



## Meeting Minutes October 26, 2011

### Call to Order

The regular UCA Staff Senate meeting was called to order at 10:03 a.m. on October 26, 2011 in Wingo 315 by President Winters.

### Roll Call

**Senators Present:** Dianna K. Winters, Kimberly Ashley-Pauley, Sylvia Childers, Vicki Parish, Patricia Smith, Tanya Buchanan, Veda Charlton, Sherry DeVault, Meagan Dyson, Charlotte Fant, Amber Hall, Chad Hearne, Mark Heffington, Faith Hopkins, Mary Jackson, Ashley Lyon, Josh Markham, Catherine Marhenke, Kim McKee, Lindsey Osborne, Ray Owens, Gail Ozanich, Michelle Reinold, Tracy Spence, Lula Tyus, Theresa White

**Senators Absent:** Stephanie Hailey McBrayer (AE), Andrew Faulkner (AE), Arch Jones (AE), Amanda Legate (AE), Jenny Ruud (AE), Arian Story (AE)

### Minutes

The minutes of the October 12, 2011 meetings were approved electronically on October 13, 2011.

### Guest Reports

#### Graham Gillis

Dr. Gillis gave a report on the proper way to handle personnel issues and the importance of protecting both sides of situations. If a staff member has an issue that constitutes a hostile work environment or some other personnel issue that is affecting his/her ability to perform, this person should refer to the staff handbook, follow the grievance procedure, and/or speak with human resources. He will have a personal conversation in the best means possible with the person(s) that come to human resources with concerns. Appropriate protocols should be followed; however anyone can call and speak with him regarding potential issues. The process could always be improved and may take time, but human resources goes out of their way to protect individual rights. He mentioned that retaliation would not be tolerated. There is a need for training employees and supervisors on their roles. Graham Gillis acknowledges that he and Tom Courtway both recognize this need and he is working on preparing what is needed for this to happen. It is a slow process, but it should be coming in the near future to provide consistency on education about state policy and UCA policies and procedures. There is a tremendous desire to get the university moving from the ground level. He is looking at ways to help make UCA a positive place to work.

### Officers' Reports

#### President Winters

- *Biweekly Meeting* - Met with Tom Courtway and presidents of SGA and Faculty Senate for regularly scheduled meeting. There is another Campus Talk next week. Senators should wear shirts and attend forum if possible to allow staff access to visit with senators.

#### Vice President McBrayer

- *No Report*

#### Secretary Parish

- *Contact Form Requests:* Reported on issues submitted via the anonymous contact form since the last meeting and what action has been taken on each.

#### **Treasurer Ashley-Pauley**

- *No Report*

#### **Parliamentarian Childers**

- *No Report*

#### **Committee Reports**

##### **Courtesy – Senator Jackson**

- *Congratulations* – Gail Ozanich for new grandbaby, Mary Kay Dunaway for marriage of her son, and Bill Fraley for retirement.

##### **Compensation Committee – President Winters**

- Meeting called for next Wednesday at 3:00 in Buffalo.
- Task: Develop a plan for addressing salary concerns of staff within the budget and make recommendations to the Budget Advisory Committee. We are currently in year 1 of the 5 year plan. Year 1 scenario needs to be run and presented by January 12, 2012. Next year there will be more analysis of needs and the committee will develop a 4 year plan.

##### **Professional Development Committee – President Winter**

- Announcement should be made today or tomorrow of recipients.

##### **Staff Handbook Committee – Kim McKee**

- Meeting planned for tomorrow to take the differences in other universities and cut/paste to make recommendations to meet UCA's needs for the staff.

##### **Employee of the Year/Quarter – Vice President McBrayer**

- No report.

##### **Football Volunteers – President Winters**

- Human resources is allowing football and basketball volunteers to receive comp. time to go toward the upcoming holiday break.

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

- No report.

##### **Special Events Committee – Senator Owens**

- Working with Aramark to decide meal options.

##### **Angel Bear Committee – Senator Lyon**

- Application was distributed. They are available now and are due November 16. Applications can be submitted to Senator Lula Tyus in the physical plant or to Senator Ashley Lyon in the housing office. These need to be filled out as specifically as possible.
- There will be three (3) Angel Bear Adoption stations this year: Torreyson Library, Housing, and the Student Center info. desk.

#### **University Committee Reports**

##### **Fringe Benefits Advisory Committee – Parliamentarian Childers**

- Meeting this afternoon.

##### **Cost Containment Committee – Senator Owens**

- Met last week. UCA is ahead of most of the state universities in this area as we are one of two in the state with a committee formed and the only ones with a website that will accept suggestions. They're looking at various projects to cut back costs over the next year.

#### **Health & Wellness Promotion**

- No report.

#### **Parking & Traffic Committee**

- No report.

#### **SPARC – President Winters**

- No report.

#### **Old Business**

None.

#### **New Business**

Motion was made by President Winters to accept Leslie Knox to fill the at large position vacated by Kim Newman. Motion was seconded and adopted.

#### **Good and Welfare**

None

#### **Adjournment**

Meeting adjourned at 10:54 a.m. by President Winters. The next meeting will be November 9, 2011.

Minutes submitted by: Vicki Parish, Secretary