



Meeting Minutes March 13, 2013

Call to Order

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

Roll Call

Senators Present: Stephanie Hailey McBrayer, Lindsey Osborne Tracy Spence, Sylvia Childers, Vicki Parish, Patricia Smith, Veda Charlton, Charlotte Fant, Andrew Faulkner, John Fincher, Chad Hearne, Mark Heffington, Lori Hudspeth, Mary Jackson, Aaron Knight, Linda Lentz, Debbie Melendez, Rheo Morris, Tyra Phillips, Erica Ruble, Jenny Ruud, Cheryll Theall, Meghan Thompson, Lula Tyus

Senators Absent: Kimberly Ashley-Pauley (AE), Meagan Dyson (AE), Arch Jones (AE), Denicha Kemp (AE), Josh Markham (AE), Kim McKee (AE), Michelle Reinold (AE),

Minutes

The minutes of the February 27, 2013 meeting were approved electronically on March 6, 2013.

Officers' Reports

President McBrayer

- *Campus Talk*
 - President McBrayer promoted tomorrow's Professional Development Brown Bag event, Spring Picnic, and upcoming elections.
- *President's Meeting*
 - There is still not a Coke contract to look at yet because negotiations are still underway.
 - President McBrayer has a draft agenda for the upcoming Board of Trustees retreat to which she has been invited. Some subjects tentatively on the agenda include the campus master plan, short- and long-term goals for UCA, HLC and the Strategic Plan, and HPER expansion.
 - President McBrayer expressed to President Courtway Staff Senate's desire for the Staff Senate Constitution revision and staff handbook to be on the May Board of Trustees agenda. He advised she get with Graham Gillis and Katie Henry to ensure it is included.
- *Strategic Planning Forums*
 - Thank you to everyone who participated in these feedback forums. SPARC will be compiling the feedback in a manageable format.
- *Concealed Weapons Open Forums*
 - These events will happen April 2 during xperiod in Ida Waldran and April 3 at 3:00 in the McCastlain ballroom. Currently, President Courtway and Katie Henry have agreed to be present and both Chief James and the University Safety Committee have also been invited. These events are open to any staff member, faculty member, or student to attend and/or

express their opinion and ask questions. Staff Senate will look into passing a resolution after the forums.

- **Breakfast at the Capitol with Members of the Legislature**
 - One member of the executive staff have been invited to attend a breakfast with members of the Arkansas legislature tomorrow morning to represent staff.
- **Diversity Task Force**
 - Thank you to the members of this task force for serving. They plan to have a response and proposal at the next regular Staff Senate meeting.
- **Submissions**
 - An employee submitted a request that the Employee of the Year guidelines be updated to include the ability to nominate groups of people/teams next year. This is not currently in the guidelines. The Recognition Committee can look into this possibility in the future.
 - An employee expressed concerns with the Employee of the Quarter process requiring nominations to come from someone other than the nominee. It was suggested that this person talk to either his/her peers or supervisor to obtain a nomination.
 - An employee expressed concern with the bereavement policy being too stringent after his/her spouse being allowed more time off from a different university. This policy is set by Arkansas state standards and thus out of Staff Senate influence.

Vice President Osborne

- Rheo Morris from Housing & Residence Life has agreed to take over the position left vacant by Ashley Lyon. Staff Senate will take a vote of confirmation in new business.

Secretary Parish

- Secretary Parish has an unavoidable appointment during the next regular Staff Senate meeting and requests a senator interested in being Secretary next year take notes at this meeting.

Treasurer Spence

- There were no changes in Staff Senate accounts since the last meeting.

Parliamentarian Childers

- *No report*

Senate Committee Reports

Courtesy Committee – Senator Jackson

- *Thinking of You* – Billy Hill, Candace Fisher, Laura Young
- *Get Well* – Marsha Ward, David Hamilton
- *Congratulations* – Jannette Dyer, Sarah Calhoun Fincher

Spring Picnic – Senator Jackson

- Thanks to the committee for their hard work through this process!
- The picnic will be April 30, 2013 and there will be no tickets this year. Instead, faculty and staff will scan their ID for entrance.
- Robby Burton has agreed to do caricatures again this year and Pepsi has agreed again to donate 2-liter bottles of Pepsi products for the ring toss. For a full update on progress, see appendix I.
- While this event is hosted by Staff Senate, both faculty and staff are invited to the event as well as to participate in all 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.

Elections Committee – Vice President Osborne

- The tentative plan is for the call for nominations to go out this Friday and remain open through April 5. Elections will then occur April 10-12.
- The elections committee proposes making some term limit changes to new Senator positions to re-establish a regular turnover of new senators at each election. Currently this election will bring 15 new members out of the 31 total, which is nearly half of Staff Senate. The term limit changes listed in Appendix III will allow for a more equitable turnover each year. The determination of who gets which term limit where multiples exist in each area will be based on the number of votes each person receives. The nominee with the most votes will get the longest term.
- There have also been increases and decreases in the number of representatives in different areas due to changes in the number of employees (increase by one senator: Academic Affairs, Student Services; decrease by one senator: Enrollment Management). Vice President Osborne is still waiting for an answer regarding further changes in academic affairs. While this will not affect the number of Senators representing the various areas, it will change who people in the affected departments can nominate and vote for.
- The elections committee also would like to propose that Staff Senate purchase a Survey Monkey subscription so all of the Staff Senate related surveys and information goes through our own account.

Compensation Committee – Senator Lentz

- After today's meeting, the committee will meet to review the survey that will be going out to staff in April.

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

University Committee Reports

Parking & Traffic Committee – Senator Hearne

- The committee met and had a lengthy discussion on the reserved parking issue. There will be another meeting this month in which they hope to resolve this issue. Senators Chad Hearne, Erica Ruble, and Cheryl Theall request feedback from staff on this issue so they can most effectively represent the staff. (Appendix II)

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, Higher Learning Commission Compliance Committee, Housing Exemptions Committee, Information Services Advisory Committee, Public Appearances Committee, Public Art Committee, Safety Committee, SEED, Sexual Harassment Complaint Committee, Student Grievance Committee, Strategic Planning & Resource Council (SPARC),

Strategic Planning Committee (SPC), Strategic Budgeting Advisory Committee (SBAC), University Calendar Committee

Old Business

- Secretary Parish shared the 2012-2013 approved budget showing that 2/3 of our budget is earned by volunteering at Athletics events. Without this money, much of what Staff Senate does would not be possible.

Secretary Parish made a motion, "I move that Staff Senate continue providing usher/ticket taker volunteers from the UCA community for regular basketball and football athletic events. If an unexpected game, such as a playoff, happens the football or basketball committee has the power to make an informed decision whether Staff Senate will provide ushers/ticket takers for that particular game." After discussion, it was 2nd and passed unanimously.

New Business

Senator Osborne made a motion "that Senate confirm Rheo Morris's appointment to take over Ashley Lyon's position in Administrative & Financial services." After discussion, it was 2nd and passed unanimously.

Senator Osborne made a motion "to update the terms that are listed in parentheses (on appendix III) to provide a more equitable election term process." After discussion, it was 2nd and passed unanimously.

Senator Osborne made a motion "to approve Staff Senate to purchase a subscription to Survey Monkey, which costs \$204." After a 2nd it was discussed about what features this would provide and if there is already another survey system on campus that would meet the needs. After discussion, Senator Thompson made a motion to table this vote.

Good and Welfare

- President McBrayer needs feedback for the Campus Signage Committee by tomorrow for the meeting.
- Professional Development Committee is providing a Professional Development Brown Bag on Time Management & Setting Goals tomorrow at noon.
- Senator Faulkner requested that before Staff Senate pass a resolution for/against the concealed carry issue there is a good discussion in Senate.
- There is a Student Success Symposium on campus during the next regular meeting.
- A question was brought up regarding senator absenteeism and what can be done to resolve the issue. This is something that is being considered by the constitution review task force. If the proposals to come are approved, there will be an additional bylaw that addresses excused absences.

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

Staff Senate Committee Name	Spring Picnic Committee
Date of Meeting	03/07/2013
Roll Call: Senators Present (please indicate if any voted via email)	Mary Jackson chair Denicha Kemp Meghan Thompson Lula Tyus Tyra Phillips Deborah Melendez Cheryl Theall
New Business	No tickets this year, your ID is your ticket. Robby Burton has agreed to do caricatures again this year. Date and locations have been confirmed special meals - handled by Denicha Kemp Cheryl Theall will be asking for cake donations aprx 2 weeks before picnic Debbie Melendez is checking with Susan Lilly for water/unsweetened drinks we will be asking for volunteers to help set up, run games, etc, and to take down.
Next Meeting:	28 March at 9am in Wingo 110
Submitted by:	Mary Jackson, Chair
Email	maryj@uca.edu
I need to address Staff Senate at our next regular meeting.	- Yes

Appendix II

University Committee Name	Parking & Traffic Committee
Date of Meeting	03/06/2013
Roll Call: Senators Present (please indicate if any voted via email)	Chad Hearne Erica Ruble
New Business	Researching Decision on Reserved Parking
Old Business	Decision on Reserved Parking
Next Meeting:	03-27-2013
Submitted by:	Chad Hearne
Email	chearne@uca.edu
I need to address Staff Senate at our next regular meeting.	- No



Staff Senate Elections – 2013-2014 Open Positions

Nominate someone at www.uca.edu/staffsenate today!

VOTE – April 10, 11, & 12, 2013

Academic Affairs

1. Vicki Parish, 2014
2. Lori Hudspeth, 2015
3. Sylvia Childers, 2015
4. vacant, 2016 (2014)
5. vacant, 2016
6. vacant, 2016

Administrative & Financial Services

1. Chad Hearne, 2014
2. Mary Jackson, 2014
3. Linda Lentz, 2015
4. vacant, 2015
5. vacant, 2016 (2015)
6. vacant, 2016
7. vacant, 2016

Institutional Advancement

1. vacant, 2014 (2015)

Enrollment Management

1. Jenny Ruud, 2014

Student Services

1. Lindsey Osborne, 2014
2. Meghan Thompson, 2015
3. vacant, 2016

President’s Office/University & Government Relations

1. Arch Jones, 2014
2. Tyra Phillips, 2015
3. vacant, 2016
4. vacant, 2016

C103-105

1. vacant, 2016

C106-109

1. Kimberly Ashley-Pauley, 2014
2. Denicha Kemp, 2015

C110-115

1. Kim KcKee, 2014
2. vacant, 2016 (2015)

C116-124

1. Mark Heffington, 2014
2. vacant, 2016

Non-Classified/Non-Teaching

1. Veda Charlton, 2014
2. vacant, 2016

<u>Term Limits</u>	
<u>Current</u>	<u>Revised</u>
2014: 11	2014: 11
2015: 7	2015: 10
2016: 13	2016: 10

