



Meeting Minutes January 25, 2012

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:01 a.m. on January 25, 2012 in Wingo 315 by President Winters.

Roll Call

Senators Present: Dianna K. Winters, Stephanie Hailey McBrayer, Kimberly Ashley-Pauley, Sylvia Childers, Vicki Parish, Patricia Smith, Veda Charlton, Sherry DeVault, Charlotte Fant, Andrew Faulkner, Amber Hall, Chad Hearne, Mark Heffington, Faith Hopkins, Mary Jackson, Leslie Knox, Lindsey Osborne, Gail Ozanich, Jenny Ruud, Tracy Spence, Lula Tyus,

Senators Absent: Tanya Buchanan (AE), Meagan Dyson (AE), Arch Jones (AE), Amanda Legate (AE), Ashley Lyon (AE), Josh Markham, Kim McKee, Michelle Reinold (AE), Arian Story, Theresa White (AE)

Minutes

The minutes of the November 30, 2011 meeting were approved electronically on January 13, 2012. Funding the second EOY award vote was approved electronically on January 19, 2012.

Officers' Reports

President Winters

- *Operations Manual* – President Winters wants the senate to focus on developing a comprehensive operations manual with a goal of completion by July 1, 2012. This manual will make it easier to plan for senate service and spell out policies and procedures for committee chairs, executive committee duties, etc. This manual is also an action step toward meeting some of the goals set forth by the HLC committee.
- *Board of Trustees* – New board chairman Bobby Reynolds joined the regularly scheduled meetings this Monday with President Courtway, Staff Senate President Winters, Faculty Senate President Janet Wilson, and SGA President Austin Hall. The board seems to have open lines of communication with the various governing constituencies as evidenced by this meeting and the vote at the last board meeting to allow the staff, faculty, and student governing association presidents to ask questions prior to board votes.

Vice President McBrayer

- *Committee Appointments* – Chad Hearne new member on the cost containment committee; Need a chair for the social committee.

Secretary Parish

- *myUCA Group*: Working toward creating a myUCA group for senators to house live and working documents. This should improve communication among senators as well as lessen the document loss between executive committee appointment changes.

Treasurer Ashley-Pauley

- *Regular Account* – No Change.
- *Agency Account* – Balance of \$5,230.02
 - EOQ payment of \$150
- *Staff Professional Development Account* – No Change.

Parliamentarian Childers

- *No Report*

Committee Reports

Courtesy – Senator Jackson

- *Sympathy* – Tiffany Huitt (loss of family member), Vickie Wyeth (loss of family member), Tanya Buchanan (loss of family member), Vernon Wayne Osborne (loss of family member)
- *Get Well* – Greg Chatman
- *Congratulations* – Maegan Dyson (birth of son)
- *Thinking of You* - Theresa White
- *Quarterly Donation Appreciation* – Will begin sending thank you notes to donators quarterly.

Compensation Committee – Amber Hall

- The proposal was given at the BAC meeting. Meeting in February to decide the committee's future charge.

Diversity Committee – Senator Knox

- Meeting next week to discuss mission and charge.

Professional Development Committee – President Winters

- Working to figure out checks and balances for applicants.

Staff Handbook Committee – President Winters

- No Report.

Employee of the Year/Quarter – Vice President McBrayer

- Employee of the Quarter 2 announcement has been made: Sherry DeVault.
- Nominations are currently being accepted for superior work during the current quarter (Jan-Mar, Q3). Employee of the quarter 3 nominations are due March 31, 2012.
- Nominations are currently being accepted for superior work during the 2011-2012 academic year. Employee of the year nominations are due March 6, 2012.
- After reviewing the affected accounts, a vote was passed on January 19, 2012 to create a second employee of the year award. With this change, there will be one classified employee of the year and one non-classified employee of the year beginning this year.

Football Volunteers – Senator Faulkner

- Invoice was billed to athletics for \$3,480.00 for football ushers and ticket takers for the 2011 season.

Basketball Volunteers– Senator Parish

- Spring semester games still need many volunteers. Potential volunteers may call or email Vicki Parish.
- Decision has been made to not contact HR to ask for comp. time for spring basketball volunteers due to the decrease in the amount of vacation time required during the holiday break this year.

Commencement Committee – Senator Hopkins

- No report.

Scholarship Committee – Senator Fant

- There is a budget of \$3,900 available for scholarships in 2012.
- The scholarship applications are available on the staff senate website and will be due March 9, 2012.

Special Events Committee – Vice President McBrayer

- New committee chair needed to organize the spring picnic. Date will be decided in the next few weeks.
- Discussion made about possibly doing an interest inventory of faculty/staff for this and other activities.

Angel Bear Tree Committee – Senator Lyon

- Wrap up meeting planned for February 1, 2012.

Diversity Committee – Senator Knox

- Looking for committee members to volunteer. Committee will meet February 1 at 1:30 in Wingo 309.

University Committee Reports

President Winters

President Winters has been conversing with faculty senate and others regarding the university committees being housed through faculty senate. While these committees have representation from faculty, staff, and students when needed, the representation is not always equitable and the appearance is that these committees are faculty committees rather than university committees. Keeping with the goal of true shared governance and shared goals, the public needs to understand that these committees are not run by faculty senate.

Higher Learning Commission Report Committee

- Everything is on track with this committee. Reports are being drafted by various sub-committees.

Public Art Committee

- Next meeting is February 3, 2012. The staff representation is Larry Burns. Gayle Seymour is the chair.

Public Appearances Committee

- Committee has met once. Representation: Gail Ozanich and Kim Ashley-Pauley.

Budget Advisory Committee – President Winters

- Next meeting is February 9, 2012 to work on proposals for next year.
- Last meeting the reports were given from staff and faculty senates. Faculty were complimentary of the work done by the staff senate committee. Discussion was had regarding priorities. President Winters held that faculty step raises need to be out of a budget (either department or provost) rather than coming to the BAC.

Employee Benefits Advisory Committee – Parliamentarian Childers

- No report.

Cost Containment Committee – Chad Hearne

- No report.

Health & Wellness Promotion

- No Report.

Food Services RFP Committee

- Next meeting is February 10, 2012.

Parking & Traffic Committee – Chad Hearne

- Next meeting is January 31 in Wingo 209 at x-period. Representation: Larry Burns, Chad Hearne, Patricia Smith.

Academic Calendar Committee – Senator Fant

- Talked with Tony Sitz after seeing the updated calendar come out and he informed her that this committee usually doesn't actually meet but does work via email. Mr. Sitz was not aware of Senator Fant's participation in the committee.

UCA Safety Committee – Senator Faulkner

- Committee isn't meeting often enough or being considered for appropriate safety concerns or research.

Old Business

None.

New Business

President Winters would like to have a future discussion once she has more solid numbers for expected income from basketball game volunteers about possibly using part of these funds in the future for the staff emergency fund.

Good and Welfare

Discussion made regarding the variability of comp. time among different types of positions, departments, etc. President Winters will be asking Graham Gillis to join us for an upcoming senate meeting to answer questions in regard to this.

Adjournment

Meeting adjourned at 11:09 a.m. by President Winters. The next meeting will be February 8, 2012.

Minutes submitted by: Vicki Parish, Secretary