: Copies of the survey questions from Fall 2011 was distributed to those present. It was discussed to review these questions for both classified and non-classified staff and to design new questions for a new salary survey for Spring 2013. Suggestions were made to incorporate question(s) concerning the supervisory training being conducted and question the classified staff movement to a base level pay at a five or ten year service to UCA. It is felt by reviewing the past results could help target other areas that need to be addressed in the survey. The past survey questions and results is being e-mailed to all members for review. Each member is to review and submit their questions for a new salary survey for both classified and non-classified staff to Chair Lentz by January 16, 2013. The questions will be compiled and e-mailed prior to the next scheduled meeting. At that time, the committee will begin the review and design process for a new salary survey for Spring 2013.

The time line to have the new survey completed and ready to launch to the campus is the first week of April 2013. The amount of time to allow individuals to respond to the survey will be approximately two weeks. After results are tabulated and comments documented, the salary compensation committee will have pertinent information to begin working on a new salary proposal for Fall 2013. The newly organized committee members will be formed in August or September.

Amber Hall informed the committee that a new survey tool is being looked at very closely to be purchased and used campus wide. She feels this could possibly be in place for our use in the spring survey.

Being no other new business, the next scheduled meeting is January 23, 2013 at 3:00pm, Wingo 309.

Next Meeting: January 23, 2013

Submitted by: Linda Lentz

Email llentz@uca.edu

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

University Committee Name (SPC) Strategic Planning Committee

Date of Meeting 01/03/2013

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

New Business

We met to discuss the results of the latest Shared Governance Survey. SPC is working to synthesize the responses to share with the entire campus community. The results will show comparisons between responses from the 2011 and 2012 survey.

Next Meeting: 2/7/13

Submitted by: Stephanie McBrayer

Email smcbrayer@uca.edu

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

University Committee Name (SPARC) Strategic Planning & Resource Council

Date of Meeting 01/04/2013

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

New Business

Previously, SPC and SPARC agreed that Task Forces needed to be established to develop Actions for the current Strategic Plan Goals/Objectives that needed Actions. We met to determine the membership of the Task Forces as follows:

- G2.O5- needs two Staff Senate Reps
- G3.O1- SPARC will serve
- G3.O2- Staff Senate Compensation Committee Chair
- G3.O3- needs two Staff Senate Reps (1 willing to serve on G2.O5 and G3.O3 and 1 with a research focus)
- G3.O4- needs one Staff Senate Rep

We also began discussion on the Spring semester Open Forums to invite the campus community to discuss the strategic plan. There will be 12 different opportunities to attend an open forum in March. More information on dates/locations coming soon.

Next Meeting: 2/1/13

Submitted by: Stephanie McBrayer

Email smcbrayer@uca.edu

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