



## Meeting Minutes March 14, 2012

### Call to Order

The regular UCA Staff Senate meeting was called to order at 10:02 a.m. on March 14, 2012 in Wingo 315 by President Winters.

### Roll Call

**Senators Present:** Dianna K. Winters, Stephanie Hailey McBrayer, Kimberly Ashley-Pauley, Sylvia Childers, Vicki Parish, Patricia Smith, Veda Charlton, Meagan Dyson, Charlotte Fant, Andrew Faulkner, Amber Hall, Chad Hearne, Mark Heffington, Faith Hopkins, Mary Jackson, Ashley Lyon, Lindsey Osborne, Gail Ozanich, Michelle Reinold, Jenny Ruud, Tracy Spence

**Senators Absent:** Tanya Buchanan (AE), Arch Jones (AE), Leslie Knox, Amanda Legate (AE), Josh Markham, Kim McKee, Arian Story, Lula Tyus (AE), Theresa White (AE)

### Minutes

The minutes of the February 29, 2012 meeting were approved electronically on March 8, 2012.

### Guest Reports

#### Shelly Mehl – UCA Foundation, Office of Advancement

- *Fundraising Efforts* – There has been \$2.87 million raised this academic year toward the goal of \$3.9 million. Most of this money has been planned giving. She shared a story of one unexpected gift from someone that was totally unrelated to the University of Central Arkansas. He split his estate and give portions to multiple deserving universities and colleges in Arkansas, to include \$238,000 to UCA. This money will be used in part to do a matching donation for the upcoming phone-a-thon and another \$100,000 will be going to UCA's residential colleges upon approval by the foundation board. There has been a new look into promoting interdependence among businesses that receive a number of new recruits through the model set forth by Acxiom and the Computer Science department. This model can be used to potentially provide funds to support salary supplements, research, travel, etc. for staff and faculty at UCA.
- *Night of Distinction* – This second annual event will be held in the HPER Center May 12, 2012. Advancement has again donated tickets to go to each Employee of Quarter and the Employee of the Year. The distinguished alumni to be awarded at this event will be Stanley Russ and James Bridges. The Alumni Service Award to be presented will go to Karen Sellerds. This year the event will also host a raffle that will include several items including a Steve Griffith painting. The money raised through this event will go to the continued restoration of Ida Waldron Auditorium. Ida Waldron has seen some major improvements through the recent grant that has been received and will hopefully continue to see more improvements through the second phase of the restoration process once the second grant application submitted has been approved in conjunction with the money raised from this event. Each year monies raised at Night of Distinction will go to benefit a different piece of UCA in a cycling process.

#### Charlotte Strickland – University Training

- *Supervisor Training* – University Training and Human Resources have been working together to formulate a plan for training supervisors. What has been put together to this point is Supervisor Skills Series (SSS) Training to begin in the next academic year (2012-2013). This series will be required for people supervising UCA full-time employees. The program will start with a large introductory meeting in early fall followed by a series of 10 different seminars covering various topics that could directly benefit anyone in a supervisory position. Each supervisor would be required to attend a minimum of 5 of the seminars, with one requirement being "Performance Evaluation." In order to manage this

program with the current human resources in the office of University Training, there will be fewer general professional development seminars offered. See Appendix I for a draft of the proposed training presented to Senate. Any suggestions for addition/change may be submitted to the Staff Senate contact form or to any Senator directly.

#### **Dr. Robert Parrent – Enrollment Management**

- *SEM Progress* – The office of Enrollment Management has been working with SEM Works (the consultant UCA hired to assist with Strategic Enrollment Management). Amber Hall has been very supportive of this process by preparing a lot of data for them. SEM has been meeting with departmental leadership to help them determine what their preferred enrollment is through 2015. They have identified the 4 key performance indicators of the university. The numbers are looking up for the number of admissions, housing applications, financial aid, and orientations. There has also been a communication plan developed for contacting people that could potentially be the future students UCA wants based upon information bought from various sources to include ACT and SAT. Each of these people will receive up to 4 contacts before they are removed from the communication pool. Part of the research of SEM and subsequent goal setting has been capacity to serve. Dianna Winters has helped with the creation of Bear Force 1, which is a “limo cart” to give prospective students a tour of the university.

#### **Officers’ Reports**

##### **President Winters**

- *Campus Talk* – President Winters encouraged Senators to attend today’s Campus Talk.
- *Executive Officer Meeting* – The executive officers will be meeting soon to review the budget for the rest of this year as well as to iron out more of the operations manual.
- *Elections Committee* – This committee will be meeting soon.
- *Senate Vacancy* – Sherry Bunt’s position is vacant since she has moved to another state.

##### **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.
- *ADA Regulations Research* - Stemming from a submitted concern, Vicki Parish and Veda Charlton will be researching the ADA regulations for parking, how UCA is upholding these standards, and how this might affect our staff.
- *Operations Manual* – The operations manual is coming along. Senators were given a list of questions and were asked to prepare a document with any information that might be needed to pass along to the next senator in their position. This information will go into the Operations Manual so that future Senators can know what to expect in serving in the various positions Senators can hold.

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

- *Regular Account* – Balance of \$1,566.13, no change.
- *Agency Account* – Balance of \$14,270.47 after football funds of \$3,480 and basketball funds of \$5,040 are deposited. However, these two deposits will soon be transferred to cover scholarships.
- *Staff Professional Development Account* – Balance of \$3,162, no change.

##### **Parliamentarian Childers**

- *No Report*

#### **Committee Reports**

##### **Courtesy – Senator Jackson**

- *Sympathy* – Twila Lane

- *Get Well* – Alaina Alexander
- *Congratulations* – Tina Pilgreen, Jannette Paladino

**Compensation Committee – Senator Hall**

- No report.

**Diversity Committee – Senator Knox**

- No report.

**Professional Development Committee – Senator Legate**

- No report.

**Staff Handbook Committee – Senator McKee**

- No report.

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

- No report.

**Football Volunteers – Senator Faulkner**

- No report.

**Basketball Volunteers– Senator Parish**

- No report.

**Scholarship Committee – President Winters**

- Committee will meet March 16, 2012 to review submitted applications.

**Special Events Committee – Secretary Parish**

- *Spring Picnic* – Update will be given during Campus Talk today at 3:00. For full report see Appendix II.
- *Outgoing/Incoming Orientation Luncheon* – No update.

**Angel Bear Tree Committee – Senator Lyon**

- No Report.

**Election Committee – Vice President McBrayer**

- Committee will be meeting soon.

**University Committee Reports**

**Higher Learning Commission Report Committee**

- Report will be given by Dr. Hattlestad at Campus Talk today at 3:00.

**Public Art Committee – Larry Burns**

- No report.

**Public Appearances Committee – Senator Ozanich**

- No report.

**Budget Advisory Committee – President Winters**

- No report.

**Employee Benefits Advisory Committee – Parliamentarian Childers**

- No report.

**Cost Containment Committee – Senator Hearne**

- No report.

**Health & Wellness Promotion**

- No Report.

**Parking & Traffic Committee – Senator Hearne**

- No report.

**SPARC – President Winters**

- No report.

**SEED Committee – Senator Lyon**

- No Report.

**UCA Safety Committee – Senator Jones**

- No report.

**Old Business**

None.

**New Business**

Dianna Winters made a motion that we [Staff Senate] support the Strategic Planning & Resource Council proposed reorganization developed by the HLC report committee. The motion was seconded and passed.

**Good and Welfare**

None.

**Adjournment**

Meeting adjourned at 11:17 a.m. by President Winters. The next meeting will be March 28, 2012.

Minutes submitted by: Vicki Parish, Secretary

***Supervisor Skills Series (SSS) Training***  
*2012 – Charlotte Strickland*

Open participation - no selection process. No monetary amount charged to participants.  
 Charlotte recommends a minimum **budget of \$2000.00** for refreshments, binders and printing costs.

Office of HR is providing Charlotte with a **list of supervisors**. (Included in the count: Directors/VP's and those who have "supervisor" in their title. Also included are Deans, Department Chairs, Associate Deans, Grant Directors and Head Coaches). Larry Lawrence from Physical Plant is providing names of his supervisory staff. Currently, a total estimate is **#233**.

One large introductory meeting in early fall providing an overview of the topics for supervisors. Then offer **ten topics** (suggestions below) from October until May. Each supervisor would be **required** to attend a **minimum of five**, with one requirement being '**Performance Evaluation**.'

The **length of the seminar** would be 9 – 11:30 a.m. The time allotment ensures time for discussion, case studies and application as well as topic education. Refreshments will be served and a break offered midway.

***Topic Suggestions:***

Communication  
 Conflict Resolution  
 Teambuilding  
 Creating Positive Work Environment  
 Training and Coaching Employees  
 Employee Accountability  
 Recognition and Rewards  
 Leadership  
 Customer Service  
 Compensation and Benefits (include info on Leave Policies, Comp time)  
 Legal Issues and Concepts/Harassment  
 \*\*Employee Standards and Performance Evaluations –Required

*Other items:*

- **Diversity 2012-13 Religion**
- **Professional Development 2012-13**– General sessions 2 per semester (total **4 for year**)  
 2011-12    Communication Skills – #28    Self Evaluation - #25    Caring for People Crisis -#13  
                  Conflict - #15                            Supervisor CARE - #26    Building Community - #8  
                  Safety - #19 (running total - #134)

**Committee Name** Special Events (Spring Picnic)

**Roll Call: Senators Present (please indicate if any voted via email)** Gail Ozanich, Vicki Parish, Sylvia Childers, Mary Jackson, Lula Tyus, also present Heather Romine

**New Business** Dianna Winters will design the invitations and the tickets. Rain location will be the Farris Center. The President will cover the cost of all food. He is getting bids from various caterers. Games will be set up and ran by Senators including a cake walk and ring toss. Gail will email Robby Burton in the Art Dept. about drawing caricature pictures. Gail will email Jim Nabors about alternative meals for those with food allergies or dietary restrictions.

Vicki is taking over as Chair of this committee.

**Submitted by:** Gail Ozanich

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**Date Submitted** 03/13/2012