



Meeting Minutes June 13, 2012

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:07 a.m. on June 13, 2012 in Wingo 315 by President Winters.

Roll Call

Senators Present: Dianna K. Winters, Stephanie Hailey McBrayer, Sylvia Childers, Vicki Parish, Patricia Smith, Veda Charlton, Charlotte Fant, Andrew Faulkner, Amber Hall, Chad Hearne, Mark Heffington, Faith Hopkins, Mary Jackson, Arch Jones, Ashley Lyon, Josh Markham, Lindsey Osborne, Gail Ozanich, Tracy Spence, Lula Tyus, Theresa White

Senators Absent: Kimberly Ashley-Pauley (AE), Tanya Buchanan, Meagan Dyson (AE), Leslie Knox, Kim McKee (AE), Michelle Reinold (AE), Jenny Ruud (AE), Arian Story

Minutes

The minutes of the May 30, 2012 meeting were approved electronically on June 1, 2012.

Officers' Reports

President Winters

- *Campus Talk Friday* – There will be a Campus Talk Friday, June 15 at 10:00 a.m. in the Board of Trustees room.

Vice President McBrayer

- *No Report.*

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.
- *Operations Manual* – Secretary Parish still needs information from a couple committees to compile into the operations manual. Information can be emailed to StaffSenate@uca.edu or vparish@uca.edu or sent via campus mail. The Operations Manual should be complete by the end of this week and will be available at the Orientation/Celebration Meeting on June 27.

Treasurer Ashley-Pauley

- *No report.*

Parliamentarian Childers

- *No Report*

Committee Reports

Courtesy – Senator Jackson

- *Congratulations* – Kathy Kirk, retirement; Jennifer Harrell, new job; Reggie Prevoe, new job
- *Get Well* - Alisha Moody

Employee of the Year/Quarter – Vice President McBrayer

- *Employee of the Quarter* –Quarter IV nominations are open for two more weeks. (April-June)

Staff Handbook Committee – President Winters

- *Updated Handbook* – The committee is in the process of meeting with HR to obtain their revisions.

Summer Cereal Drive – President Winters, Chair Senator Jackson

- *Collection Boxes* – Collection boxes are listed on the flyer (see Appendix 1). Other boxes may be added as deemed necessary.
- *Announcements* – An announcement will be sent out after today's meeting to full staff and faculty. There will also be an announcement made at Friday's campus talk. A reminder email will be sent weekly to f/s as well as a Facebook presence.
- *Logistics* – Mary Jackson will facilitate weekly pickups on Mondays for the remainder of the month. This will allow for a count to be turned in to KTHV each Tuesday.

Senate Committees with No Report: Commencement Committee, Election Committee, Angel Bear Tree Committee, Professional Development Committee, Special Events Committee, Scholarship Committee, Basketball Volunteers Committee, Football Volunteers Committee, Staff Handbook Committee, Diversity Committee, Compensation Committee

University Committee Reports

UCA Safety Committee – Senator Jones

- The Building Emergency Plan sub-committee is continuing the process of reassessing and adjusting building administrators who will be trained on how to do a building emergency plan for their building.
- The full Safety Committee will meet next week

University Image Committee – Vice President McBrayer

- This new committee will meet next Thursday, June 21 at 2:00 p.m. in Wingo 315.

University Committees with No Report: University Image Committee, SEED Committee, SPARC Committee, Parking & Traffic Committee, Health & Wellness Promotion Committee, Higher Learning Commission Report Committee, Public Art Committee, Public Appearances Committee, Budget Advisory Committee, Employee Benefits Advisory Committee, Responsible UCA

Old Business

None.

New Business

Officer Elections:

- Secretary: Vicki Parish, unanimous
- Treasurer: Tracy Spence, unanimous
- Parliamentarian: Sylvia Childers, unanimous
- President Elect: Lindsey Osborne (14 to 8 against Arch Jones)

Good and Welfare

Senator Jackson expressed concerns with Burdick Hall's recent air quality event. The day after the event, classes were still canceled in the building for students and faculty, but staff was still expected to report. The lack of communication and varied consideration for staff as compared to faculty/students raised concerns for morale and potential health. Senator Jones assured that the building was safe to work in. Thursday evening at 4:30 p.m., the Enterprise Environmental Testing contracted company tested the oxygen levels in the building and determined the building to be in the proper limits to be considered a safe environment. The Conway Fire Department did a check Friday morning at 6 a.m. as well and determined the building was safe. Monitoring has continued this week to ensure the building remains safe for all individuals involved.

Adjournment

Meeting adjourned at 10:53 a.m. by President Winters. The next regular meeting will be July 25, 2012. Minutes submitted by: Vicki Parish, Secretary



UCA* & Staff Senate are partnering with KTHV to host the **THV Summer Cereal Drive**

**UCA is the registered business participant.*

YOU CAN HELP!

Donate breakfast items or money and help local area families this summer

We will be collecting items through **June 29**. Items donated in Conway will go to local food pantries like Soul Food Kitchen and will help Conway area families.

DROP BOX Locations

- Buffalo Alumni Hall
- Burdick Hall- 1st Floor
- Student Center
- Torreyson Library
- Physical Plant
- Student Health Center
- McCastlain Hall
- Wingo Hall
- Physical Therapy Bldg
- Bearcard-Bernard 207

**MONETARY DONATIONS
ACCEPTED AT
Torreyson 305**

What counts as cereal?

- Dry Cereal Boxes OR Bags, 8oz. or more (Think Nutritious!)
- Cereal/Breakfast Bars
- Pop Tarts
- Oatmeal
- Cream of Wheat

UCA
STAFF SENATE

For more info or to help with a collection box in your area, contact Mary Jackson at 450-3161 or email staffsenate@uca.edu

