



Meeting Minutes October 31, 2012

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:00 a.m. on October 31, 2012 in Wingo 315 by President McBrayer.

Roll Call

Senators Present: Stephanie Hailey McBrayer, Lindsey Osborne, Tracy Spence, Sylvia Childers, Vicki Parish, Patricia Smith, Charlotte Fant, Andrew Faulkner, John Fincher, Chad Hearne, Mark Heffington, Lori Hudspeth, Mary Jackson, Denicha Kemp, Linda Lentz, Ashley Lyon, Josh Markham, Debbie Melendez, Gail Ozanich, Tyra Phillips, Erica Ruble, Meghan Thompson, Lula Tyus

Senators Absent: Kimberly Ashley-Pauley (AE), Veda Charlton (AE), Meagan Dyson (AE), Arch Jones (AE), Kim McKee (AE), Michelle Reinold (A), Jenny Ruud (AE), Dianna K. Winters (AE)

Minutes

The minutes of the October 10, 2012 meeting were approved electronically on October 16, 2012.

Guest Reports

Diane Newton, Budgeting 101

- Diane presented the Budgeting 101 presentation to Staff Senate and encouraged Senators to let departments know that the budgeting office would be glad to do these presentations on a requests basis for any group of people. The goal is to make as many people aware of the budgeting process as possible.
- The presentation slides can be found at: <http://uca.edu/staffsenate/documents/>.
- The Budget Prep. Book can be found at: <http://uca.edu/budget/budget-prep-book/>.
- The Annual Budget Book can be found at: <http://uca.edu/budget/annual-budget-book/>.
- The two biggest impacts everyone can make on UCA's budget is (1) doing everything possible to retain students and (2) spend/use wisely because what's not spent frivolously benefits the full university.

Officers' Reports

President McBrayer

- *President's Meeting Report* – Some of the topics of the conversations included adding the internal hiring policy to the staff handbook, the Series 500 revised board policies going before the Board in December, and the submission regarding tuition and fees for staff (refer to Board Policy 630, staff do get 80% remission off of fees that are already in the benefits package for employees).
- *University Image* – Some wanted to view the presentation because they were unable to attend the full campus presentation and wondered if it could be made available online. During the meeting, we got word back from Jeff Pitchford that it will not be made available online because it would give away our full marketing strategy to other institutions. However, he would be glad to loan the DVD out to anyone on UCA campus that would like to see it.
- *Holiday Reception* – President Courtway will be hosting a reception for SGA, Faculty Senate, and Staff Senate on December 13 around 6:00 p.m. tentatively.
- *Dazzle Daze Tickets* – Stephanie will draw from the football volunteers up to this point for the Dazzle Daze Tickets that were given to Staff Senate by Conway Regional/Dazzle Daze.

Vice President Osborne

- *Constituent Lists* – Vice President Osborne will be sending the constituent lists out today for Senators to contact their constituents. Divisions will send out this first message. At a later point, classifications will send a planned message.
- *Supervisor Skills Series Questionnaire* – Because of the low response, the questionnaire is being left open through the end of this week.

Secretary Parish

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

Treasurer Spence

- Regular account balance: \$6600.38
- Agency account balance: \$5084.66 after paid out for greeting cards.

Parliamentarian Childers

- *No Report*

Committee Reports

Courtesy Committee – Senator Jackson

- *Sympathy* – Ed Wilkes, Sharon Wilkes, Charlene Bland, Corey Bland, Sandra Hooper, Wendy Castro
- *Congratulations* – Heather Romine, Paul Dielmann, Cory Dielmann
- *Thinking of You/Get Well* – Milisa Moore

Compensation Committee – Senator Lentz

- *Salary Compensation Proposal* – The proposal is complete and available on myUCA now. Thank you to Senator Lentz and everyone on the committee for their input and work through this process. Senator Lentz will be presenting the proposal on November 8 during xperiod.

Football Volunteers Committee – Senator Faulkner

- There are still 8 spaces available for this weekend's game. This game is going to be very important because it is homecoming, bear facts day, football recruiting game, band alumni recognition, on TV, and if the Bears win they will win a conference playoff game.

Professional Development Committee – Senator Fincher

- The committee met Monday. A full report will be provided by the next Senate meeting. The next meeting will be the end of November.
- The applications for the Spring awards will come out this Friday and are due November 16. Notification of awards will be the last week in November. These funds will be used for January 1-June 20.
- The committee will be bringing a PD speaker (Adam Cantley) on campus November 14 to do a 1 hour motivational keynote. Right now it is scheduled to be in CoB auditorium, however the committee is working to find a larger venue to hold more people.
- They are also planning to bring back brown bag professional development in the spring.

Communications Committee – Senator Thompson

- The committee will meet November 5 at 1:30 to look at the survey results and will report back results at the next Senate meeting.
- Thank you to all of the Senators that worked the Staff Senate booth at the Employee Benefits Fair.
- Senator Melendez suggested that Staff Senate do a campaign for every staff member to give \$1 a pay period to a foundation account. If all 768 employees donated \$1/paycheck to a foundation account that would result in \$18,432 per year paid in to Angel Bear, Staff Emergency Fund, Scholarships, Employee of the Year, and Professional Development Fund. For those interested, the payroll deduction form can be found at <http://uca.edu/staffsenate/volunteer-opportunities/>.

Senate Committees with No Report: Angel Bear Tree, Appointments Committee, Basketball Committee, Commencement Committee, Elections Committee, Employee Recognition Committee, Scholarship Committee, Spring Picnic Committee, Staff Handbook Committee, Winter Feast Committee

University Committee Reports

Responsible UCA – Senator Heffington

- This committee has been renamed back to “Cost Containment.” The Arkansas legislature wants to be able to Google “UCA Cost Containment” and find what they need in 1 or 2 clicks. The uca.edu/ru site still redirects to cost containment.

Diversity Committee – Senators Kemp & Fincher

- *Senators Kemp & Fincher presented the staff's recommendations to the committee and ensued on a lively discussion. At the next meeting they will be talking about proposed organizational chart of the new proposed diversity division. This meeting will be on November 8 at 6:00 p.m. The minutes from meetings are now available online.*

SPARC, SPC, SBAC – President McBrayer

- Reports available on Appendix 1, 2, 3

University Committee Website: <http://www.uca.edu/committees>

University Committees with No Report: Disabilities Grievance Committee, Employee Benefits Advisory Committee, Information Services Advisory Committee, Affirmative Action Committee, Student Grievance Committee, Housing Exemptions Committee, Sexual Harassment Complaint Committee, UCA Safety Committee, Cost Containment, SEED Committee, Parking & Traffic Committee, Health & Wellness Promotion Committee, Higher Learning Commission Report Committee, Public Art Committee, Public Appearances Committee, Strategic Planning & Resource Council (SPARC), Strategic Planning Committee (SPC), Strategic Budget Advisory Committee (SBAC), Employee Benefits Advisory Committee, Academic Integrity & Discipline Committee, University Calendar Committee

Old Business

None.

New Business

None.

Good and Welfare

Homecoming is this weekend!

Veteran's Day – The committee needs volunteers to work the bone marrow match station. This event is for the whole community at 11:00 on the Practice Field.

Adjournment

Meeting adjourned at 11:17 a.m. by Pres. McBrayer. The next regular meeting will be November 14, 2012.

Minutes submitted by: Vicki Parish, Secretary

University Committee Name	SPARC Committee
Date of Meeting	09/25/2012
Roll Call: Senators Present (please indicate if any voted via email)	Stephanie McBrayer, Lindsey Osborne, Patricia Smith
New Business	<p>Over the past month, the University community has considered two items brought forward by SPARC:</p> <ol style="list-style-type: none"> 1) Revisions in Appendix 2.1 of the HLC Monitoring Report that created the new structure of SPARC and the Strategic Planning Committee, and 2) Revisions to the UCA Strategic Plan. <p>These items have now been reviewed and endorsed by the following university groups:</p> <ul style="list-style-type: none"> Strategic Planning Committee Strategic Budgeting Advisory Committee Faculty Senate Staff Senate Student Government Association Council of Deans <p>The next step is to bring these two items before the UCA Board of Trustees for their review:</p> <ol style="list-style-type: none"> 1) A revised Appendix 2.1 2) A memo containing a rationale for the revisions to Appendix 2.1 2) A document containing revised goals and objectives for the UCA Strategic Plan 3) A memo containing a rationale for the revisions to the Strategic Plan goals and objectives
Next Meeting:	11/1/12
Submitted by:	Stephanie McBrayer
Email	smcbrayer@uca.edu
I need to address Staff Senate at our next regular meeting.	- No

University Committee Name	Budget Advisory Committee
Date of Meeting	10/11/2012
Roll Call: Senators Present (please indicate if any voted via email)	Stephanie McBrayer, Tracy Spence, Sylvia Childers, Vicki Parish, Erica Ruble, Veda Charlton, Lindsey Osborne
New Business	<p>Discussed the Strategic Plan Progress Report for FY12, the proposed revisions to the Strategic Plan, and the upcoming SBAC Budget Request Proposals.</p> <p>The President's Office, each UCA division, and the faculty/staff senates have been invited to submit budget requests and to do a brief presentation on November 8.</p> <p>The Budget request presentatations are open and will be held in the Wingo Board Room beginning at 1:40pm on Thursday, November 8.</p>
Next Meeting:	11/8/12
Submitted by:	Stephanie McBrayer
Email	smcbrayer@uca.edu
I need to address Staff Senate at our next regular meeting.	- No

University Committee Name	SPARC Committee
Date of Meeting	10/23/2012
Roll Call: Senators Present (please indicate if any voted via email)	Stephanie McBrayer
New Business	SPARC met to begin working on developing Actions for the UCA Strategic Plan (Goals and Objectives). The goals, objective, and actions will be presented to the Board at the December meeting.
Next Meeting:	11/2/12
Submitted by:	Stephanie McBrayer
Email	smcbrayer@uca.edu
I need to address Staff Senate at our next regular meeting.	- No