



Meeting Minutes June 12, 2013

Call to Order

The regular UCA Staff Senate meeting was called to order at 9:57 a.m. on June 12, 2013 in Wingo 315 by President McBrayer.

Roll Call

Senators Present: Stephanie Hailey McBrayer, Lindsey Osborne, Tracy Spence, Vicki Parish, Kimberly Ashley-Pauley, Charlotte Fant, John Fincher, Chad Hearne, Mark Heffington, Lori Hudspeth, Mary Jackson, Arch Jones, Denicha Kemp, Aaron Knight, Linda Lentz, Josh Markham, Rheo Morris, Tyra Phillips, Erica Ruble, Cheryl Theall, Meghan Thompson, Lula Tyus

Senators Absent: Sylvia Childers (AE), Patricia Smith (AE), Veda Charlton (AE), Meagan Dyson (A), Andrew Faulkner (A), Kim McKee (A), Debbie Melendez (AE), Michelle Reinold (A), Jenny Ruud (AE)

Minutes

The minutes of the May 29th, 2013 meeting were approved electronically on June 3, 2013.

Officers' Reports

President McBrayer

- *Higher Learning Commission Committee*
 - The committee is continuing to meet regularly and is currently in the writing phase in preparation for the HLC visit in November.
- *SPARC*
 - This committee met today with the President of the University about recommended changes to the SPARC process overall. The committee asked President Courtway's guidance on improving the process.
- *Thank You's*
 - The staff member that received personal care items donated by Senators expressed her appreciation to Staff Senate for the generosity.
 - Mark Clements received the emergency assistance funds from the Vilonia tornado and expressed his gratitude for the provision.
- *Contact Form*
 - There was one contact since the last meeting regarding workplace safety documentation being available online. The request was about custodial safety documentation in particular. Larry Lawrence responded that this is a legitimate need and he is now working toward getting this documentation available online rather than in the physical plant alone.

Vice President Osborne

- *Remaining Meetings of 2012-2013*
 - This is the last business meeting of the year. On June 26, the new Senators will go through training at 10:00 a.m. and all Senators, new and old, are invited to the yearend luncheon and award ceremony at 11:00.
- *Constitution Updates*
 - The constitution has passed! There came a total of 379 Yes votes in the end. Senators sending the emails out to constituents in their division pushed it over the limit.
 - The constitution, upon approval by Senate and the majority of staff, is in force now. It will be bought before the Board for ratification in August.

Secretary Parish

- *No report*

Treasurer Spence

- *Regular Account balance: \$4818.94 (outstanding expenses below)*
 - Barnes & Noble PO for \$238
 - Office Depot order for \$1,000
 - Choice Promotions PO process for banner, table cloth, pens, paper, etc.
 - The remaining balance can be used for copies and the yearend luncheon
- *Agency Account balance: \$10,890.81*
 - Night of Distinction Invoice - \$200
- *Professional Development*
 - Paid out last \$500 award
 - Strengths Quest Codes PO for remaining balance

Parliamentarian Childers

- *No report*

Senate Committee Reports

Courtesy Committee – Senator Jackson

- *Sympathy* – Carla Raines, Lula Tyus
- *Get Well* – Velton Daves, Monty Rowell, Dave Robinson
- *Congratulations* – Susie Smith

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

University Committee Reports

Strategic Planning Committee (SPC) – President McBrayer

- The committee is reviewing the information gleaned from the campus forums about the strategic plan and is in the process of making changes based upon this information. The changes will go to SPARC and then to the full university for approval.
- See the full report in Appendix I.

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, Higher Learning Commission Compliance, Higher Learning Commission Report 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, SEED, Sexual Harassment Complaint Committee, Strategic Budgeting Advisory Committee (SBAC), Strategic Planning & Resource Council (SPARC), Student Grievance Committee, University Calendar Committee

Old Business

None.

New Business

- Executive Committee Elections
 - The Parliamentarian/Historian position was given to Senator Meghan Thompson upon a non-contested nomination.
 - The Treasurer position was given to Senator Tracy Spence upon a non-contested nomination.
 - The Secretary position was voted on by secret ballot. The running nominees were Senators Lori Hudspeth, Denicha Kemp, and Erica Ruble. The majority vote went to Lori Hudspeth.
 - The Vice President position was voted on by secret ballot. The running nominees were Senators Chad Hearne and Aaron Knight. The majority vote went to Chad Hearne.
- Shazam Awards
 - Senators were asked to complete ballots today or send to Lindsey Osborne by the end of the day Friday. Awards will be presented during yearend luncheon.

Good and Welfare

- June 26 – Yearend Celebration!
- The University community is encouraged to do #selfiewiththebear photos and post to social media sites
- The bookstore is having a close out sale.
- Bowling for Business Team – Competing June 28 from 10-12 a.m.

Adjournment

Meeting adjourned at 10:28 a.m. by President McBrayer. The next regular meeting is June 26, 2013.

Minutes submitted by: Vicki Parish, Secretary

Appendix I

University Committee Name	(SPC) Strategic Planning Committee
Date of Meeting	06/04/2013
Roll Call: Senators Present (please indicate if any voted via email)	Stephanie McBrayer, Patricia Smith, Lindsey Osborne
New Business	SPC met to finalize recommended changes to the Strategic Plan. The committee finished analyzing input from the campus forums. There are several objectives that still do not have actions. SPC will be making a plan for addressing this in the coming months.
Next Meeting:	7/11/13
Submitted by:	Stephanie McBrayer
Email	smcbrayer@uca.edu
I need to address Staff Senate at our next regular meeting.	- No