



## Meeting Minutes February 8, 2012

### Call to Order

The regular UCA Staff Senate meeting was called to order at 10:01 a.m. on February 8, 2012 in Wingo 315 by President Winters.

### Roll Call

**Senators Present:** Dianna K. Winters, Stephanie Hailey McBrayer, Kimberly Ashley-Pauley, Sylvia Childers, Vicki Parish, Tanya Buchanan, Veda Charlton, Sherry DeVault, Charlotte Fant, Andrew Faulkner, Amber Hall, Chad Hearne, Mark Heffington, Faith Hopkins, Mary Jackson, Leslie Knox, Amanda Legate, Josh Markham, Kim McKee, Lindsey Osborne, Gail Ozanich, Lula Tyus, Theresa White

**Senators Absent:** Patricia Smith, Meagan Dyson (AE), Arch Jones (AE), Ashley Lyon, Michelle Reinold (AE), Jenny Ruud (AE), Tracy Spence (AE), Arian Story

### Minutes

The minutes of the January 25, 2011 meeting were approved electronically on January 31, 2011.

### Officers' Reports

#### President Winters

- *Human Resources* – President Winters met with Graham Gillis and he has agreed to come to the regular Staff Senate meeting on February 29, 2012 to discuss the plans happening in regards to doing organizational restructuring to create an employee services division of HR and produce workplace behavior training series curriculum. This training series should address issues discussed in last meeting regarding confusion among employees and supervisors for comp. time and classifications.
- *Guest Presenters* – There are 9 meetings left in this fiscal year. Dr. Gillis will be addressing Senate at one of these meetings and someone from student services will be addressing Senate when there are more finalized plans for Greek Village. If senators have ideas for others to address Senate at a meeting, let Dianna know and she will arrange it.

#### Vice President McBrayer

- *Special Events Chair* – Gail Ozanich is chairing this committee and needs committee members.

#### 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.
- *Staff Senate Group* – The Staff Senate group has been created and populated in myUCA. This will be a storehouse of electronic documents senators need available to them.
- *Registrar Position (President Winters)* - Discussion was made regarding lack of sufficient required qualifications for the open position of Registrar. In previous communication, Dr. Grahm affirms the requirements are sufficient and are not written for any one particular individual. He also offered to address Senate if desired. President Winters will compile the concerns and share them with senators for feedback online before sending them forward.

#### Treasurer Ashley-Pauley

- *Regular Account* – Balance of \$1,566.13, no change.
- *Agency Account* – Balance of \$5,690.47
  - Paid out \$23.59 for stamps and cards for courtesy committee.

- *Staff Professional Development Account* – Balance of \$3,348, no change.

### **Parliamentarian Childers**

- *No Report*

### **Committee Reports**

#### **Courtesy – Senator Jackson**

- *Sympathy* – Ernie Ness (loss of family member), Keith Atkinson (loss of family member), Larry Dilday (loss of family member)
- *Get Well* – Larry Stephens, Chris Reynolds (recent surgery)

#### **Compensation Committee – Senator Hall**

- Meeting Feb. 21, 3:00, Wingo 213.

#### **Diversity Committee – Senator Knox**

- Meeting Feb. 15 at 1:30 in Wingo 309 to prepare a mission statement for the committee.

#### **Professional Development Committee – Senator Legate**

- Applications are open for Spring/Summer 2012 (professional development happening before June 1) and are due February 13.

#### **Staff Handbook Committee – Senator McKee**

- Committee met Feb. 6. For full report see Appendix I.
- Committee will meet again next week.

#### **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 currently being accepted for superior work during the current fiscal year.

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

- No report.

#### **Basketball Volunteers– Senator Parish**

- Spring semester games still needs five volunteers. Potential volunteers may call or email Vicki Parish.

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

- Scholarships and guidelines revised. Revised documents available on the Staff Senate webpage.
- Applications are available for spring scholarships. Due March 9, 2012.
- Committee meeting after current meeting to choose a meeting date to review applications.

#### **Special Events Committee – Senator Ozanich**

- Need ideas for the Spring Picnic and people to help.
- Spring Picnic survey closes at the close of business today. Results will be reviewed and discussed with the President's office and faculty senate to begin making plans.

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

- For full wrap-up report see Appendix 2.

### **University Committee Reports**

#### **Higher Learning Commission Report Committee**

- Next meeting is February 13, 2012 at 11:00.
- Summary will be presented at the Board of Trustees meeting on February 24, 2012.

**Public Art Committee – Larry Burns**

- No report.

**Public Appearances Committee**

- No report.

**Budget Advisory Committee – President Winters**

- Next meeting is February 9, 2012.

**Employee Benefits Advisory Committee – Parliamentarian Childers**

- Will be having a wrap-up meeting soon.

**Cost Containment Committee – Senator Hearne**

- No report.

**Health & Wellness Promotion**

- No Report.

**Parking & Traffic Committee – Senator Hearne**

- Met January 31. For a full report, see Appendix III.

**SPARC – President Winters**

- No report.

**SEED Committee – Senator Lyon**

- No Report.

**UCA Safety Committee**

- No Report.

**Old Business**

None.

**New Business**

Discussion made regarding the resolution passed last year, “EEOC / EQUAL EMPLOYMENT / NONDISCRIMINATION STATEMENTS.” Will be brought back to Senate with updates/revisions at the next regular meeting.

Update given by President Winters on the request for a Joint Committee to oversee University Committees. Request was sent to work with Faculty Senate and university committees to review the makeup. President Courtway sent this request to the VPs and they will be reviewing it and regrouping.

**Good and Welfare**

Executive staff are working on creating the previously discussed operations manual. As more is brought together, a draft will be shared with senators.

Senate needs to be looking into a FAQ disbursement regarding becoming/serving as a senator.

**Adjournment**

Meeting adjourned at 11:14 a.m. by President Winters. The next meeting will be February 29, 2012.

Minutes submitted by: Vicki Parish, Secretary

**Committee Name** Staff Handbook Committee

**Roll Call: Senators Present** Kim McKee, Leslie Knox (senators) Alaina Alexander (staff)

**New Business** Committee met 2/6/12. Committee identified the following action items:

Follow up with Staff Senate President regarding "how" our suggestions to board policy will be reviewed, by who, etc. - Kim

Review current UCA board policy on sexual harassment and document ideas on change - Committee

Collect board policy from other universities and share with committee - Committee

UALR/Russellville Tech - Alaina

Fayetteville - Kim

ASU - Leslie

Begin a process map of the current process - Kim

Make a current list of all board policies addressed in the staff handbook - Committee

**Old Business** Committee met 2/6/12. Committee reviewed the following items:

Reviewed process maps for current and proposed changes to grievance policy (#521). All information sent via email to Staff Senate President on 1/31/12.

Made two changes to the guidance document for the proposed changes. Update has been made and a new copy forwarded to committee and Staff Senate President.

Discussed concern over process for getting proposals reviewed. Committee wants to understand how review will continue forward and if board approval is required, what is the process? The concern has been voiced to Staff Senate President.

**Next Meeting:** 2/13/12

**Text Submitted by:** Kim McKee

**Email** [kmckee@uca.edu](mailto:kmckee@uca.edu)

**Date Submitted** 02/06/2012

**Committee Name** Angel Bear Tree

**Roll Call: Senators Present** Vickie Parish, Lula Tyus, Ashley Lyon

**New Business** Revamp the Angel Bear application for 2012:

\*Updated the wording to clarify we can have multiple clothing items listed as well as need sizes for said items.

\*Added a clause that "All applications are subject to further verification and additional documentation can be required"

This was selected to inform applicants that we may need additional documentation to clarify the need and/or number of children.

\*Added a question "Is the person completing this form is same as name above?" This was to address a concern brought up about someone being submitted by someone else and not being aware. If the answer to this question in the future is "no" then we will contact the person being submitted and verify that they want to be listed as an Angel Bear.

\*We will update the gross monthly brackets based on US poverty chart

Create the Timeline for Fall 2012:

October 15th - applications go out

Nov 9th - applications due by 4:30pm

Nov 15th - Angels out to be adopted

December 7th - Gifts Due

December 10th - Round up & identify missing gifts

December 11th - Need check for shopping

December 12th - Shop for those not adopted

December 13th - Wrap til we drop!

December 14th - Distribute items

Thoughts for 2012:

\*Need a coordinator for the food box portion

\*Need locations for food storage (cool and room temp).

\*Advertise and promote food drive early, get all of campus involved

\*Try doing a mail merge for angel adoption cards (typed, easier to read, etc).

\*Continue to be clear about the use of funds from winter feast and any other fund raising efforts as well as the amount of need.

**Next Meeting:** TBD

**Text Submitted by:** Ashley Lyon

**Email** [alyon@uca.edu](mailto:alyon@uca.edu)

**Date Submitted** 02/02/2012

## Traffic & Parking Committee Minutes

1:40 p.m., 12/6/11

- Introductions
- Minutes from 11/16/11 meeting were approved
- Report from Traffic Appeals Board - Arch Jones & Sherrie Hartzell, UCAPD
  - Meets once per month
  - Reviews traffic and citation appeals, makes a decision, and sends letter to person making appeal
  - Committee is made up of one staff member, one faculty member and an SGA member
  - Request was made that in the future, reports that are sent to Katie Henry by this group will also be sent to the Traffic & Parking Committee – if patterns are noticed with citations being issued for the same types of things and/or in the same areas, this committee may be able to come up with solutions
- New parking locations
  - Estes South
    - Will be located between football stadium and UCAPD
    - Will have approximately 40 parking spaces
  - Old Minton location
    - Will be combination green space / Dee Brown Memorial Garden and parking area
    - It has not been determined how many parking spaces will be in this lot – probably not more than 15 or 20
    - Will need a shuttle location in the lot
  - The Traffic & Parking Committee will discuss in the future what types of spaces will be in these lots – green, white, yellow, etc.
- Issues with existing parking lots – Staff Senate submissions (brought to this committee via Arch Jones)
  - Arch will send these concerns to the committee in the future - Leslie Chronister will compile a spreadsheet
    - Issue of married couples both paying for parking permits on campus
    - Visitor signage in Wingo's south parking lot – it is significantly larger than the faculty/staff parking sign and gives the impression that the entire lot is a visitor lot
    - Parking behind Schichtl – since there are now reserved spaces for Admissions visitors, can some of the metered spaces be converted to faculty/staff parking instead? Could time on meters be extended beyond 2 hour limits?
- Larry Lawrence will provide a map and information about all campus parking for the committee's spring meeting

- Shuttle buses do not run on a set schedule, per se, but they run approximately every 15 minutes from one location to the next. During very busy parts of the day, it may take a little longer.
- Larry Burns will present paid reserved parking information at the Spring meeting
- Information about “park and pay” services at the Spring meeting
- Meeting was adjourned at 2:30 p.m.

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

2:00 p.m., 1/31/12

- Terry Rasco – WER Architects (Master Planners) – presented information in response to concerns in regard to the Master Plan and parking in years to come
  - The concept of taking traffic/parking out of the campus core is not a new one – it makes the campus more pedestrian friendly. All in all, the majority of parking lots are already located on the outer edges of campus.
  - WER was not hired to plan specific parking lots and spaces – their Master Plan therefore does not specifically outline how many places will be lost and/or gained with future changes to the campus’s buildings, parking lots and structures.
  - Approximately ¾ of existing parking spaces should not be affected by any new buildings suggested in their Master Plan. The Master Plan also includes place holders for parking decks in future years.
  - It was not practical for them to attempt to plan for spot-for-spot replacement this far out – changes and tweaks to the plan are likely to occur as priorities fluctuate over the years to come.
- The corrected list of Traffic & Parking Committee members has been submitted to the Faculty Senate so that it can be approved and updated online.
- The spreadsheet of parking concerns submitted will be emailed to committee members.
- Larry Burns – Reserved Parking proposal
  - The proposal is to charge extra (in addition to the parking fee already in place) for non-residential reserved parking. This would do away with the reserved parking spaces that some employees receive at no charge because of their position with the university (deans and vice presidents, for example).
    - Some employees may still need to have reserved parking spaces because of the likelihood that they will need to know that they have a parking space in emergency situations (police chief, Student Health Clinic physician, etc.)

- The option to pay for reserved parking would be open to students, faculty and staff on a first-come, first-served basis. The individual requesting a reserved spot would indicate a first, second and third choice of parking lot in which to have a reserved space.
- Reserved parking spaces would need to be self-policed
- There are still many details of this proposal that need further consideration (logistics, which lots/which spaces/how many would be designated as reserved, where the money raised by this program would be used, etc.).
  - Larry Burns will form a subcommittee that will look further into these issues, and the information they put together will be presented to the committee at the next meeting.
  - If anyone has further ideas, questions or suggestions on the proposal at this time, please submit them to Larry Burns.
- Discussion of items that were emailed to committee members (Park & Pay Stations, Charging Stations for Electric Vehicles, Honors College Parking Study)
  - The committee would like these items to be considered jointly with Responsible UCA.
- Diane Newton will have a parking map available for the committee at the next meeting.
- The next meeting will be scheduled for early April.
- The meeting was adjourned at 3:00 p.m.