



Meeting Minutes July 27, 2011

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:00 a.m. on July 27, 2011 in Wingo 315 by President Winters.

Roll Call

Senators Present: Dianna K. Winters, Stephanie Hailey McBrayer, Vicki Parish, Patricia Smith, Sherry DeVault, Meagan Dyson, Charlotte Fant, Andrew Faulkner, Chad Hearne, Mark Heffington, Faith Hopkins, Mary Jackson, Arch Jones, Amanda Legate, Josh Markham, Catherine Marhenke, Marisa Mize, Kim Newman, Lindsey Osborne, Michelle Reinold, Arian Story

Senators Absent: Sylvia Childers (AE), Kimberly Ashley-Pauley (AE), Venita Jenkins, Ashley Lyon (AE), Kim McKee (AE), Ray Owens (AE), Gail Ozanich (AE), Jenny Ruud (AE), Lee Schwager (AE), Tracy Spence (AE), Lula Tyus, Theresa White (AE)

Minutes

The minutes of the July 13, 2011 meeting were approved electronically on July 19, 2011.

Guest Reports

Larry Burns

He gave an overview of how the Staff Senate elections were done this past year. Set up like they were, they truly are anonymous and it is not possible to find how someone voted based on their email address. This information is used for verification only and is not stored. The turnout was traditionally 40-60 votes by paper ballot and there were 140 votes this past year by electronic ballot.

Dianne Newton

Now being responsible for coordinating with the staff senate as VP of Finance and Administration, she came to introduce herself and answer any questions from senators. She will be attending meetings regularly in this capacity.

Officers' Reports

President Winters

- *Meeting with President:* She met with President Meadors July 25, 2011 and he committed to fund the Aramark bill for the spring staff picnic and the winter feast. He was very supportive of the Staff Senate and its' goals.
- *Contact Form:* Any submission now goes to the elected officials in the executive committee. This form is designed mainly for anonymous submission of issues. A Frequently Asked Questions list is being developed for senators and possibly for the website to help answer common constituent concerns.
- *Constituent List:* Classified senators received their lists yesterday. Non-classified will receive their list of representing constituents soon.
- *Visibility:* In an effort to increase the Staff Senate's visibility, we will be hosting informal meet and greet sessions to meet with various staff members and foster lines of open communication.

- *Report Form:* A committee report form is available on the Staff Senate webpage. This should be filled out and submitted to the Staff Senate president after university/senate committee meetings.

Vice President McBrayer

- *Committees Update:* The committee appointments are being finalized.

Secretary Parish

- *Mini-Conference:* Approval passed to fund boxed lunches for executive staff mini-conference to discuss senate goals for the new year on July 14, 2011 via electronic vote.
- *Staff Senate Email:* Staff Senate now has an email address that can be accessed by the entire executive committee. The address is StaffSenate@uca.edu. This will be used for wide-communication with staff members and the senate.
- *Electronic Voting:* Electronic vote requests will be sent via the Staff Senate email account. Senators can reply to that account and the vote results will be announced as pass or fail. Vote tally will be available for verification at following senate meeting.

Treasurer Ashley-Pauley

- *Working Budget:* President Winters presented the working budget to the senate. After discussion, a motion was made by Dianna K. Winters, seconded, and passed to approve the working budget for FY2012.

Parliamentarian Childers

- No report.

Committee Reports

Courtesy - Senator Mize

- *Get Well:* Larry Stevens
- *Thinking of You:* Vicki Wyatt
- *Congratulations:* Donna Johnson

Employee of the Year/Quarter – Senator McBrayer

- Quarter 4 Winner – Carl Bailey
- Collecting quarter 1 nominations.

Football Volunteers – Senator Faulkner

- Accepting volunteers for upcoming football games.
- Working with the Student Veterans Organization on special plans for November game.

Scholarship Committee – Senator Fant

- The needed changes were sent to Dianna Winters for each of the Senate Scholarship(s) online applications to match the award criteria.

Commencement Volunteers – Senator Hopkins

- Summer commencement has all volunteer needs met.

Fringe Benefits Advisor Committee – Senator Childers

- Written report read: HR is trying to work with benefits vendors to switch terms from physical year to fiscal year; proposed wellness program changes discussed; new employees after July 1 cannot opt for Arkansas Teacher Retirement System, this doesn't affect current employees' retirement plans.

President's Residence Advisory Committee – Carol Daves

- Report given on the charges given to the committee.

Old Business

None.

New Business

None.

Good and Welfare

None.

Adjournment

Meeting was adjourned at 11:20 a.m. by President Winters. The next meeting will be August 10, 2011.

Minutes submitted by: Vicki Parish, Secretary