



Meeting Minutes February 27, 2013

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:00 a.m. on February 27, 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, John Fincher, Chad Hearne, Mark Heffington, Lori Hudspeth, Mary Jackson, Denicha Kemp, Aaron Knight, Linda Lentz, Kim McKee, Debbie Melendez, Tyra Phillips, Michelle Reinold, Erica Ruble, Jenny Ruud, Cheryll Theall, Meghan Thompson, Lula Tyus

Senators Absent: Meagan Dyson (AE), Arch Jones (AE), Josh Markham (A)

Minutes

The minutes of the January 30, 2013 meeting were approved electronically on February 20, 2013.

Guest Reports

Nancy Burris, Director, Upward Bound

- Upward Bound is federally funded through a grant and is currently hosted through the Provost's office. UB staff have major concerns about the financial well-being of the program were it to be moved under the proposed Office of Institutional Diversity. There are currently major financial concerns for the program because it is federally funded and the potential upcoming federal budget cuts may cut another \$30,000 from the Upward Bound office's budget. The concern of this office is that if moved under a new office, as is proposed in the Diversity Advisory University Committee Annual Report, this office may not be able to effectively supplement the UB's budget. Currently the provost's office pays for much of the office maintenances and another department may not be able to pay for these supplemental needs. This program is also academic in nature and based on a survey Ms. Burris did of other institutions, most UB programs are housed through the Provost and/or Academic Affairs office.

Officers' Reports

President McBrayer

- *Pouring Rights & Diversity Advisory Committee Annual Report*
 - The Faculty Senate is meeting tomorrow and plans to propose a resolution to endorse the Diversity Report as it is and suggest that the money from the Coke pouring rights contract be put to supporting this change.
 - Staff Senate is still in the information seeking process and will bring the diversity report up at the next meeting to decide upon the Senate's position.
 - President McBrayer offered to invite someone to a future meeting to discuss the pouring rights and how auxiliary money can be spent.

- *Bill 1243 Open Forum*
 - At the last Staff Senate meeting, this bill was discussed and it was suggested to send a survey to staff about the concealed carry bill and find out the constituent's point of view on this topic. This information could then be forwarded to President Courtway. Since this meeting, President Courtway, president McBrayer, and Senator Faulkner discussed the possibility of hosting an open forum for faculty, staff, and students where people can state how they feel about this bill.
 - The suggestion was made by a Senator to provide a way to give feedback without standing up to speak in the forum. This could be done through a paper survey or allowing hand written comments at the forum or before the forum through the Answers webpage.
- *Signage Committee*
 - After its first committee meeting, the signage committee is looking for feedback from the constituent groups regarding the effectiveness of signage on campus. President McBrayer will be sending Senators an email with the specific questions the committee wants answered.
 - A Senator provided the suggestion for the committee to find more information on the proposed universal signage that the city of Conway is looking to begin using. This idea is being backed by UCA Board member, Brad Lacy.
- *Athletic Budgeting Informational Meeting*
 - The Staff Senate president and vice-president were invited to attend an informative session with Faculty Senate and the Athletic Director to talk about athletic budgeting. The recent athletic report was also discussed.
- *Board Policy 202 – Presidential Search Process*
 - The committee met again after the last forum to make more changes and afterward they will be brought to the three constituent groups for further editing/approval.
- *Staff Handbook Committee*
 - The staff handbook has been sent to Senators via email. Get notes and edits to Kim McKee soon because this needs to be finalized by April in order to go before the Board of Trustees in May.
- *Committee Representation on Purchasing Committees*
 - A question was brought up at the last meeting regarding committee representation on purchasing committees. President McBrayer asked the director of purchasing how staff representatives are chosen. Student representatives are chosen by SGA and President McBrayer suggested that staff representatives be recommended by Staff Senate.
- *Board Retreat*
 - President McBrayer has been invited to the Board Retreat to observe the action along with one SGA and Faculty Senate representative.
- *Submissions*
 - One submission was submitted since the last meeting regarding the inclement weather policy. President McBrayer talked to President Courtway regarding the recent ice episode. President Courtway assured President McBrayer that he knew the roads in Conway were safe because he drove around Conway at 3:00 a.m. as part of his decision making process. He also mentioned that he encourages staff to take leave time if they do not feel like they can safely get to work in these situations. Part of the submission was in regards to the lack of any communication either way. President McBrayer intends to ask President

Courtway that the decision be posted somewhere either way so staff and students not living in Conway will have the information early.

Vice President Osborne

- As of right now, there will be 14 open positions for elections this year. Vice President Osborne encouraged Senators to nominate people that are interested in serving on Senate. The nominations should go out within the next two weeks.
- Elections for the executive committee of 2013-2014 will happen after full Senate elections have occurred so Senators know who will be serving next year.
- Staff Senate needs someone to fill an at-large appointment and committee representation currently.

Secretary Parish

- *No report.*

Treasurer Spence

- The football money came in (\$5,340), which leaves an agency balance of \$10,704.61.
- There were no changes in other accounts since the last meeting.

Parliamentarian Childers

- *No report*

Senate Committee Reports

Courtesy Committee – Senator Jackson

- *Sympathy* – Beryline Temples, Crystal Hill, Ashley Lee, Ed Ebinger

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 committee is meeting again next week. The event preparation seems to be nearly complete.
- The Spring Picnic is tentatively set to happen on April 30, 2013. A save the date message will be included in the Staff Senate Newsletter and a separate message will be sent out with invitations for faculty/staff soon.
- While this event is hosted by Staff Senate, both faculty and staff are invited to the event as well as 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 or 450-5367.

Constitution Review – Vice President Osborne

- The committee has a good working version of the constitution and is starting to review the bylaws. The goal is to bring the drafted revisions to Senate within a month. Once the revisions are approved by Staff Senate, it will then be taken to the Staff and then the Board of Trustees for final approval.

Basketball Committee – Secretary Parish

- There is currently only one position left unfilled for the last double header of the season on March 9. Those Senators, scholarship recipients, and professional development recipients that have not yet worked their games are welcomed to sign-up for these last two games. They will be put on a waiting list in case someone currently planning to work becomes unavailable.

- If these last two games are full, the Basketball Committee will be sending an invoice of \$4,680 to Athletics for this year's season. Combined with football, that gives a total of \$10,020 raised by athletic volunteers.
- Secretary Parish brought up a discussion with athletic staff members and later a conversation with Darrell Walsh, Associate Athletic Director. This discussion was about whether or not Staff Senate wanted to keep providing volunteer ushers for both football and basketball next year. Much discussion by Senators ensued regarding repercussions for Senators and others not working their required games, difficulty of finding ushers for football, the need for more education for staff, and potential split options for football games.
- A motion was made "to vote on both (football and basketball) separately to keep or not staffing football and basketball." After discussion, this motion was rescinded. Secretary Parish will ask Mr. Walsh for more information.

Professional Development Committee – Senator Fincher

- The committee has been discussing via email when to make fall professional development applications available. They decided to make them available May 1-15.
- The committee will be offering a Time Management Brown Bag Professional Development session on March 14 led by Dr. Bunn from the College of Education. Announcements will go out soon. The April Brown Bag PD will be on dealing with the media and May will bring an event on Microsoft Office.

Communications Committee – Senator Thompson

- The Staff Senate Newsletter will be going out for March soon. Information from committees to be included therein can be sent to Meghan Thompson.

Parking & Traffic Committee – Senator Ruble

- Report Submitted Online: Appendix I.

Senate Committees with No Report: Angel Bear Tree Committee, Appointments Committee, Commencement Committee, Compensation Committee, Elections Committee, Employee Recognition Committee, Football Committee, Scholarship Committee, Staff Handbook Committee, Winter Feast Committee

University Committee Reports

HLC Committee – President McBrayer

- The committee met and approved signature guidelines for displaying the AVID signature line uniformly across campus. (See the report and university approved guidelines in Appendix II.)

SPARC Forums – President McBrayer

- The Strategic Planning Committee is sponsoring campus forums throughout the month of March. These are to talk about the Strategic Plan and whether there should be any change in the plan, goals, and/or objectives. (See the report and forum schedule in Appendix III.)

Strategic Budgeting Advisory Committee – President McBrayer

- Report Submitted Online: Appendix IV.

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

University Committees with No Report: Academic Integrity & Discipline Committee, Affirmative Action Committee, Cost Containment/Responsible UCA, Disabilities Grievance Committee, Diversity Advisory Committee, Employee Benefits Advisory Committee, Health & Wellness Promotion Committee, Housing Exemptions Committee, Information Services Advisory Committee, Parking & Traffic Committee, Public Appearances Committee, Public Art Committee, Safety Committee, SEED, Sexual Harassment Complaint Committee, Student Grievance Committee, Strategic Planning Committee (SPC), University Calendar Committee

Old Business

None.

New Business

Senator Osborne made a motion “that Cheryl Theall is confirmed as a new Senate appointee” (at large, replacing Gail Ozanich). After discussion, it was 2nd and passed unanimously.

Good and Welfare

- Nominate classified and non-classified staff members as Employee of the Year – Nominations are being accepted through March 8.
- Public appreciation of President McBrayer’s work on Staff Senate, “There’s a lot going on in a lot of different pockets across campus...she’s been following up on everything asked.”

Adjournment

Meeting adjourned at 11:02 a.m. by President McBrayer. The next regular meeting is March 13, 2013.

Minutes submitted by: Vicki Parish, Secretary

Appendix I

University Committee Name	Parking & Traffic Committee
Date of Meeting	02/18/2013
Roll Call: Senators Present (please indicate if any voted via email)	Erica Ruble
New Business	Review number of existing "Reserved" parking spaces on campus Future of "Reserved" parking spaces (Who should have one & should they pay a higher fee?)
Old Business	N/A
Next Meeting:	March 6, 2013 @ 3:30
Submitted by:	Erica Ruble
I need to address Staff Senate at our next regular meeting.	- No

Appendix II

University Committee Name	Higher Learning Commission Report Committee
Date of Meeting	02/25/2013
Roll Call: Senators Present (please indicate if any voted via email)	Stephanie McBrayer
New Business	<p>Agenda:</p> <ul style="list-style-type: none">- update from Graham Gillis on policies related to improving the diversity of applicant pools, applicant tracking software, changes in HR structure and policies- status of key performance indicators- adoption of the abbreviated mission statement (attached)- update on activities of the Student Diversity Committee and SGA actions related to promotion of diversity and awareness among students of the UCA mission, Staff Senate update- update on work of the UCA Diversity Committee- update on activities of SPARC- changes in use of the Proficiency Profile Exam and related assessment activities
Next Meeting:	3/4/13
Need to Upload a File?	AVID-signatures.docx
Submitted by:	Stephanie McBrayer
I need to address Staff Senate at our next regular meeting.	- Yes

AVID Statement for Email Signatures

AVID: UCA dedicates itself to Academic Vitality, Integrity, and Diversity.

Some considerations

- ◆ Short is good: it gives the mission itself more punch when we clear out other verbiage.
- ◆ While the colorful versions of the statement are fun, it is generally considered best practice to use only plain text in an email signature. The reason is that many email recipients choose to default to plain text settings – some email clients do not display rich text well, and some folks just get tired of seeing fluffy kittens and animated motorcycles.
- ◆ Outside the scope of this AVID recommendation: If we are interested in tidying things up a bit – having university emails look professional, for example – it might be useful for the university to publish some guidelines for email signatures.

Adding / modifying a signature in GroupWise

(See screenshots on the next page, and see an example signature in the text box below.)

Step 1: Select the Tools menu and choose the Options item.

Step 2: In the options pane, double click Environment, and select the Signature tab.

You can create multiple signatures for different contexts if you wish, and you can select a default. It is considered an email courtesy for a signature block to be no more than 10 lines long and to go wide rather than long.

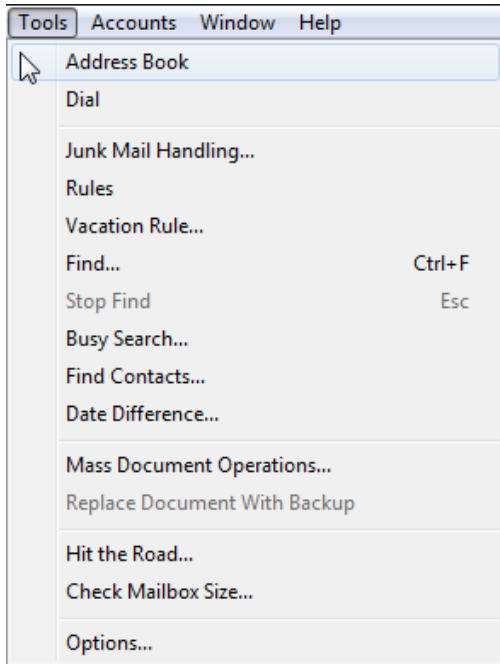
Step 3: Create your signature (or add your AVID statement), select other options (e.g., whether to add the signature automatically or to be prompted before adding), click OK, close the Options pane . . . and you are ready to go AVIDly where you have not gone before.

Example Signature

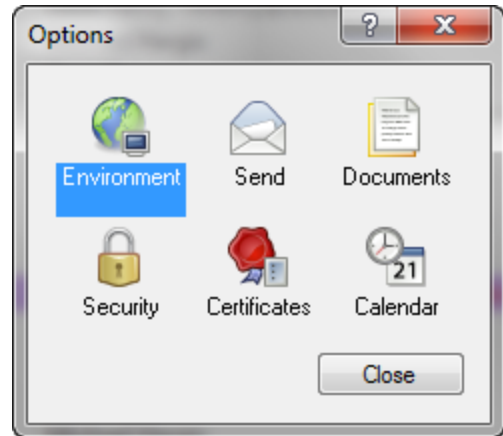
Jonathan A. Glenn
Associate Provost and Chief Information Officer
University of Central Arkansas
[\(501\) 450-3126](tel:(501)450-3126) | jona@uca.edu

AVID: UCA dedicates itself to Academic Vitality, Integrity, and Diversity.

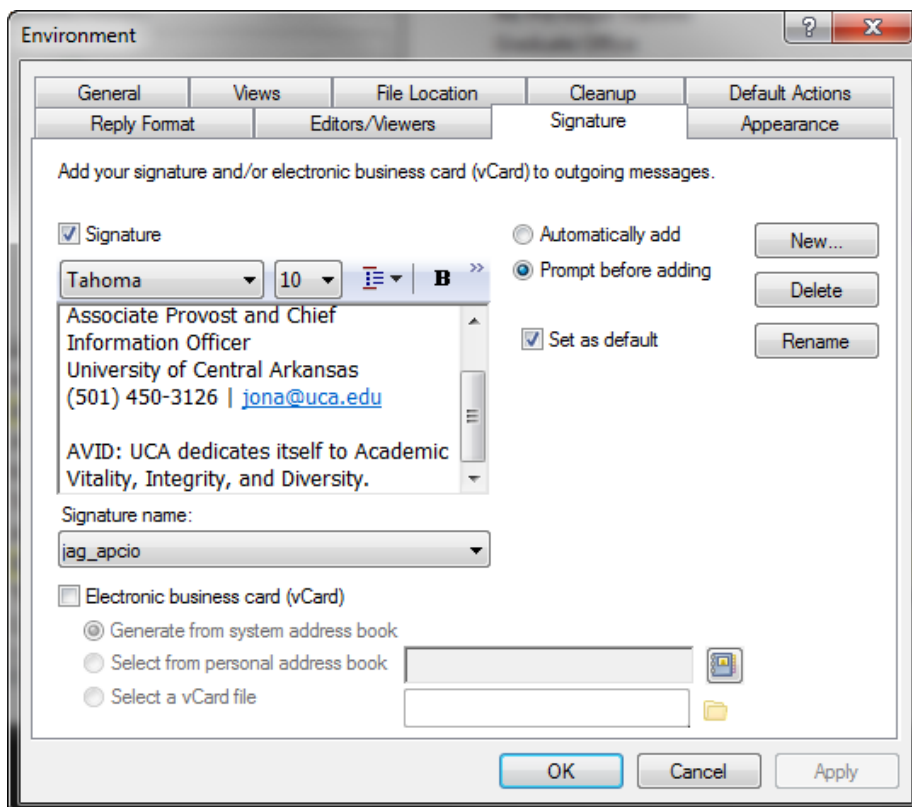
Screenshot 1



Screenshot 3



Screenshot 2



University Committee Name	(SPARC) Strategic Planning & Resource Council
Date of Meeting	02/26/2013
Roll Call: Senators Present (please indicate if any voted via email)	Stephanie McBrayer
New Business	Strategic Plan Campus Forum Schedule (attached) Update on work of task forces- strategic plan objectives update on shared governance survey report
Next Meeting:	3/1/13
Need to Upload a File?	Schedule of Forums and Facilitators.docx (Appendix II)
Submitted by:	Stephanie McBrayer
I need to address Staff Senate at our next regular meeting.	- Yes

UCA Strategic Plan Campus Forum Schedule

3/4/13	Enrollment Management	Wingo 118	3-4 pm
3/4/13	Student Services	Student Center 215	3-4 pm
3/4/13	College of Health & Behavioral Science	Doyne Auditorium	3-4 pm
3/5/13	Advancement & University/Govt. Relations	Buffalo Hall	3:30-4:30 pm
3/5/13	College of Education	Mashburn 103	1:40-2:30 pm
3/5/13	College of Fine Arts & Communication	McCastlain Ballroom	1:40-2:30 pm
3/5/13	College of Liberal Arts, Honors College, & non-Affiliated Faculty and Staff	Ida Waldran Auditorium	1:40-2:30 pm
3/5/13	College of Natural Science & Mathematics	Lewis Science 100	1:40-2:30 pm
3/11/13	Athletics	Lewis Science 100	3-4 pm
3/11/13	Finance & Administration	Reynolds	3-4 pm
3/26/13	College of Business	COB Auditorium	1:40-2:30 pm

Note: Individuals who do not fall strictly into one of the categories shown (for example, those in the President's or Provost's office or who fall under those areas) should attend the meeting of their choice from those listed above.

University Committee Name

(SBAC) Strategic Budget Advisory Committee

Date of Meeting

02/14/2013

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

Stephanie McBrayer, Vicki Parish, Lindsey Osborne, Erica Ruble, Tricia Smith, Tracy Spence

New Business

- I. Approval of minutes of January 10, 2013
- II. Review of Financial Reports
- III. Follow up on Demonstration of Links Between Budget and Strategic Plan
- IV. Improving Long-Range Budgeting
- V. Financial Objectives and Actions (Goal 3 of Strategic Plan)
- VI. Budget-related items from Shared Governance and Communications Survey

Next Meeting:

3/14/13

Submitted by:

Stephanie McBrayer

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

- No