



Meeting Minutes August 8, 2012

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:00 a.m. on August 8, 2012 in Wingo 315 by President McBrayer.

Roll Call

Senators Present: Stephanie Hailey McBrayer, Lindsey Osborne, Tracy Spence, Sylvia Childers, Vicki Parish, Patricia Smith, Meagan Dyson, Charlotte Fant, Andrew Faulkner, John Fincher, Chad Hearne, Mark Heffington, Mary Jackson, Arch Jones, Denicha Kemp, Kim McKee, Debbie Melendez, Tyra Phillips, Erica Ruble, Meghan Thompson

Senators Absent: Kimberly Ashley-Pauley (AE), Veda Charlton (AE), Lori Hudspeth(AE), Linda Lentz (AE), Ashley Lyon (AE), Josh Markham (AE), Gail Ozanich (AE), Michelle Reinold (AE), Jenny Ruud (AE), Lula Tyus, Dianna K. Winters (AE)

Minutes

The minutes of the July 25, 2012 meeting were approved electronically on August 1, 2012.

Guest Reports

Veteran's Day Group – Shaneil Ealy, Trenie Stanley, Kyle Teretsky

- Last year the Veteran's coordinator and president's office coordinated the Veteran's Day celebration. Afterward, Dr. Grahn asked Outreach & Community Engagement to take the project on in the future. They need support for the event including volunteers to help put it together as well as financial support. The event will be held November 9 at 11:00. This event will include a wall of thanks/video walkway, coins honoring veterans, vendor exhibits, brick project, a blood drive, and an employer fair among other things. Johnathan Gray will be returning as the Master of Ceremony and General Wofford, highest ranked military official in Arkansas, will be the guest speaker.

Officers' Reports

President McBrayer

- *Board Retreat* – Friday, August 3, 2012 the Board of Trustees hosted an open board retreat in which they participated in a full day of activity. This activity included an address from a representative from ADHE, Enrollment Management update, Greek Village update, master plan and projects update, critical maintenance discussion, campus tour, and budget update. During the budget update President Courtway expressed that there is money held aside for potential use for a one-time bonus. Depending on final enrollment numbers (according to Dr. Parrent, the freshman class and enrollment is expected to be up), President Courtway will bring a plan before the Board as to how to manage this money.

Vice President Osborne

- *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.

Treasurer Spence

- No change in the UCA accounts.
- *Foundation Accounts* – The executive committee met at 8:00 a.m. August 8, 2012 with Kathy Carroll from the Foundation office about our foundation accounts. Currently Staff Senate has 4 accounts with

the foundation and will be adding more. A full report on all of the Staff Senate financial accounts and how they work will be provided at the next meeting.

Parliamentarian Childers

- *No Report*

Committee Reports

Courtesy – Senator Jackson

- *Congratulations* – Tanya Buchanan, birth of grandson; Sandy Burks, birth of grandson
- *Get Well* - Lori Hudspeth, Jessica Nichols, Milisa Moore, Kathy Rice-Clayborne, Julie Nickel-Butler
- *Thinking of You* – Elaine McNiece
- *Sympathy* – Derek & Jessica Nichols, Lula Tyus

Staff Handbook Committee – Senator McKee

- *Update* – The committee is currently still meeting weekly with HR reviewing the new document.

Appointments – Vice President Osborne

- *University Committees* – Each open spot has been filled. SPARC is revising their membership and will be asking for one non-classified employee and one classified employee to serve on this committee.
- *Staff Senate Committees* – There are still a few spots left open. The football committee needs volunteers to be on the committee to be game team leaders. There are still a couple committees that don't have chairs.
- *List* – At the next meeting, Osborne will provide to Senators the lists of committee membership.

Football – Senator Faulkner

- *Update* – Athletics has restructured the usher and ticket taker positions. Now the ticket takers, ushers in the upper area and ushers in the student section will get to leave at regular time (end of half time) and these positions will earn \$30. The lower ushers will stay until the 10 minute mark of the 4th quarter and these positions will earn \$45. There is one positions at the field access that has to be there for the entire game, including any overtime that may be played and this positions will earn \$60. Volunteers will again be allowed to earn compensatory time to use for the holiday break only. Athletics is trying to host a playoff game (whether UCA plays or not) on November 24, so a game leader and volunteers will need to be ready for this home game.

Senate Committees with No Report: Angel Bear Tree Committee, Basketball Volunteers Committee, Commencement Committee, Communications Committee (forming), Compensation Committee, Diversity Committee, Elections Committee, Employee of the Year/Quarter Committee, Professional Development Committee, Scholarship Committee, Spring Picnic Committee, Winterfeast Committee

University Committee Reports

University Image Committee – President McBrayer

- The University Image committee met on August 6, 2012. The committee is working to help create a new brand identity for UCA to recommend to the Administration and UCA community. Currently, UCA and CJRW are working on a joint marketing effort that will be more than an advertising campaign; it will be a central theme that can be embraced as a campus-wide effort that defines UCA's essence. CJRW presented a creative brief that included the research that the committee members had gathered through focus groups. The brief described UCA, the target audiences, current perceptions, communications objectives, supporting facts, brand essence, and mandates for the project.
- CJRW also presented us with our overall Brand Essence to evaluate and make suggestions as well as a Competitive Analysis.
- The committee will reconvene in a few weeks to review CJRW's initial proposals.

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

Old Business

None.

New Business

Catastrophic Emergency Fund – This fund began with a form that has the guidelines for the fund and within this form it requires the fund decisions to go through the Scholarship Committee. President McBrayer proposed to change the wording of the form to match the practice of Staff Senate, which is to have submissions come to the executive committee and the executive committee brings requests that are from catastrophic events to the Senate body to make the final decision. This would also include a \$500 maximum reward amount per request and any staff member cannot be awarded more than once in a year's time.

Senator Fincher made a motion to accept the proposal President McBrayer brought to the Senate. The motion was seconded and passed unanimously.

Good and Welfare

OrgSync – Senator Thompson shared that OrgSync is a new network that has come to campus to allow student networking through myUCA. Each student organization will have a portal through which to publicize events, record member service projects, etc. Each student will have a profile that will be like a co-curricular transcript that will include any training, service activities, etc. It will be launching Monday, August 13 and the first departmental training will be Tuesday, August 14 at 9:00 a.m. in Doyne auditorium.

Adjournment

Meeting adjourned at 10:54 a.m. by President McBrayer. The next regular meeting will be August 29, 2012. Minutes submitted by: Vicki Parish, Secretary