



Meeting Minutes August 29, 2012

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:00 a.m. on August 29, 2012 in Wingo 315 by President McBrayer.

Roll Call

Senators Present: Stephanie Hailey McBrayer, Lindsey Osborne, Tracy Spence, Vicki Parish, Patricia Smith, Veda Charlton, Meagan Dyson, Charlotte Fant, Andrew Faulkner, John Fincher, Chad Hearne, Mark Heffington, Lori Hudspeth, Mary Jackson, Denicha Kemp, Linda Lentz, Josh Markham, Debbie Melendez, Gail Ozanich, Erica Ruble, Jenny Ruud, Meghan Thompson, Lula Tyus

Senators Absent: Sylvia Childers(AE), Kimberly Ashley-Pauley (A), Arch Jones (AE), Ashley Lyon (AE), Kim McKee (AE), Tyra Phillips (AE), Michelle Reinold (AE), Dianna K. Winters (AE)

Minutes

The minutes of the August 8, 2012 meeting were approved electronically on August 13, 2012.

Officers' Reports

President McBrayer

- *Meeting with the President* – President Courtway has continued his meeting with the Staff Senate, SGA, and Faculty Senate presidents every other Monday morning. The first meeting of this semester was this week and following are some issues discussed that are pertinent to Staff Senate: grievance policy, staff handbook should be finished, approved, and published this year, naming opportunity for the amphitheater, each president will have an opportunity to address the Board of Trustees at next week's meeting, and the importance of staff raises (more information to come after the 11th day of classes).
- *Executive Board Meeting* – The 6 officers have continued meeting on Senate off weeks and are working on the strategic plan action steps that Staff Senate has a part in, the online kudos board, a website refresh, polos with the new 30th logo, and preparing for an opportunity to speak at the employee accountability training.
- *Board of Trustees Meeting* – Everyone is invited to the Board of Trustees meeting September 7, 2012. President McBrayer will be finalizing what to bring before the Board of Trustees at this meeting this weekend. Any Senators or staff ideas are welcomed via email to smcbrayer@uca.edu.

Vice President Osborne

- *Supervisory Skills Training* – Charlotte Strickland has invited Staff Senate to speak at the Employee Accountability session in December about what staff are saying regarding things that have worked with UCA staff members. Senators will be receiving a poll soon to give input to those that will be addressing the supervisors. Senate is also looking for another volunteer to speak with Senators Osborne and Parish to provide a panel of staff. Senator Osborne will be meeting with Charlotte Strickland to verify what is expected and preparing the poll for feedback soon. Our commitment at the sessions should be about 30 minutes.

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.
- *Thank You* – Thank you card received from Stephanie McBrayer for the thoughts and comforting words from Senate during her recent time of grief.

Treasurer Spence

- No change in the UCA or foundation accounts.
- Treasurer Spence is trying to get foundation accounts settled from last year. She should have a full update at the next regular meeting.

Parliamentarian Childers

- *No Report*

Committee Reports

Courtesy – Senator Jackson

- *Congratulations* – Dustin Strom, birth of son; Linda Lentz, birth of granddaughter; Laura Narro, birth of granddaughter
- *Get Well/Thinking of You* - Dianna Winters, Aaron Flowers, Kristy Carter, Stephanie McBrayer, Heather Romine
- *Sympathy* – Leslie Chronister, Sandy Ahne, Stephanie McBrayer, Lee Brewer

Staff Handbook Committee – President McBrayer

- *Update* – President Courtway wants to meet with the committee, general counsel, and HR soon to firm up the grievance policy and try to finalize the handbook.

Appointments Committee– Vice President Osborne

- *Diversity Advisory Committee* – This committee was newly formed and approved at the May Board of Trustees meeting. Staff Senate will have 2 appointments on this university committee and the Staff Senate committee is now dissolved. The purpose of this committee is to review policies and programs that largely affect diversity on the campus. Senators Fincher and Kemp agreed during the meeting to serve on this University committee.
- *List* – Senator Osborne provided all Senators with the final lists of committee membership. (See Appendix 1.)

Football Committee – Senator Faulkner

- *Volunteer Form Available* – The form to register to volunteer for football games is available at <https://uca.edu/staffsenate/volunteer-opportunities/>! There are still *many* volunteer opportunities for the first game of the season. Reminder given that Senators are required to work at least one game and scholarship & professional development recipients are required to work at least one as well. Comp. time for the upcoming holiday break will be awarded as needed. Different positions will be finished at different times, but all of this information is on the form.

Professional Development Committee – Senator Fincher

- *Application Available for Fall 2012* – Applications are currently being accepted at <https://uca.edu/staffsenate/professional-development-funding/>! Applications are due September 17 and the committee has a goal of awarding by September 24th. The committee also set a recurring timeline so that awarding can happen in advance of the professional development to allow time for registrations.

Employee of the Quarter/Year Committee – Senator Heffington

- *Accepting Nominations* – The committee is currently accepting nominations for Quarter 1 (July-September). The campus will be reminded via email Monday.

Senate Committees with No Report: Angel Bear Tree Committee, Basketball Committee, Commencement Committee, Communications Committee (forming), Compensation Committee, Elections Committee, Scholarship Committee, Spring Picnic Committee, WinterFeast Committee

University Committee Reports

University Image Committee – President McBrayer

- The committee reviewed CJRW's initial proposals and narrowed the selections down to 2 choices to be presented to the University community for feedback during coming townhall meetings. The University community will be provided with evaluation forms to provide written feedback that the committee will then take into consideration. For more information, see Appendix 2.

Employee Benefits Advisory Committee – Senator Jackson

- The committee met yesterday and are talking to the UCA consultant about the health insurance bids. They don't have all of the information on the bids yet, but they are working to get the best possible plan for the best possible price.

University Committees with No Report: Disabilities Grievance Committee, Information Services Advisory Committee, Affirmative Action Committee, Student Grievance Committee, Housing Exemptions Committee, Sexual Harassment Complaint Committee, UCA Safety Committee, Responsible UCA, 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, Academic Integrity & Discipline Committee, University Calendar Committee

Old Business

None.

New Business

None.

Good and Welfare

OrgSync – Senator Thompson shared that OrgSync training is going well and there will be 8 more training sessions throughout the semester.

Good Luck Bear – The tradition of rubbing the good luck bear, now relocated to the alley-way between Bear Hall and the student entrance to Estes Stadium, is trying to be re-initiated. With that, this bear needs a name. Any naming suggestions can be sent Senator Thompson's way at meghant@uca.edu.

Adjournment

Meeting adjourned at 10:32 a.m. by President McBrayer. The next regular meeting will be September 12, 2012.

Minutes submitted by: Vicki Parish, Secretary

**2012-2013 Staff Senate
Committees**

Appointments

| | |
|-----------------|------------|
| Lindsey Osborne | Chair (VP) |
| John Fincher | |
| Charlotte Fant | |
| Tracy Spence | |

Courtesy

| | |
|--------------|-------|
| Mary Jackson | Chair |
|--------------|-------|

Scholarship

| | |
|-----------------|-------|
| Charlotte Fant | Chair |
| Josh Markham | |
| Tracy Spence | |
| Lula Tyus | |
| Mark Heffington | |
| Maegan Dyson | |
| Erica Ruble | |

**Employee of the
Year/Quarter**

| | |
|------------------------|-------|
| Mark Heffington | Chair |
| Gail Ozanich | |
| Kimberly Ashley-Pauley | |
| Arch Jones | |
| Tracy Spence | |
| Chad Hearne | |
| Linda Lentz | |
| Charlotte Fant | |
| Michelle Reinold | |

Professional Development

| | |
|-----------------------|----------------|
| John Fincher | Chair |
| Dianna K. Winters | |
| Meagan Dyson | |
| Tricia Smith | |
| Chad Hearne | |
| Stephanie H. McBrayer | |
| Linda Lentz | |
| Debbie Melendez | |
| Meghan Thompson | |
| Erica Ruble | |
| Charlotte Strickland | Univ. Training |

Communications (proposed)

| | |
|-------------------|-----------|
| Dianna K. Winters | Chair |
| Vicki Parish | Secretary |
| Meghan Thompson | |
| Kim McKee | |

Football

| | |
|-----------------|----------------------|
| Andy Faulkner | Comm. Coordinator |
| Sylvia Childers | |
| Mary Jackson | |
| Tyra Phillips | |
| Erica Ruble | |
| Chad Hearne | |
| Meghan Thompson | |
| John Fincher | |

Basketball

| | |
|-----------------|-------|
| Vicki Parish | Chair |
| Tyra Phillips | |
| Veda Charlton | |
| Debbie Melendez | |

Spring Picnic

| | |
|-----------------|-------|
| Gail Ozanich | Chair |
| Mary Jackson | |
| Denicha Kemp | |
| Meghan Thompson | |

Winter Feast

| | |
|-----------------|-------|
| Debbie Melendez | Chair |
| Lula Tyus | |
| Gail Ozanich | |
| Mary Jackson | |
| Maegan Dyson | |
| Vicki Parish | |

Staff Handbook

| | |
|------------------|-------|
| Kim McKee | Chair |
| Michelle Reinold | |
| Tyra Phillips | |
| Lori Hudspeth | |
| Debbie Melendez | |

Compensation Committee

| | |
|-----------------------|-------|
| Linda Lentz | Chair |
| Dianna K. Winters | |
| Stephanie H. McBrayer | |
| Sylvia Childers | |
| Tricia Smith | |
| Josh Markham | |
| Kim McKee | |

Elections

| | |
|-------------|---------------|
| Andrew Linn | (non-Senator) |
|-------------|---------------|

Angel Bear/Food Drive

| | |
|-----------------|-------|
| Ashley Lyon | Chair |
| Debbie Melendez | |
| Vicki Parish | |
| Veda Charlton | |
| Lula Tyus | |
| Tracy Spence | |

| | |
|-----------------------|-----------------|
| Lindsey Osborne | Chair (VP) |
| Stephanie H. McBrayer | President |
| Vicki Parish | Secretary |
| Sylvia Childers | Parliamentarian |
| Tracy Spence | Treasurer |

Commencement

| | |
|-----------------|-------|
| Debbie Melendez | Chair |
|-----------------|-------|

Staff Senate Appointments to University Committees

Strategic Planning and Resource Council (SPARC)

| | |
|-----------|-----------------------|
| President | Stephanie H. McBrayer |
|-----------|-----------------------|

Strategic Planning Committee (SPC)

| | |
|-----------------|---------------------------------|
| President | Stephanie H. McBrayer |
| President-Elect | Lindsey Osborne |
| 2013 | (non-classified) Patricia Smith |
| 2014 | (classified) Kim McKee |

Budget Advisory Committee (BAC)

| | |
|-----------------|-----------------------|
| President | Stephanie H. McBrayer |
| President-Elect | Lindsey Osborne |

Employee Benefits Advisory Committee

| | |
|------|-----------------|
| 2013 | Sylvia Childers |
| 2014 | Mary Jackson |
| 2015 | Lori Hudspeth |
| 2016 | Tyra Phillips |

Health and Wellness Promotion

| | |
|------|------------------------|
| 2013 | Marylynn Borengasser |
| 2013 | Kimberly Ashley-Pauley |
| 2015 | Vicki Parish |
| 2015 | Michelle Reinold |

Housing Exemptions Committee

| | |
|------|--------------|
| 2013 | Larry Burns |
| 2014 | Tracy Spence |
| 2016 | Jenny Ruud |

Parking and Traffic Committee

| | |
|------|-------------------|
| 2013 | Dianna K. Winters |
| 2014 | Chad Hearne |
| 2015 | Erica Ruble |

Disability Grievances Committee

| | |
|------|----------------|
| 2013 | Patricia Smith |
| 2013 | Jenny Ruud |

Academic Integrity and Discipline

| | |
|------|------------------|
| 2013 | Becky Rasnick |
| 2014 | Colin Stanton |
| 2015 | Michelle Reinold |
| 2016 | Veda Charlton |

Responsible UCA Committee

| | |
|------|-------------|
| 2013 | Chad Hearne |
|------|-------------|

Public Appearances Committee

| | |
|------|------------------------|
| 2013 | Gail Ozanich |
| 2014 | Kimberly Ashley-Pauley |

Public Art Committee

| | |
|------|--------------|
| 2013 | Josh Markham |
|------|--------------|

Sexual Harassment Complaint Committee

| | |
|------|------------------------|
| 2013 | Jenny Ruud |
| 2013 | Sylvia Childers |
| 2013 | Mary Jackson |
| 2013 | Lindsey Osborne |
| 2013 | (male) Arch Jones |
| 2013 | (male) Andy Faulkner |
| 2103 | (male) Mark Heffington |
| 2013 | (male) John Fincher |

Sustainable Environment and Ecological Design (SEED)

| | |
|------|-----------------|
| 2013 | Josh Markham |
| 2013 | Lindsey Osborne |
| 2014 | Ashley Lyon |
| 2015 | Meghan Thompson |

Information Services Advisory Committee

| | |
|------|--------------|
| 2016 | John Fincher |
|------|--------------|

Affirmative Action Advisory

| | |
|------|---------------|
| 2013 | Linda Lentz |
| 2014 | Tyra Phillips |
| 2015 | Lula Tyus |

Student Grievance Committee

| | |
|------|------------------------|
| 2013 | Kimberly Ashley-Pauley |
|------|------------------------|

University Calendar Committee

| | |
|------|----------------|
| 2013 | Charlotte Fant |
|------|----------------|

University Safety Committee

| | |
|------|-----------------------|
| 2013 | Andy Faulkner |
| 2014 | Stephanie H. McBrayer |

University Image Committee

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|------|-----------------------|
| 2013 | Stephanie H. McBrayer |
|------|-----------------------|

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|--|---|
| University Committee Name | University Image Committee |
| Date of Meeting | 08/27/2012 |
| Roll Call | Stephanie McBrayer |
| New Business | <p>CJRW presented four different concepts for the new branding of UCA. These concepts were narrowed to two by the committee for the campus community to give feedback on. In the next few weeks, CJRW will conduct a focus group with the students and host two "town halls" for faculty/staff to hear the presentation of the branding concepts and give feedback via a written evaluation form. All staff are encouraged to attend and participate!</p> <p>The committee will meet again following the "town hall" meetings to review the feedback from students/faculty/staff and make a final recommendation to the President and the Board on the direction we would like to go for the new brand/slogan/campaign for UCA.</p> |
| Next Meeting: | mid-September |
| Submitted by: | Stephanie McBrayer |
| Email | smcbrayer@uca.edu |
| I need to address Staff Senate at our next regular meeting. | - Yes |