



Meeting Minutes January 30, 2013

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:01 a.m. on January 30, 2013 in Wingo 315 by President McBrayer.

Roll Call

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

Minutes

The minutes of the January 9, 2013 meeting were approved electronically on January 15, 2013.

Officers' Reports

President McBrayer

- *Regular Meeting with President Courtway*
 - SGA President reported the progress of spending the money allocated by the Board of Trustees for new student center furniture and landscaping around the amphitheater.
 - President Courtway has set up a meeting with the Spring Picnic committee and is looking forward to the annual spring picnic.
 - Board Policy 202 - The presidential search process board policy is being reviewed by a university committee. This committee plans to suggest updates to the board. They are also hosting two campus forums to hear recommended changes on January 31 and February 7.
 - Diversity Action Step for Staff Senate – President McBrayer found out that there is a diversity action plan expected from Staff Senate. After confirmation from a member of the diversity committee that no such plan exists, this will be something Staff Senate will be working on soon.
 - University Diversity Committee – This committee will present to the Board of Trustees their suggestions in the regular February meeting.
 - General Education Revisions – The general education revisions will be going into effect for incoming freshmen beginning the Fall 2013 semester.
- Strategic Planning Task Forces – These task forces have been charged with coming up with action steps for some of the goals of the newly revised Strategic Plan. These task forces will be working throughout February and will host open forums for these actions in March.
- Staff Handbook – The newly revised Staff Handbook will go before the Board of Trustees for approval at the regularly scheduled May meeting along with the Faculty Handbook. The latest draft of the Staff Handbook will be sent to Senators.
- Series 600 – This series of Board policies will be brought before the Board of Trustees in February. President McBrayer is waiting to get a copy of the proposed revisions from Katie Henry for review.
- Sheila Vaught – The executive committee of Staff Senate has been invited to meet the new Board of Trustees member, Sheila Vaught, during her orientation to UCA after this meeting and have lunch with her and the other present Board members along with Faculty Senate executives and SGA executives.
- Supervisory Skills Presentations – President McBrayer expressed appreciation for the positive representation of Staff Senate by Lindsey Osborne, Vicki Parish, and Marvin Williams by presenting at the Employee Accountability session of the Supervisor Skills Series hosted by the office of University Training.

- **Submissions** - There were five email submissions sent directly to President McBrayer or to Senators.
 - W-2 Forms – A staff member requested that W-2 forms be made available earlier this year because another Arkansas university made theirs available to employees earlier.
 - Parking – There are concerns with the parking reserved at the triplex. This has since been resolved and the reserved spaces have become faculty/staff spots. There are also concerns with the reserved spaces behind Wingo. President Courtway has made a public commitment to make a decision on these spots by 1/31/13. Other concerns have been submitted regarding the visitor parking behind Schictl that is for Admissions in that the yellow places have never been replaced.
 - Smoking Problems – There have been concerns brought up regarding someone smoking inside the building on the administrative side of Bernard. The UCA Police Department and building administrator both responded with signage regarding the smoke free campus policy and regular patrolling.
 - Registrar Position – The recently opened registrar position now has a named interim, Becky Rasnick, temporarily while plans are made for a national search. The need for a national search was discussed with President Courtway at the Monday meeting.
 - Staff Representation – Staff members allowed to participate in committees expressed their appreciation for the opportunity to serve on campus despite the fact that they are not currently on Staff Senate.

Vice President Osborne

- *No Report*

Secretary Parish

- *No report.*

Treasurer Spence

- Regular Account Balance: \$5865.46
 - Paid for Stamps
- Professional Development Fund Balance: \$3227.00
 - Refunded 3 professional development recipients
- Agency Account Balance: \$5364.61
 - Employee of the Quarter Bear Bucks
 - Greeting Cards

Parliamentarian Childers

- *No report*

Senate Committee Reports

Courtesy Committee – Senator Jackson

- *Sympathy* – Jane Andis, Family of Denise Copeland, Peggy Braden, Family of Bobbye Sue Gallahar
- *Thinking of You/Get Well* – Katie Henry, Jim Beatty, Brent Ahne
- *Congratulations* – Beth Durff, Ashley Lyon, Gail Ozanich

Basketball Committee – Secretary Parish

- Reported on Senators that have worked/signed up for required games and requested volunteers for the last 9 games (5 days) of the season.

Communication Committee – Senator Thompson

- The committee has prepared a template to use for the monthly report to staff that is in an easily readable format. This report is slated to go out the first Friday of each month. The secretary will be used as a liaison to the executive committee and to actually send the message to full campus.
- Written Report Submitted, See Appendix I.

Appointments Committee – Vice President Osborne

- Mary Jackson has agreed to serve as the Spring Picnic committee chair.

- Upon a vote of approval as an at-large Senator, Aaron Knight will serve on the Communications Committee in replacement of former senator Dianna Winters.
- Written Report Submitted, See Appendix II.

Staff Handbook Committee – Senator McKee

- Written Report Submitted, See Appendix III.

Compensation Committee – Senator Lentz

- Written Report Submitted, See Appendix IV.

Senate Committees with No Report: Angel Bear Tree Committee, Commencement Committee, Elections Committee, Employee Recognition Committee, Football Committee, Professional Development Committee, Scholarship Committee, Winter Feast Committee

University Committee Reports

Diversity Committee – Senator Kemp

- The committee had its last meeting of the year January 30, 2013. They have prepared the proposal to be submitted to President Courtway by January 31, 2013.
- Minutes can be requested from Susan Lilly.

Responsible UCA – Senator Hearne

- Questions about the referenced pig farm were answered. There is a local pig farm where UCA sends all of its food waste.
 - Written Report Submitted, See Appendix V.

Strategic Budgeting Advisory Committee (SBAC) – President McBrayer

- Written Report Submitted, See Appendix VI.

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, SEED, Strategic Planning Committee (SPC), Strategic Planning and resource Council (SPARC), Employee Benefits Advisory Committee, Academic Integrity & Discipline Committee, University Calendar Committee

Old Business

None.

New Business

Senator Osborne made a motion “that Staff Senate accept Aaron Knight’s appointment as Senator” (replacing Dianna Winters). After discussion, it was 2nd and passed unanimously.

Good and Welfare

- Staff Senate Meeting- February 13- Special Report: UCA Campus Safety Initiatives
- February 22, 2013- UCA BOT meeting, Review the Agenda and Attend if Possible

Adjournment

Meeting adjourned at 10:32 a.m. by President McBrayer. The next regular meeting is February 13, 2013. Minutes submitted by: Vicki Parish, Secretary

Staff Senate Committee Name

Communications Committee

Date of Meeting

01/22/2013

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

Meghan Thompson & Vicki Parish

New Business

Goals for semester:

- Create Simple Template for Newsletter & present to Senate for approval
- Establish Protocol & Timeline for Newsletter: Distributed at beginning of each month (first Friday)

Meghan will work on the template, and we will communicate via email for input on the design.

Example template submitted with report for review at meeting. Need input please!!

Target date for launch 2/1/13!

New committee member: Aaron Knight from Advancement

Next Meeting:

TBA

Need to Upload a File?[Template example newsletter.pdf](#)**Submitted by:**

Meghan Thompson

Email

meghant@uca.edu

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

- Yes

Staff Senate Committee Name	Appointments Committee
Date of Meeting	01/09/2013
Roll Call: Senators Present (please indicate if any voted via email)	Tracy Spence John Fincher Charlotte Fant Lindsey Osborne
New Business	<p>Discussed appointments for 3 resigning senators. Dianna Winter (month has expired) - Aaron Knight Gail Ozanich - month expires February 2 - Cheryl Theall Ashley Lyon - month expires February 15 - Andrew Linn</p> <p>Discussed appointment for Spring Picnic Committee Chair; it was decided to extend the chair position to Mary Jackson.</p> <p>*Need to be on New Business to confirm Aaron Knight's appointment.</p>
Next Meeting:	as needed
Submitted by:	Lindsey Osborne
Email	losborne@uca.edu
I need to address Staff Senate at our next regular meeting.	- Yes

Staff Senate Committee Name	Staff Handbook Committee
Date of Meeting	01/23/2013
Roll Call: Senators Present (please indicate if any voted via email)	No meeting needed All necessary files sent to committee members via email
New Business	Additional changes requested by HR are complete Handbook has gone to Katie Henry for review Handbook is on agenda for next BOT meeting in February, if needed Plan is to have the new handbook available to staff by end of February Handbook has gone to Carol Daves so text can be used to update faculty handbook Once the handbook is available to staff, the committee will meet to do a wrap up and develop plan for future updates
Next Meeting:	TBD once handbook is available to staff
Submitted by:	Kim McKee

Minutes

Staff Senate Compensation Committee

Wednesday, January 23, 2013

Wingo 309, 3:00 p.m.

Members Present: Linda Lentz, Stephanie McBrayer, Josh Markham, Kim McKee, Patricia Smith, Sylvia Childers

Others Present: Amber Hall

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

Old Business: The topic of discussion is to review the previous survey questions for classified and non-classified staff. Much conversation followed to determine which questions should remain and to develop new questions. One point of interest to incorporate into the new survey, if staff is interested in other perks such as child care, rest and lunch areas, etc. It was also felt the staff should have input concerning the supervisory skills training series. Chair Lentz will create a new survey for classified and non-classified staff and will send via e-mail to committee members for review until consensus is achieved. The target date to have the survey completed and available to campus is April 1, 2013. The survey will be available for staff to participate for approximately two weeks. Survey monkey will be used.

Being no new business, the meeting was adjourned at 4:00 pm. The next meeting date was not determined at this time. Upon agreement of a final survey via e-mail, another meeting will be scheduled to review the hard copy.

University Committee Name	Responsible UCA
Date of Meeting	01/17/2013
Roll Call: Senators Present (please indicate if any voted via email)	Chad Hearne
New Business	Recyclemania Website Update RFPs for Pouring Rights (soft drinks) and bookstore BearLedger article and other marketing (To Faculty/Staff/Students) Future Presentations (Earth Day, Pig Farm, etc.)
Next Meeting:	TBD
Submitted by:	Chad Hearne

University Committee Name (SBAC) Strategic Budget Advisory Committee

Date of Meeting 01/10/2013

Roll Call: Senators Present (please indicate if any voted via email) Stephanie McBrayer, Vicki Parish, Lindsey Osborne, other SBAC representatives

New Business

SBAC met and began discussing the current charge of the SBAC and whether or not it should be changed so that SBAC has a larger role. Currently, we are meeting and making recommendations for new funding. There was discussion about SBAC being involved in the larger university budgeting process to ensure that the overall university budget is being linked to the UCA Strategic Plan.

Next Meeting: 2/14/13

Submitted by: Stephanie McBrayer