



**Meeting Minutes
February 29, 2012**

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:03 a.m. on February 29, 2012 in Wingo 315 by President Winters.

Roll Call

Senators Present: Dianna K. Winters, Stephanie Hailey McBrayer, Sylvia Childers, Patricia Smith, Tanya Buchanan, Veda Charlton, Charlotte Fant, Andrew Faulkner, Amber Hall, Chad Hearne, Mark Heffington, Faith Hopkins, Mary Jackson, Arch Jones, Leslie Knox, Amanda Legate, Ashley Lyon, Kim McKee, Lindsey Osborne, Gail Ozanich, Jenny Ruud, Arian Story

Senators Absent: Kimberly Ashley-Pauley (AE), Vicki Parish (AE), Sherry DeVault, Meagan Dyson(AE), Josh Markham, Michelle Reinold, Tracy Spence (AE), Lula Tyus (AE), Theresa White (AE)

Minutes

The minutes of the February 8, 2012 meeting were approved electronically on February 16, 2012.

Guest Reports

Dr. Graham Gillis – Human Resources

- *HR Reorganization* – After evaluating office processes, the decision was made on February 16, 2012 with the President's approval to reorganize the Department of Human Resources to provide more consistent and improved employment service and recruitment practices. (See Appendix I for the updated organizational chart.)
- *Employee Policies* – HR is working to develop more consistent employee policies.
- *Supervisory/Director and Employee Behavior Training* – Dr. Gillis and Charlotte Strickland have been meeting and preparing the curriculum for the supervisory/director and employee behavior training regarding what is expected in the workplace. The training should be ready to begin in the fall of 2012 with the current campus-wide seminars. This training will continually grow and develop each year. Suggestions can be sent to Dr. Gillis and Mrs. Strickland within the next week or two for items to be included in the curriculum.
- *Employee Benefits* – Committee recommended that the UCA administration absorb the extra cost of insurance for the next 6 months while trying to get all employee benefits on a calendar year basis rather than fiscal.
- *Compensatory Time* – Reminder provided that employees who earn comp time can only earn time and a half after a full 40 hours have been worked each week. If there is a holiday break or the employee takes time off during the week, only straight time is allowed to be earned for that week up to 40 hours.

Officers' Reports

President Winters

- *SPARC Committee* – President Winters has emailed a copy of the proposed reorganization of the Strategic Planning & Resource Council (SPARC). Senators are asked to read over it before the next meeting and give suggestions so we can discuss it at the next regular meeting and vote on endorsement of the proposed plan.
- *EEOC Resolution* – President Courtway and others are working on the diversity statement for the university which will address the issues Senate wanted addressed when the resolution in support of expansion of and standard adoption of uniform EEOC/EQUAL EMPLOYMENT

/NONDISCRIMINATION STATEMENTS was passed last year. Based on input from the president, President Winters does not feel it is necessary to take a vote to reaffirm that resolution.

- *Strategic Budget Advisory Committee* – More staff will be added to this committee. Faculty Senate has agreed to work more closely with Staff Senate on planning and committee work.

Vice President McBrayer

- *Cost Containment* – This committee has been renamed to Responsible UCA.

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.
- *Operations Manual* – The operations manual is coming along. The executive staff are currently working on defining the roles and duties of each position. There will be a form forthcoming in which committee chairs and university committee representatives will be asked to define the duties and roles of their respective committee parts. Senators might be well advised to go ahead and start jotting down some notes of the requirements of their positions as associated with Senate.

Treasurer Ashley-Pauley

- *Regular Account* – Balance of \$1,566.13, no change.
- *Agency Account* – Balance of \$5,690.47, no change.
- *Staff Professional Development Account* – Balance of \$3,162 after \$186 was paid out for previous professional development reimbursement.

Parliamentarian Childers

- *No Report*

Committee Reports

Courtesy – Senator Jackson

- *Sympathy* – Family of Willis Cain, Tina Strickland, Diane Newton, Mary Cain, Kate Saunders, Dr. Rick Noyes, Rob & Jillian Arbogast, Shannon L Johnson, Nancy Earney, Jami Richardson, Kay Lynn McFall, Danny Kendrick, David C. Dennis
- *Get Well* – Sandy Ahne, Jan Davis, Lynette Martin
- *Thinking of You* – Tracy Spence, Carole Good, Sylvia Childers
- *Congratulations* – Amber Williams (birth of son)

Compensation Committee – Senator Hall

- Met Feb. 21. For a full report, see Appendix 2.

Diversity Committee – Senator Knox

- Meeting Feb. 29 at 1:30 in Wingo.

Professional Development Committee – Senator Legate

- Applications are organized for processing of spring awards, but will need to check with Treasurer for funds. The announcement for awards should go out by the end of this week.

Staff Handbook Committee – Senator McKee

- Recommendations with documentation and process maps for revised grievance policy have been submitted to President Courtway. All proposed policy changes must be sent to President Courtway for approval by the Board of Trustees. Currently Kay Hinkle, Jack Gillean, and Patricia Smith are reviewing the policy. Sexual harassment policy will be reviewed next.

Employee of the Year/Quarter – Vice President McBrayer

- Nominations are currently being accepted for superior work during the current quarter (Jan-Mar, Q3). Nominations are due March 31.
- Nominations are currently being accepted for superior work during the current fiscal year. Nominations must include one nomination form per nominee due March 9 and three reference forms per nominee due March 16. For more information, visit the Staff Senate website or contact Stephanie McBrayer at smcbrayer@uca.edu.

Football Volunteers – Senator Faulkner

- No report.

Basketball Volunteers– Senator Parish

- For a full report, see Appendix 3.

Scholarship Committee – Senator Fant

- Applications are available for spring scholarships. Due March 9, 2012.
- Committee will meet March 16, 2012 to review submitted applications.

Special Events Committee – Senator Ozanich

- *Spring Picnic* – Committee met last week to review survey results. Gail Ozanich will meet with President Courtway on Wednesday, March 7 at 8:00 a.m. to see what he has in mind for this year's Spring Picnic on April 24.
- *Outgoing/Incoming Orientation Luncheon* – Operations manual will be presented to incoming and continuing senators at this luncheon. Volunteers were asked to help plan luncheon and orientation for new Senators.

Angel Bear Tree Committee – Senator Lyon

- No Report.

Election Committee – Vice President McBrayer

- VP McBrayer encouraged senators that are interested in holding an officer position to talk to the current Senator holding the office and ask questions about the position.

University Committee Reports

Higher Learning Commission Report Committee

- See President's report.

Public Art Committee – Larry Burns

- No report.

Public Appearances Committee – Senator Ozanich

- Committee met February 28, 2012. They need suggestions for an opening act for 2012-2013 that will be affordable and that students know.

Budget Advisory Committee – President Winters

- See President's report. Committee will meet again on March 8, 2012.

Employee Benefits Advisory Committee – Parliamentarian Childers

- For a full report, see Appendix 4.

Cost Containment Committee – Senator Hearne

- No report.

Health & Wellness Promotion

- No Report.

Parking & Traffic Committee – Senator Hearne

- Committee hasn't met yet.
- Due to the HPER Center expansion, some close parking spots will be removed.

SPARC – President Winters

- See President's report.

SEED Committee – Senator Lyon

- No Report.

UCA Safety Committee – Senator Jones

- Committee will meet next week. Safety issues on campus can now be brought to the committee in various ways to include their website and a new email address (mysafety@uca.edu).

Old Business

Forwarded email to Dr. Runge regarding the registrar's position. Based upon Dr. Runge's response, President Winters does not feel any additional action is needed on this business.

New Business

Sylvia Childers made a motion to adopt the charge, reporting method, and membership requirements presented with the change of two classified and non-classified staff representatives (see Appendix V) for the Staff Senate Compensation Committee. This motion was seconded and carried.

Good and Welfare

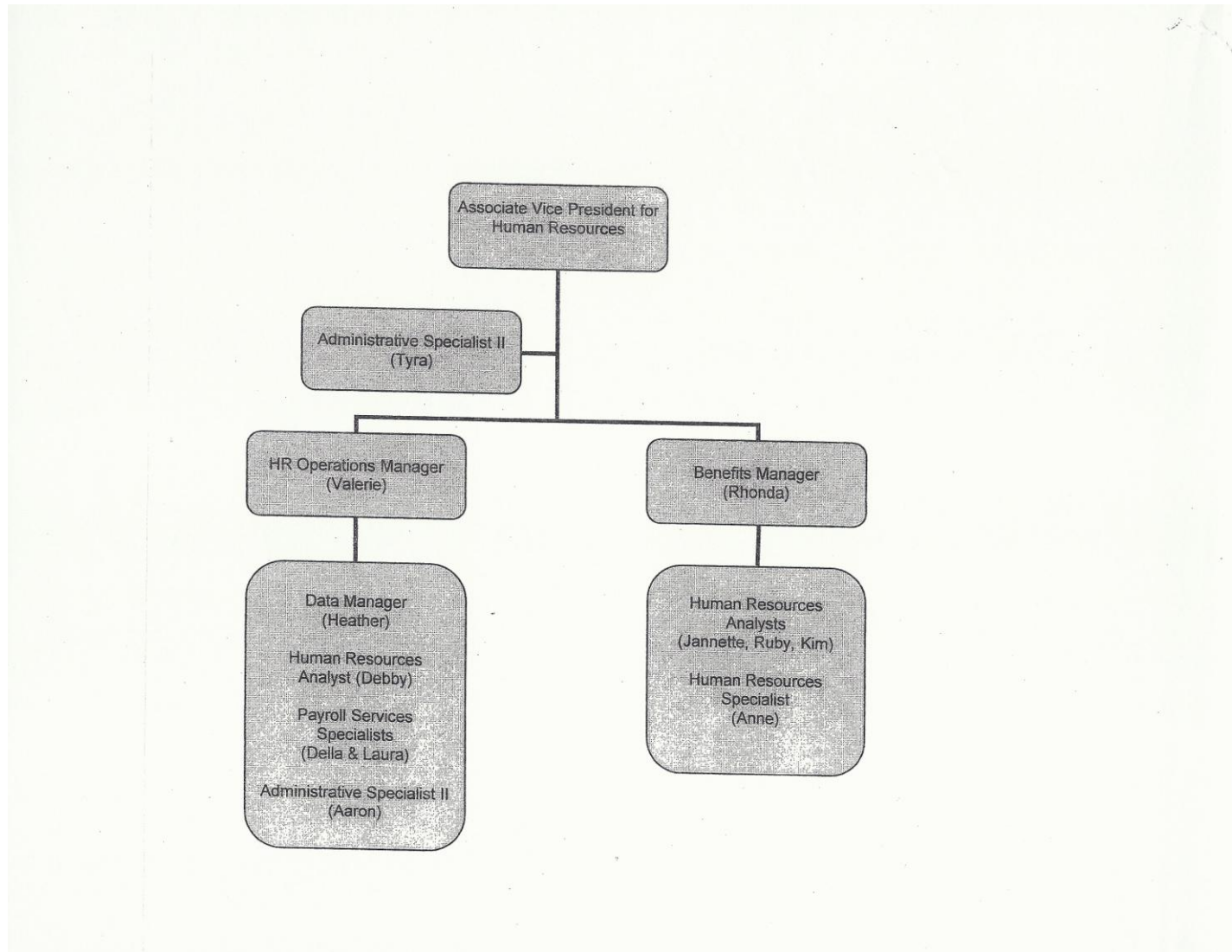
Suggestion made to have a round table discussion to work on how to communicate with employees with no access to computers.

Adjournment

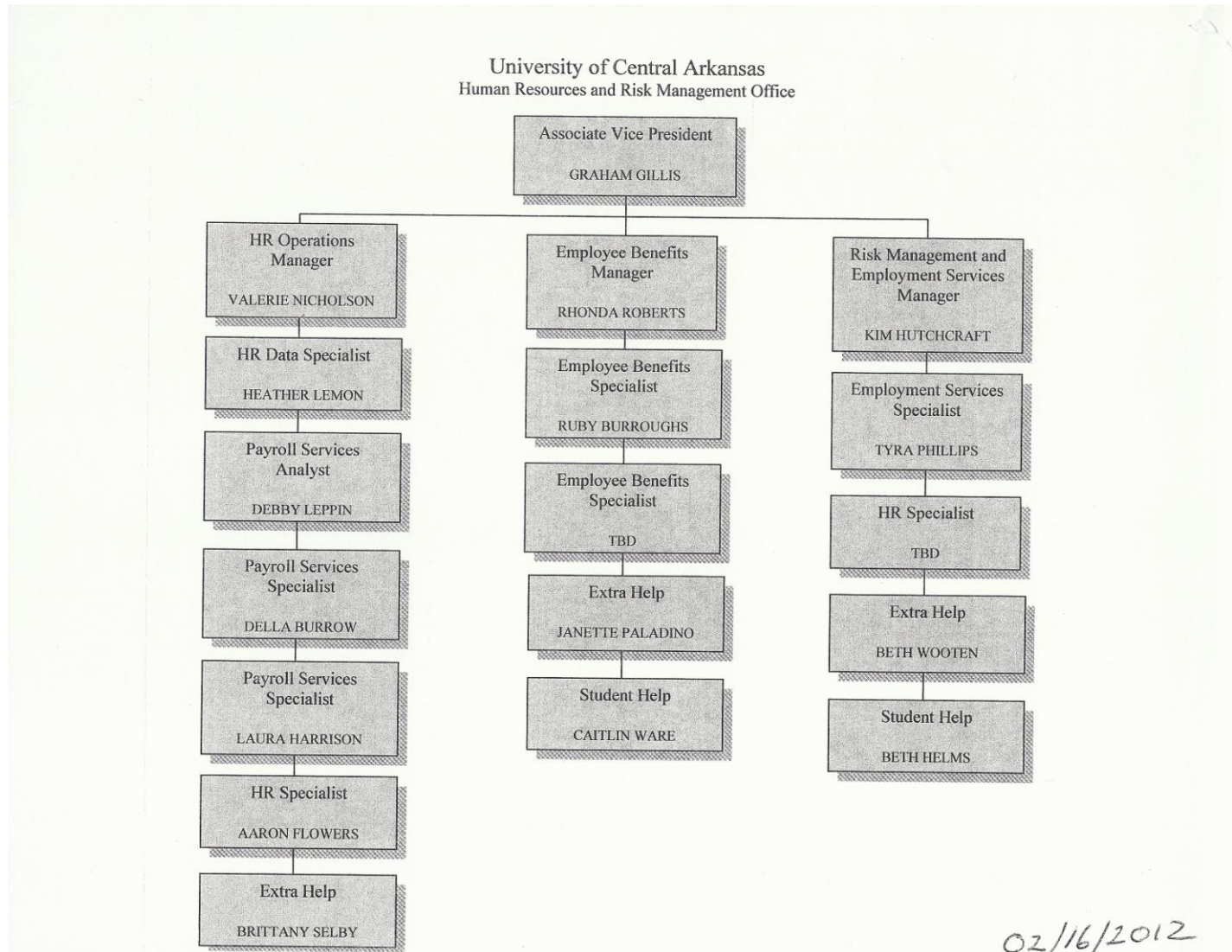
Meeting adjourned at 11:26 a.m. by President Winters. The next meeting will be March 14, 2012.

Minutes submitted by: Vicki Parish, Secretary

Former Human Resources & Risk Management Office



Current Human Resources & Risk Management Office



Committee Name Compensation Committee

Roll Call: Senators Present (please indicate if any voted via email)

Members Present: Amber Hall, Valerie Nicholson, Linda Lentz, Sylvia Childers

Members Absent: Veda Charlton, Larry Burns, Dianna Winters, Stephanie McBrayer, Patricia Smith

New Business Minutes were approved electronically on Tuesday, January 10, 2012 for the January 9, 2012 meeting.

Meeting was called to order at 3:01 p.m. by Chair Amber Hall.

Charge of Committee: The committee decided to use the charge of the Faculty Salary Review Committee as guidance to write the charge of the Staff Senate Compensation Committee. The committee agreed that this committee should provide an annual report to Staff Senate on the salary concerns of staff members. Membership of the committee should be composed of at least one classified staff member, one non-classified staff member, a non-voting human resources representative, a non-voting budget representative, and a Budget Advisory Committee member.

Meeting was adjourned at 4:15 p.m.

Old Business Next Meeting: To Be Determined

Text Submitted by: Amber Hall

Email amberh@uca.edu

Date Submitted 02/23/2012

Committee Name Basketball Usher Volunteer

Roll Call: Senators Present (please indicate if any voted via email) No recent meeting together.

New Business

Basketball Update: Tonight and Saturday's games are the last regular games of the season. There is a chance we might host a tournament women's game. If this happens, we will find out at the last minute. At this point, we don't even have a tentative date. As soon as I have more details on this, I will let you know.

It has been a good basketball season overall. We have had a total of 60 people volunteer at basketball games for us. This list includes staff, students, and non-UCA folks. I would like this time to publicly say Thank You to each person who volunteered to be an usher for basketball games. I also want to publicly thank the Basketball Committee members that have stayed the course, Mary Jackson and Theresa White. These two ladies have sacrificed their time to lead teams of volunteers at many, many games. There is no way we could have raised over \$5,000 without the willingness of these team leaders and each volunteer to graciously give their time to support Staff Senate scholarships. THANK YOU!

Text Submitted by: Vicki Parish

Email vparish@uca.edu

Date Submitted 02/24/2012

Committee Name Employee Benefits Advisory Committee

Roll Call: Senators Present (please indicate if any voted via email) Victor Puleo, Mary Ann Campbell, Doug Isanhart, Lori Hudspeth, Mary Jackson, Mark McMurtrey, Sylvia Childers, Linda, Musselman, Kerry Nichols, Graham Gillis, and 2 representatives from Stephens, Inc.

New Business Review of July 2012 Health Insurance options and the committee voted to renew with United Health Care on July 1 for six months and implement a new plan design which passes along more out-of-pocket cost to the higher users of health plan. With UCA absorbing the cost increase for premiums of approximately \$99,628.00. This will go before the BOT to be voted on.

UCA leave policy was discussed. Trying to get a more uniform policy across campus on paid leave for faculty especially on FMLA. We ran out of time to complete this discussion.

Old Business Retiree benefits were discussed, why they were terminated (due to unfunded money) and Graham Gillis is going to check into what it would cost the university if this was offered again.

Definition of benefits eligible employees were discussed and we are still checking into that.

Next Meeting: As needed

Text Submitted by: Sylvia Childers

Email sylviac@uca.edu

Date Submitted 02/22/2012

Staff Senate Compensation Committee

Charge:

1. Survey and review salary concerns of staff members, including cost of living increases, merit pay, and equity pay.
2. Report findings to Staff Senate and Budget Advisory Committee.

Annual Report: The Staff Senate requests that this committee submit an annual report to the Staff Senate by the end of each fiscal year. This report should contain concerns of staff members regarding compensation.

Minimum Membership:

Minimum of two Classified Staff Member

Minimum of two Non-Classified Staff Member

Human Resources Representative (non-voting)

Budget Representative (non-voting)

Budget Advisory Committee member