



## Meeting Minutes February 13, 2013

### Call to Order

The regular UCA Staff Senate meeting was called to order at 10:00 a.m. on February 13, 2013 in Wingo 315 by President McBrayer.

### Roll Call

**Senators Present:** Stephanie Hailey McBrayer, Lindsey Osborne Tracy Spence, Vicki Parish, Patricia Smith, Kimberly Ashley-Pauley, Veda Charlton, Charlotte Fant, Andrew Faulkner, John Fincher, Chad Hearne, Mark Heffington, Lori Hudspeth, Mary Jackson, Arch Jones, Denicha Kemp, Aaron Knight, Linda Lentz, Josh Markham, Kim McKee, Debbie Melendez, Erica Ruble, Jenny Ruud, Meghan Thompson, Lula Tyus

**Senators Absent:** Sylvia Childers (AE), Meagan Dyson (AE), Tyra Phillips (AE), Michelle Reinold (AE)

### Minutes

The minutes of the January 30, 2013 meeting were approved electronically on February 4, 2013.

### Guest Reports

#### Manny Sepulveda, Chair Diversity Advisory Committee

- The committee presented their annual report to President Courtway on January 31, 2013 and it has since been distributed to the Board of Trustees. The committee's role is an advisory capacity concerning diversity needs on campus. The first recommendation within the report was to create an office of institutional diversity. The second recommendation is that this office be led by a Vice President with the reasoning that this position will be taken seriously by the campus community and will be a viable solution to present to the HLC. The report also included areas of concern that were not directly addressed yet, but the committee plans to take up these issues in the future.
- Many questions were posed to Mr. Sepulveda regarding both the recommendation and the process the committee took in coming to the conclusions therein. For the notes of the questions and answers, see Appendix I.
- This report will be brought up again in a future Staff Senate meeting for further discussion.

#### Arch Jones & Brad Moore, UCA Police Department – Safety Initiatives Update

- Officer Jones posed the question, "How safe is UCA?" The answer statistically is that colleges in general across the nation are safer than the communities in which they exist. While the media magnifies college crime, the crime percentages are still very low. UCA's statistics are even better.
- The UCA Police department employs 27 sworn police officers that regularly train on campus and has a 24/7 dispatch center that handles all of the 911 calls at UCA. All criminal investigations are handled here and UCA's officers have state-wide jurisdiction.
- The UCAPD offers a variety of safety initiatives including the Safe@UCA info line, Smart 911 (national initiative that can be used for personal and work use), Operation Gotcha, Operation ID (national initiative that can be used for personal and work use), Brake for Bears, the active shooter survival video, NIMS training, blue lights, Operation Safe Walk, Building Emergency Plans, and the behavioral intervention team. All of these initiatives are aimed at making UCA a safe environment for the campus community. These initiatives have proven successful.
- Another of the safety initiatives is UCA's robust notification systems that include the outdoor warning siren system, social networking notification, blast email systems, website updates, and UCA Alert.
- Anyone interested in learning more information about any of the safety initiatives is asked to contact Arch Jones at [ajones@uca.edu](mailto:ajones@uca.edu) or 450-3111. The presentation given can be found in Appendix II.

## **Officers' Reports**

### **President McBrayer**

- *Pouring Rights*
  - President McBrayer attended the Faculty Senate meeting on February 12 where President Courtway discussed the pouring rights issues. UCA is going to become a Coke campus. As part of the deal, Coke is providing a \$150,000 signing bonus as well as \$213,000 in auxiliary money to given to the university annually for the 10 year contract period. The new contract doesn't specify how the auxiliary money will be allocated. President Courtway said at this meeting that no decision has been made as of yet as to where the money will be allocated.
  - It was discussed that the pouring rights committee that was formed through Purchasing was not made up of representation from Staff Senate and there was only one staff member on the committee. This is something that may need to be addressed in the future.
- *Staff Handbook Draft*
  - The latest draft of the Staff Handbook was sent to Senators prior to this meeting. Senators are asked to review it. President McBrayer mentioned a special appreciation to Senator McKee and the committee members that have worked so diligently on this project. Due to its length, it is not included here, however anyone wishing to see it can email [StaffSenate@uca.edu](mailto:StaffSenate@uca.edu).
- *Presidential Search Policy 202*
  - The committee is meeting next week to compile the information from the forums and work on the next draft of changes.
- *Parking Decision*
  - President Courtway sent an email with the decision on handling parking this semester. The decision was to keep it the same for this year and to rely on the Parking & Traffic Committee to review all of the issues. If there is an opinion or thought that hasn't already been submitted to the Parking & Traffic Committee, send it to one of the Staff Senate representatives before Monday's meeting.
- *Board Retreat March 21-22*
  - President McBrayer has been invited to participate in an off campus working retreat with the Board of Trustees.
- *Board of Trustees Budget Session – April 5*
- *Board of Trustees Meeting – May 3, 10:00 a.m.*
- *Submissions*
  - There were many email submissions sent directly to President McBrayer or to Senators. They were on the topics of smoking on campus, expensive HPER fees for spouse, parking, scholarship questions, and the suggestion for a traffic light on Farris and student Lane. These issues were all forwarded to the correct person or group to address the issue.
- *UCA's Mission Statement*
  - All UCA employees are being encouraged to add the mission statement to their email signature. Senator Heffington informed Senate that his office is currently working on guidelines to direct employees to for having a professional signature that includes the mission statement uniformly.

### **Vice President Osborne**

- Cheryll Theall's appointment will be addressed in new business.
- Vice President Osborne expects to have the last appointment needed at the next meeting.

### **Secretary Parish**

- *No report.*

### **Treasurer Spence**

- *No report*

### **Parliamentarian Childers**

- *No report*

## **Senate Committee Reports**

### **Courtesy Committee – Senator Jackson**

- *Sympathy* – Pam Gibley
- *Thinking of You/Get Well* – Jami Richardson, Angel Sumowulu, Twila Lane
- *Congratulations* – Sylvia Childers

### **Basketball Committee – Secretary Parish**

- There are only five games left to volunteer for and the sign-in sheet was passed around again.

### **Spring Picnic – Senator Jackson**

- The Spring Picnic is tentatively set to happen on April 30, 2013. The event is intended to be a simple one with free games and lunch provided by the President's Office. A special note was made that this event costs the president's office around \$10,000 each year to host for faculty and staff.
- While this event is hosted by Staff Senate, faculty are invited and also invited to participate in the games, cake donations for the cake walk, and volunteering at the event. Any questions can be directed to the committee chair, Mary Jackson at [maryj@uca.edu](mailto:maryj@uca.edu) or 450-5367.

### **Constitution Review – Vice President Osborne**

- The review is going well so far. The first draft has been prepared and will continue to be worked on in the near future.
- A reminder was given that those serving on university committees should be sending reports through the Staff Senate Committee Report Form within 3 days of each meeting at <http://uca.edu/web/forms/view.php?id=286>.

### **Employee Recognition Committee – Senator Heffington**

- See Appendix IV for the submitted report.

**Senate Committees with No Report:** Angel Bear Tree Committee, Appointments Committee, Commencement Committee, Communications Committee, Compensation Committee, Elections Committee, Football Committee, Professional Development Committee, Scholarship Committee, Staff Handbook Committee, Winter Feast Committee

## **University Committee Reports**

### **Veteran's Day Celebration – Senator Jackson**

- The Veteran's Day committee has started meeting and preparing for November's annual community celebration. The chair of this committee has requested to meet with Staff Senate at an upcoming meeting.

### **Parking & Traffic Committee – Senator Hearne**

- See Appendix III for the submitted report.

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

**University Committees with No Report:** Disabilities Grievance Committee, Diversity Advisory 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, Responsible UCA, SEED, Strategic Budgeting Advisory Committee (SBAC), 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 Cheryll Theall is confirmed as a new Senate appointee” (at large, replacing Gail Ozanich). After discussion, it was 2<sup>nd</sup> and passed unanimously.

## **Good and Welfare**

- February 22, 2013- UCA BOT meeting, Review the Agenda and Attend if Possible
  - Meetings have been moved to 10:00 a.m.
- Nominate classified and non-classified staff members as Employee of the Year – Nominations are being accepted through March 8.
- The Communications Committee has received good feedback from the first monthly newsletter.

## **Adjournment**

Meeting adjourned at 11:45 a.m. by President McBryer. The next regular meeting is February 27, 2013.  
Minutes submitted by: Vicki Parish, Secretary

**Q:** Recommendations by the Diversity Advisory Committee were the same as the consultant's report.

**A:** The committee reviewed the consultant's report and hundreds of pages of information from HLC as well as interviewed various constituencies that should have representation and based their conclusions on their own research.

**Q:** The programs proposed to move under the new Vice Presidency currently reside in Student Services. Would an Associate Vice President not come at a lesser cost and have the same effect?

**A:** Looking at the charge of the committee, we weren't charged with monetary and budgeting concerns. We were asked not to look at cost monetary concerns. Unless the university has someone responsible to handle diversity, it won't happen. Faculty diversity is too low. Suggestions will be taken more seriously from a Vice President. Diversity is about changing the culture and it must be at the Front & Center of everything UCA does.

**Q:** A new division requires a return on investment justification and there are no proposed benchmarks provided for this new office.

**A:** This division will need to look at enrollment, retention, and graduation rate data. This is not the purpose of the committee, but of the proposed future data manager to check assessment measures.

**Q:** The committee held a public forum that people were encouraged to attend. Why were there no questions allowed?

**A:** The committee wanted to hear directly from those working with students. The public was allowed to pre-submit questions that could then be answered.

**Follow Up Q:** Written comment requirements were not made clear or even adequately advertised.

**Follow Up A:** This was the first of many public forums to come. Decisions have not yet been made yet and there is still time to address concerns.

**Q:** Is the information gathered by the committee available?

**A:** Yes. Those interested to see anything from the committee can email [manny@conwaycorp.net](mailto:manny@conwaycorp.net).

**Q:** Besides reorganizing who two departments report to, was the entire budget reviewed and funding considered by committee?

**A:** The committee was specifically asked not to look at monetary restraints. That is up to President Courtway and the administrative staff to determine. One thing consistently heard, the institution must come up with a plan. There are zero costs to reorganizing the divisions. At this time the committee didn't look at future funding because this is just the first step.

**Q:** When the committee looked at the Vice President's position, did they also look at specific qualifications and experience required?

**A:** The committee looked at general expectations (knowledge about UCA and universities in general, experience in diversity and affirmative action, should have the respect of faculty, would ideally be an African-American female).

**Q:** If it is decided UCA doesn't accept this proposal, will it come back to the committee for a plan B?

**A:** I (Mr. Sepulveda) personally believe that the Board of Trustees and President Courtway are deeply committed to diversity. The committee's stated recommendations are for advice only. It was made clear from the diversity committee what the needs are. What administration does or doesn't do, I can't speak to.

**Q:** The report has Disability Support Services (DSS) thrown in under this VP, but it is not addressed in the report why. What is this new division going to do?

**A:** DSS is governed by specific laws that came about because of past discriminations. Historically this is part of diversity.

**Q:** We were made aware of the public forum by our staff representatives only. How else was it advertised to the community?

**A:** It was advertised solely through the committee reaching out to other groups. This was a first time effort.

**Follow Up Q:** Some are unsettled with the public forum in that only some people were invited to speak and the terminology used to describe this event (Public Forum) doesn't describe what happened at the event.

**Q:** The committee didn't talk about budgets, but the report has salaries and numbers in it for the proposed new staffing. Didn't President Courtway submit \$180,000 to SBAC to be considered for this potential reorganization? What was the process to come up with these numbers?

**A:** The committee referred to the 2012-2013 budget allocation documents provided by Dr. Graham Gillis to assist in coming up with these recommended numbers.

**Q:** The affirmative action position has no salary. Dr. Gillis is currently acting in that position now. Why is there not a salary listed for this?

**A:** The committee felt that this position is under the purview of the administration, not the committee.

**Q:** Now that the proposal has been submitted to President Courtway, what is the timeline for action?

**A:** We are currently still waiting to hear a response from President Courtway. The Diversity Advisory Committee has been invited to the February board meeting to be introduced, but there are no plans for action to be taken at this time.

**Q:** A senator requested that minutes and comments be sent to all Senators.

**A:** President McBrayer agreed to send the minutes from the November meeting and the audio from the December meeting and has requested the remaining minutes and video from the public forum.

**Q:** If the public forum was held to get input from the public and various affected constituencies, why were there decisions and motions made by the committee before the public forum?

**A:** A number of affected people were interviewed early and late in the process. If the committee representatives were doing their job, then there was sufficient input and representation made before the public forum.

**Q:** Is input still welcome? What is the process to make input now?

**A:** It can be sent to Mr. Sepulveda directly at [manny@conwaycorp.net](mailto:manny@conwaycorp.net) or directed to President Courtway since the recommendations have already been submitted. If there are recommendations for future consideration by the committee, they can be directed to Mr. Sepulveda. If there are disagreements with the submitted recommendations, they can be sent to President Courtway. President McBrayer suggested that concerns be sent to her and she would compile all of the concerns brought forward and submit them together in one document to President Courtway.

**Q:** Who provided proposals to the committee? How did offices give their input to the committee?

**A:** There was a chance at the public forum. Mr. Sepulveda sat down with each affected division head to discuss ideas. This perspective is from a diversity committee and the report is our perspective.

**Q:** In talking to groups, some were the loudest. Just because a group of people is the loudest doesn't mean they're the biggest diversity need at the university. Were all of the voices equally represented or were the loudest voices considered more so?

**A:** Those groups that spoke up were heard and considered. The committee deliberately tried to get input from diverse groups. No more weight was given to one group over another.

**Q:** Why was it decided that this was such a sensitive issue to cause controversy?

**A:** Meetings were filtered with that perception. The committee was not oversensitive to the issue of diversity. Arkansas has people that are not sensitive to diversity at all.

**Follow Up Q:** The concern is not with diversity, but instead with the transparency issues.

**Follow Up A:** The committee was charged with presenting a report to President Courtway. The committee wanted President Courtway to see the first draft of the report. There was miscommunication. It is publication protocol to give President Courtway the first view of the report and let him then decide who gets it from there.

**Follow up information given by one of the Staff Senate representatives on the committee,**

**John Fincher:** This was a difficult subject and the committee was comprised of very vocal members. Manny tried hard to corral everyone and stay neutral in the discussions. If Staff Senate would like Senator Fincher to say anything louder or to repeat anything again, let him know and he will.

President Courtway told President McBrayer in a previous meeting that it is just a report. President McBrayer can now ask President Courtway how the submitted report compares to his ideas that he has publicly chosen to remain silent about until the committee has had a chance to present their findings.



## UCA Police

How safe are we?

## UCA Police Dept

- 27 Sworn Police Officers
- 24/7 Dispatch Center



## And We Train



## UCA Alert

The UCAAlert System enables the UCA Police Department to communicate emergency messages with students, staff, and faculty in minutes via text messaging, cell phones, and telephones.

## Outdoor Warning Siren System

A tone alert followed by a voice message via outdoor high-powered speakers will notify the campus community of a critical situation on campus.

## Facebook and Social Networking Sites

Emergency notification messages may be sent to faculty, staff and students through the UCA or the UCA Police Department Facebook Page or other social networking sites (twitter, etc.)

## Blast E-Mail Systems

Emergency notification messages, crime alert information, timely warnings and updates may be sent to faculty, staff, and students through the campus e-mail system.

## UCA and UCA Police Department Web Sites

Emergency notification messages, crime alert information, timely warnings and updates may be sent to faculty, staff, and students may be posted on the UCA and UCA Police Department Web sites.

## Safe@UCA Info Line

The UCA Police Department has established a 24 hour emergency information hotline. Call the Safe@UCA Info Line at (501) 852-INFO (4636) to hear a recorded message about the status of the university and any current alert or safety information.



Create a free Safety Profile to provide critical, lifesaving data to 9-1-1 in the event of an emergency call. It is 100% private, secure and used by 9-1-1 centers across the country.

[www.smart911.com](http://www.smart911.com)

## Operation Gotcha

The program aims to show members of the UCA community exactly how easily unsecured and unattended items can be stolen.

## Operation ID

a nationwide program designed to discourage burglary and theft of valuables. It also provides a way for you to easily identify stolen property, and increases law enforcement's chances of recovery and conviction.

<http://ucapd.com/index.php/safe-uca/safety-programs/operation-id>

## Brake for Bears

UCAPD and the Student Government Association come together to promote pedestrian safety through the 'Brake for Bears' campaign. On specific dates, volunteers and UCA Police officers encourage safety awareness throughout the day at various crosswalks around campus by distributing pedestrian safety information and, while supplies last, official Brake for Bears t-shirts.

## Active Shooter Survival Video



This 20 minute video teaches students, faculty, and staff realistic strategies for dealing with an active shooter on campus.

## NIMS Training

It is designed to be a structured framework used nationwide for both governmental and non-governmental agencies to respond to natural disasters and or terrorist attacks at the local, state, and federal levels of government.

## Blue Lights



## Operation Safe Walk

The goal is to identify any potential safety hazards at night in an effort to improve and enhance the safety of the UCA campus.

<http://ucapd.com/index.php/safe-uca/safety-programs/safewalk>

## Building Emergency Plan (BEP) Initiative

So often, these types of plans are created by first-responders such as the Police Department and the Fire Department with limited input from other groups such as students, faculty, and staff.

These plans have been developed by the individuals that are in the buildings everyday with support and training from the UCA PD, Conway Fire Department, and the Physical Plant

## Behavioral Intervention Team (BIT)

It is composed of representatives from several critical areas of the campus community, and includes the following:

1. Director of the Counseling Center (serves as BIT Chair)
2. UCA Chief of Police
3. Dean of Students
4. General Counsel (ex-officio)
5. Provost Office Representative
6. Director of Housing
7. Assistant VP for Human Resources

<b>University Committee Name</b>	Parking & Traffic Committee
<b>Date of Meeting</b>	01/31/2013
<b>Roll Call: Senators Present (please indicate if any voted via email)</b>	Chad Hearne Erica Ruble
<b>New Business</b>	Parking Additions/Losses Parking Concerns Academic Class Parking Deck Questions
<b>Old Business</b>	Parking Concerns
<b>Next Meeting:</b>	2/18/13 3:00 pm
<b>Submitted by:</b>	Chad Hearne
<b>Email</b>	chearne@uca.edu
<b>I need to address Staff Senate at our next regular meeting.</b>	- No

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<b>Staff Senate Committee Name</b>	Employee of the Year/Quarter Committee
<b>Date of Meeting</b>	02/12/2013
<b>Roll Call: Senators Present (please indicate if any voted via email)</b>	Mark Heffington, Kimberly Ashley-Pauley, Arch Jones, Tracy Spence, Chad Hearne, Linda Lentz, Charlotte Fant, Michelle Reinold
<b>New Business</b>	<ul style="list-style-type: none"> <li>- Service Awards are scheduled for April 25th at X-Period</li> <li>- Employee of the Year/Quarter Annual Luncheon will be April 25th at 11:00 in the Presidents Dining Room</li> <li>- Create the EOY Selection Committee. It will be made up of 10 members. Non voting chair, 4 Staff Senators, Previous EOY winners, 3 appointed full time staff.</li> <li>- Review Interview Evaluation form</li> <li>- Review Nomination/Reference Evaluation form</li> <li>- Discussed EOY/EOQ Luncheon</li> </ul>
<b>Old Business</b>	No Old Business
<b>Next Meeting:</b>	March 26th @ 10:30
<b>Submitted by:</b>	Mark Heffington
<b>Email</b>	markh@uca.edu
<b>I need to address Staff Senate at our next regular meeting.</b>	- No