



## Meeting Minutes November 28, 2012

### Call to Order

The regular UCA Staff Senate meeting was called to order at 10:10 a.m. on November 28, 2012 in Wingo 315 by President McBrayer.

### Roll Call

**Senators Present:** Stephanie Hailey McBrayer, Tracy Spence, Sylvia Childers, Vicki Parish, Kimberly Ashley-Pauley, Veda Charlton, Meagan Dyson, Charlotte Fant, Andrew Faulkner, John Fincher, Chad Hearne, Mary Jackson, Denicha Kemp, Linda Lentz, Ashley Lyon, Josh Markham, Debbie Melendez, Tyra Phillips, Erica Ruble, Meghan Thompson, Lula Tyus

**Senators Absent:** Lindsey Osborne (AE), Vicki Parish (AE), Andrew Faulkner (AE), Mark Heffington (AE), Lori Hudspeth(A), Arch Jones (AE), Kim McKee (AE), Gail Ozanich (AE), Michelle Reinold (AE), Jenny Ruud (AE)

### Minutes

The minutes of the November 14, 2012 meeting were approved electronically on November 20, 2012.

### Officers' Reports

#### President McBrayer

- *Announcements & Events*
  - November 19<sup>th</sup> meeting with the President was canceled.
  - Thank you card from the Veterans Day committee. Please email Sheneil Ealy in regards to any feedback you would like to share.
  - Campus Talk – December 4, x-period, student center ballroom, submit questions at [uca.edu/answers](http://uca.edu/answers)
  - Board Meeting – December 7 at 1:30 followed by a farewell reception for Rush Harding
    - This meeting will be the approval of the 500 series policies that largely affect staff
  - Faculty senate has asked staff senate to participate in a review of Policy 202, the Presidential Search Committee Policy. They plan to hold 2 forums to hear recommended changes.

#### Vice President Osborne

- *No report.*

#### Secretary Parish

- *No report.*

#### Treasurer Spence

- \$608.53 was spent to pay for the polo shirt order.
- Those who purchased extra polo shirts need to pay for them.
- \$500 was spent for Campus Speak Brown Bag
- \$268 of Professional Development funds was not paid last year. So money was taken out of the agency account to cover this expense.

#### Parliamentarian Childers

- *No report*

### Senate Committee Reports

#### Courtesy Committee – Senator Jackson

- *Sympathy* – Anthony McMullen
- *Thinking of You/Get Well* – Rhonda Roberts

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

- The committee will be meet today at 3.

### **Football Volunteers Committee – Senator Faulkner**

- The comp. time forms are ready for volunteers to pick up in Andy Faulkner's office in Burdick 304G. UCA ID's are needed to complete the forms.

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

- Funded 12 staff members for a total amount of \$3500. These funds will be used for January 1-June 20.

### **Winter Feast Committee – Senator Melendez**

- All of the senators need to plan to help out with the winter feast (e.g., set up, clean up, take tickets). More details will be emailed out.
- Senators are encouraged to procure 4 door prizes each. Door prizes are due a.s.a.p. to Maegan Dyson in Bear Hall 408.
- Applications for the annual wreath contest are due Monday, December 03, 2012

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

- Angel Bear Gifts are due Friday, December 7<sup>th</sup>.
- We will be collecting wrapping supplies to assist with wrapping angels that are not pre-wrapped. These can be delivered to the Housing office.

### **Commencement Committee- Faith Hopkins**

- Still need volunteers for Winter commencement. Please contact Debbie Melendez if you are available

**Senate Committees with No Report:** Appointments Committee, Basketball Committee, Communications Committee, Elections Committee, Employee Recognition Committee, Scholarship Committee, Spring Picnic Committee, Staff Handbook Committee

### **University Committee Reports**

#### **Cost Containment (formerly Responsible UCA) Committee – Senator Hearne**

- This committee is scheduled to meet Thursday, November 29<sup>th</sup> during x-period.

#### **SEED Committee – Senator Lyon**

- This committee is slated to meet December 6.

#### **Diversity Committee – Senator Fincher.**

- The minutes from meetings are now available by request from any committee member. These can be found at <http://uca.edu/committees/diversity-advisory-committee/>.

#### **Strategic Planning & Resource Council (SPARC) – President McBryer**

- Revisions for Strategic plan will go before the board.
- Extended the survey deadline. If you have not completed it please do so.
- Next meeting is December 7 at 8 am.

#### **SBAC (Strategic Budgeting Advisory Committee) – President McBryer**

- The next committee meeting will be December 13 to discuss rankings.

**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, Parking & Traffic Committee, Sexual Harassment Complaint Committee, UCA Safety Committee, Health & Wellness Promotion Committee, Higher Learning Commission Report Committee, Public Art Committee, Public Appearances Committee, , Strategic Planning Committee (SPC), Employee Benefits Advisory Committee, Academic Integrity & Discipline Committee, University Calendar Committee

### **Old Business**

None.

### **New Business**

The thank you resolution will be sent out for an electronic vote.

Thursday, December 13<sup>th</sup> Christmas Reception for Staff and Faculty Senates and SGA

### **Good and Welfare**

Watch Party – Saturday for the UCA football playoff game.

### **Adjournment**

Meeting adjourned at 10:30 a.m. by Pres. McBrayer. The next regular meeting will be December 12, 2012.

Minutes submitted by: Veda Charlton, Senator