



## Meeting Minutes April 24, 2013

### Call to Order

The regular UCA Staff Senate meeting was called to order at 10:00 a.m. on April 24, 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, Lori Hudspeth, Mary Jackson, Denicha Kemp, Aaron Knight, Linda Lentz, Josh Markham, Debbie Melendez, Rheo Morris, Tyra Phillips, Michelle Reinold, Erica Ruble, Jenny Ruud, Cheryl Theall, Meghan Thompson, Lula Tyus

**Senators Absent:** Meagan Dyson (AE), Mark Heffington (AE), Arch Jones (AE), Kim McKee (A)

### Minutes

The minutes of the March 27<sup>th</sup>, 2013 meeting were approved electronically on April 3, 2013.

### Officers' Reports

#### President McBrayer

- *No report*

#### Vice President Osborne

- *New Staff Orientation*
  - Vice President Osborne had the opportunity to speak to new staff at the new staff member orientation. There were 15 new staff members present. Some of these new staff members are running in the current elections.

#### Secretary Parish

- *Submissions*
  - Straggling concealed weapon comments continue coming from students. One was based on the published results. Another wants to use these same questions at another institution.
  - "Great job! This was a well done summary of the survey responses. Very easy to read in all forms and very interesting as well." – Staff Member
  - One staff member was unable to vote and Vice President Osborne resolved this issue.
  - The anonymous voting issue was brought up again. Senator Heffington contacted the staff member directly about the concern. He explained the process as follows: (1) We are not capturing IP addresses because we decided to go in a different, more secure direction. (2) users must

authenticate with LDAP to vote but this is in no way tied to their ballot. (3)  
The Constitution says elections will be by "secret ballot" but not all Staff Senate surveys fall under the constitution and do not have to be secret. He also made the following suggestions to Senate after this conversation: All surveys done should go through UCA's gravity forms software that is tied with the website to keep everything in house and do not use the word anonymous or secret when sending out surveys even if they are 99% so.

#### **Treasurer Spence**

- *No report*

#### **Parliamentarian Childers**

- *No report*

### **Senate Committee Reports**

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

- *Sympathy* – Marisa Mize, Rochelle McFerguson, Deborah Kuster
- *Get Well* – Larry Garrison, leesa Clark
- *Congratulations* – Sandy Ahne, Kim Hutchcraft

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

- The picnic is next Tuesday on McAlister lawn. Volunteers are still needed for set up (9:00 a.m.) and tear down/clean up. Sign-up sheet was passed around.
- Senators were asked to wear UCA color shirts. President Courtway agreed to help with the egg toss. Staff are encouraged to bring cakes to the cake walk.
- Discussion was had regarding which fund the proceeds would benefit.
- Any questions can be directed to the committee chair, Mary Jackson at [maryj@uca.edu](mailto:maryj@uca.edu) or 450-5367.

#### **Elections Committee – Vice President Osborne**

- Currently there are only 157 votes out of 750 staff members. Does Senate want to extend elections through the day of the picnic and encourage votes there?
- Parliamentarian Childers made a motion "to extend [elections] until the end of the business day April 30." The motion was 2<sup>nd</sup> and passed unanimously.
- Vice President Osborne agreed to bring a tent for voting
- The constitution revisions have been submitted to the Board of Trustees agenda preparation pending staff approval.

#### **Professional Development Committee– Senator Fincher**

- All 7 open slots for Arkansas Women in Higher Education were filled. The committee has decided to offer staff tickets to the Chic-Fil-A Leadercast in the same way again.
- The application information for Professional Development funds for next fall will be emailed out May 1 and will be due May 15.
- The next scheduled Brown Bag Professional Development is schedule for May. This event will be on how to effectively use the Microsoft Office suite. It will be a hands-on 1 hour lab. Because it will be in a lab, food will unfortunately not be allowed in the room. An announcement with the date will be coming out soon. Another Brown Bag Professional Development event is being scheduled with Jeff Pitchford & Fredricka Sharkey on media relations.

#### **Scholarship Committee – Senator Fant**

- The committee would like to propose that Staff Senate vote to increase the Lilly Harmon Book Scholarship from \$200 per semester to \$300 per semester. All

other scholarships would remain the same with this proposal. The committee checked with Foundation and there is nothing in the MOU preventing this change.

- Senator Knight made a motion “to accept the recommendation of the committee.” The motion was 2<sup>nd</sup> and passed unanimously.
- See the full report and proposal in Appendix I.

#### **Staff Compensation Committee – Senator Lentz**

- Results from the staff compensation survey returned a 46% response rate. The classified staff results show they want merit increases most importantly and then followed by cola increases then building the base pool. The non-classified results show they want cola increases most importantly then equity adjustments and merit pool were tied as next important for the next year. The ranking of pay increases over the next five years show results for classified staff wanting most importantly merit bonus, followed with COLA, and lastly base pool raises. The non-classified staff want the COLA and merit pool equally important, followed with the equity pool.
- See the full report in Appendix II.

**Senate Committees with No Report:** Angel Bear Tree Committee, Appointments Committee, Constitution Review Committee, Communications Committee, Employee Recognition Committee, Football Committee, Staff Handbook Committee, Winter Feast Committee

#### **University Committee Reports**

##### **Employee Benefits Advisory Committee – Senator Hudspeth**

- See the full report in Appendix III.

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

- The committee met and drafted a memo response for President Courtway with two parking proposals include. They are as follows:
  - Providing reserved parking only for the President of the university and employees that live on campus.
  - Individuals not mentioned above who currently have a reserved spot can keep the space for an annual \$500 fee. These spaces would be tied to the person, not the position. Funds from this fee would go to improving the shuttle services and address parking needs of students and employees.
- See the full memo in 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, Higher Learning Commission Compliance, Employee Benefits Advisory Committee, Health & Wellness Promotion Committee, Housing Exemptions Committee, Information Services Advisory Committee, Public Appearances Committee, Public Art Committee, SEED, Sexual Harassment Complaint Committee, Strategic Budgeting Advisory, Student Grievance Committee, Strategic Planning Committee (SPC), Strategic Planning & Resource Council (SPARC), University Calendar Committee

## **Old Business**

None.

## **New Business**

### *Concealed Carry Act:*

Senator Faulkner made a motion, "we opt out for the first year but with opt out seriously consider developing policies and regulations in case we ever not vote." The motion was 2nd and followed by discussion on the policy and how it should be looked at in the future. After discussion, the 2nd was retracted and the motion died for a lack of a second.

Senator Markham made a motion "that we follow staff's recommendation to opt out based upon our staff survey." The motion was 2nd and passed unanimously.

### *Administrative Assistant's Luncheon:*

Professional Development Committee chair, John Fincher, providing the background on this motion. Due to the new Supervisory Skills Series kicked off this year, the office of university training budget is basically spent. There is not enough money in their budget for the administrative assistant's luncheon and the professional staff banquet. The Professional Development Committee has used all of this year's award money already. Senator Fincher wanted to approach Staff Senate to ask about the possibility of using some of the money we still have in the regular account for this purpose. He also suggests that since it has been a regular practice for some time now for Staff Senate to provide financial assistance for these events that this be built in the budget in the future.

Senator Fincher made a motion "that we fund \$500 for this year's administrative assistant's luncheon out of the regular account." The motion was 2<sup>nd</sup> and passed unanimously.

## **Good and Welfare**

- Employee Service Awards will be April 25 during xperiod
- Spring Picnic will be April 30 from 11:00-1:00
- Concealed Carry Survey – The student response was overwhelmingly in support of allowing staff and faculty with permits to carry firearms. Senator Faulkner posed the question, "What can we do to alleviate obvious fear in our students?"
- Congratulations given to Patricia Smith for defending her doctoral thesis.
- Elections for Staff Senate executive committee are approaching and Senators are asked to be thinking about where they may wish to serve.

## **Adjournment**

Meeting adjourned at 11:01 a.m. by President McBrayer. The next regular meeting is May 8, 2013.

Minutes submitted by: Vicki Parish, Secretary

## Appendix I

<b>Staff Senate Committee Name</b>	Scholarship Committee
<b>Date of Meeting</b>	04/16/2013
<b>Roll Call: Senators Present (please indicate if any voted via email)</b>	Charlotte Fant, Mark Heffington, Josh Markham, Erica Ruble, Tracy Spence
<b>New Business</b>	<p>The Scholarship Committee reviewed all Scholarship Committee related-materials (Chair Responsibilities, Committee Guidelines, Staff Scholarship Guidelines, Lilly Harmon Book Scholarship Guidelines, Staff Dependent Guidelines, and all 3 online scholarship evaluation forms. Revisions were made and distributed to all committee members.</p> <p>The Scholarship Committee has requested to be placed on the April 24, 2013 agenda to request vote by Staff Senate to approve increasing maximum amount of Lilly Harmon Book Scholarship to \$300. Final Scholarship Committee revisions will be submitted to Staff Senate Secretary, Vicki Parish, after the April 24th meeting.</p>
<b>Old Business</b>	
<b>Submitted by:</b>	Charlotte Fant
<b>Email</b>	cfant@uca.edu
<b>I need to address Staff Senate at our next regular meeting.</b>	- Yes

<b>Staff Senate Committee Name</b>	Compensation Committee
<b>Date of Meeting</b>	04/10/2013
<b>Roll Call: Senators Present (please indicate if any voted via email)</b>	Linda Lentz, Patricia Smith, Stephanie McBrayer, Sylvia Childers
<b>Next Meeting:</b>	N/A
<b>Need to Upload a File?</b>	<a href="#">Staff Senate Compensation Committee Minutes 04-10-2013.docx</a>
<b>Submitted by:</b>	Linda Lentz
<b>Email</b>	llentz@uca.edu
<b>I need to address Staff Senate at our next regular meeting.</b>	- No

Minutes  
Staff Senate Compensation Committee  
Wednesday, April 10, 2013  
Wingo 315, 11:00 a.m.

Members Present: Linda Lentz, Stephanie McBrayer, Patricia Smith, Sylvia Childers

Meeting was called to order at 11:00 a.m. by Chair Lentz.

New Business: A short discussion concerning a new time line to disperse the classified and non-classified staff compensation survey. The change in date is to accommodate the Staff Senate elections and constitution voting. The Staff Senate elections are scheduled for the week of April 22-25, 2013. After everyone's input, it was decided to disperse the classified and non-classified compensation survey the week of April 15-19, 2013 with reminders to follow April 17<sup>th</sup> & April 19<sup>th</sup>. The survey would remain open until 4:30 pm on Friday, April 19<sup>th</sup>. The next meeting will be scheduled after the survey is completed.

Being no other business, the meeting was adjourned at 11:20 a.m.

Appendix III

**University Committee Name**

Employee Benefits Advisory Committee

**Date of Meeting**

04/19/2013

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

Sylvia Childers, Lori Hudspeth, Mary Jackson

**New Business**

Tax-free Long-term Disability Option was discussed. Premiums will be taxable, but the benefit will not.

Patient Protection and Affordable Care Act (PPACA) was discussed.

The dental plan renewal was discussed.

Supplemental plans were discussed.

Health Reimbursement Account changes were discussed.

**Submitted by:**

Lori Hudspeth

**Email**

lorih@uca.edu

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

- No

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# Memo

To: Tom Courtway, University of Central Arkansas President

From: University Parking & Traffic Committee

Date: April 17, 2013

Re: Reserved Parking on Campus

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In February, this committee was asked to review the current status of reserved parking on campus and propose ideas to address various concerns that have been brought forward in regards to this topic. The committee met multiple times to review the current number of reserved parking spaces on campus, determine how many reserved spaces could be eliminated, and analyze the feasibility of having certain administrators pay a premium to park in a reserved space, among other campus parking concerns. The committee developed two proposals to address the trepidations regarding reserved parking. The proposals are not ranked by preference.

➤ Proposal A

- Reserved parking would be limited to the following individuals:
  - University President
  - Employees living on campus by virtue of their position
    - Residence Masters
    - Residence Coordinators
    - Police Officers
- All other reserved parking spaces would be eliminated

➤ Proposal B

- Individuals not listed in proposal A, who currently have reserved parking will be required to pay \$500/annually in order to retain their space
  - The committee feels these reserved spaces grandfathered in are tied to the person not the position they hold; therefore, the President has the option to eliminate the reserved space should one become vacant due to a departure from campus.
- Funds generated from the increased fee for reserved parking should be allocated to improve the campus shuttle service in order to address the needs of students and employees
  - Improved shuttle service funded through this revenue would require additional study and the committee would like to request that the group responsible also study the need for additional parking spaces designated for Faculty/Staff.