



## Meeting Minutes September 12, 2012

### Call to Order

The regular UCA Staff Senate meeting was called to order at 10:00 a.m. on September 12, 2012 in Wingo 315 by President McBrayer.

### Roll Call

**Senators Present:** Stephanie Hailey McBrayer, Lindsey Osborne, Tracy Spence, Sylvia Childers, Vicki Parish, Patricia Smith, Veda Charlton, Charlotte Fant, Andrew Faulkner, Chad Hearne, Mark Heffington, Lori Hudspeth, Mary Jackson, Arch Jones, Denicha Kemp, Linda Lentz, Josh Markham, Debbie Melendez, Gail Ozanich, Tyra Phillips, Erica Ruble, Meghan Thompson, Lula Tyus

**Senators Absent:** Kimberly Ashley-Pauley (AE), Meagan Dyson (A), John Fincher (AE), Ashley Lyon (AE), Kim McKee (AE), Michelle Reinold (A), Jenny Ruud (AE), Dianna K. Winters (A)

### Minutes

The minutes of the August 29, 2012 meeting were approved electronically on September 4, 2012.

### Guest Reports

#### Charlotte Strickland, University Training

- *Supervisory Skills Series* – See Appendix I for a full listing of University Training sessions being offered this year. There has never been an ongoing training for supervisors prior to this year. This training series is intended to bring supervisors to the table to learn and support each other and reinforce good leadership skills. At this point, no one is certain if this series will continue annually or not. This will be determined based on a year-end evaluation. Based on the evaluations, future trainings will be prepared. The goal of University Training is always to respond to employee needs. There has been some push back on this that seems to stem from there being a large number of mandatory trainings recently. In order to effectively manage this year's series, the content has been streamlined to directly address the supervisors of classified employees because there is so much more state paperwork that must be done to accompany this leadership. However, the training would be beneficial to all supervisors. The goal is to start here and at a later date do phase two which might include supervising non-classified employees and/or supervising student workers.
- *Workplace Harassment Series* – This year, the mandatory Sexual Harassment in the Workplace training has been reworked to cover all topics of workplace harassment including, but not limited to, sexual harassment.
- *ID Swipe* – All employees attending trainings now should bring their ID card with them to check in with. This new process will make the sign-in and reporting processes quicker and easier for all involved.

### Officers' Reports

#### President McBrayer

- *Social Media* – “Like” us! <http://www.facebook.com/UCAStaffSenate>
- *Social Media* – *Twitter?* – Does Staff Senate want to keep up with a twitter feed as well as Facebook? Discussion determined this would be a lot of work, so unless the expected return was going to be great it might be best to stick with the Facebook we have now.
- *Meeting with President Courtway* – Topics of discussion included the bonus, no changes in the health plan this year, a commitment to continue to work to build in a COLA for next year and try to resolve the equity problems, providing \$2500 for the WinterFeast, comp time for all games worked instead of just fall, supervisory skills series, and the wellness program being housed in HR (Ruby will come to a meeting to promote the program when it is ready to launch).

- *Executive Meeting(s)* – The recognition board is up to brag on staff members doing a good job. We will be trying to get information out on it. We worked on the 2012/13 operating budget and committee appointments.

### **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.
- *Committee Goals/Dates* – All Staff Senate Committees have met and submitted their goals for this year and important dates to remember. These have been compiled in one document that was handed out. (See Appendix 2.)

### **Treasurer Spence**

- Some of Staff Senate's funds are maintained at UCA and some at Foundation. This was explained and a handout was provided for further explanation (See an explanation on Appendix 3.) All of the foundation funds can be donated to by anyone working at UCA by completing a payroll deduction form. (See Appendix 4.)
- Staff Senate Committee Budget provided for review and approval in New Business. (See Appendix 5.)
- Staff Senate Treasurer Report provided for review. (See Appendix 6.)

### **Parliamentarian Childers**

- *No Report*

### **Committee Reports**

#### **Angel Bear Tree – Secretary Parish**

- *Boxes* – We will need gift boxes for wrapping gifts that are not wrapped. As holiday shopping ensues, please accept gift boxes from department stores that offer them even if you don't want them and donate them to the angel bear tree project. More information about where to deliver will be forthcoming.

#### **Communications Committee – Senator Thompson**

- *Perceptions Survey* - The committee has discussed it and will be conducting a perceptions survey to establish what the view of Staff Senate is and from the results determine what needs to be done to effectively promote Staff Senate.
- *Thank You Campaign* - The committee will also be reevaluating phase 2 and 3 of the Thank You campaign both in feasibility and placement.
- *Benefits Fair* – HR is hosting an employee benefits fair October 23 from 10-2. The communications committee will be needing volunteers to work the Staff Senate table at this event.

**Senate Committees with No Report:** Appointments Committee, Basketball Committee, Commencement Committee, Compensation Committee, Courtesy Committee, Elections Committee, Employee of the Year/Quarter Committee, Football Volunteers Committee, Professional Development Committee, Scholarship Committee, Spring Picnic Committee, Staff Handbook Committee, WinterFeast Committee

### **University Committee Reports**

#### **University Image Committee – President McBrayer**

- CJRW will present proposals to UCA community today at 5 pm in Wingo Board Room. The committee will have a recommendation to President Courtway by Oct. 1.

**University Committees with No Report:** Disabilities Grievance Committee, Employee Benefits Advisory 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**

Mark Heffington made a motion to change the name of the Employee of the Year/Employee of the Quarter committee to Employee Recognition Committee. The motion was seconded and passed unanimously. This change will broaden the scope of the committee's charge to be able to recognize more staff doing great things at UCA.

Chad Hearne made a motion to change the required number of football games for Staff Senators from 1 to 2 games per year. This motion was seconded and passed unanimously. This change will provide more ushers for one of Staff Senate's main income sources.

Lula Tyus made a motion to pass the proposed budget so we can get busy. This motion was seconded and passed unanimously.

### **Good and Welfare**

Bear Hall Open House – 9/13/12 from 4-7 p.m.

Staff Senate's 30<sup>th</sup> Logo Prepared and Unveiled at the Board of Trustees Meeting



### **Adjournment**

Meeting adjourned at 11:06 a.m. by President McBryer. The next regular meeting will be September 26, 2012.

Minutes submitted by: Vicki Parish, Secretary

## Announcing 2012-2013 Education Seminar opportunities

### for UCA employees and students!

The 2012-2013 Education Seminars available to UCA employees and students are listed below. In consideration of your schedule, available dates are listed for the complete academic year. University employees and students may register by e-mailing name, department, ID #, name of seminar, and desired seminar date to [training@uca.edu](mailto:training@uca.edu).

### SEMINAR NOTES

\*A new scanning device will be used to record participant attendance. Please bring your **campus**

**ID card or your ID #. Pre-registration for seminars is still required, please e-mail [training@uca.edu](mailto:training@uca.edu).**

\* **X-period** is 1:40 – 2:30 p.m. on Tuesday and Thursday.

\*Training seminar **rooms** are sometimes **chilly**; bring a sweater or jacket if you would like.

**Faculty, staff, graduate students, and student workers** are asked to attend the Workplace Harassment and Diversity seminars on an ANNUAL basis (**based on the academic year**). Supervisors are asked to attend the Supervisory Skills Series. All other seminars are available for your professional development on a voluntary basis.

Register at [training@uca.edu](mailto:training@uca.edu).

### Education Seminar Opportunities

#### Workplace Harassment

Participants have the option of attending the Workplace Harassment on-site (locations and times listed below) **OR** on-line (on-line information listed below).

August 31 9:00–10:00 SC #213  
 September 17 3:00–4:00 SC #213  
 September 20 X-Period SC #213  
 October 2 9:00–10:00 SC #213  
 October 10 2:00- 3:00 SC #213  
 November 8 4:30–5:30 SC #215

November 9 9:00–10:00 SC #215  
 December 7 2:00–3:00 SC #215  
 January 23 9:00–10:00 SC #213  
 February 4 2:00–3:00 SC #213  
 March 5 X-Period SC #215  
 April 9 9:00–10:00 SC #213

#### **Workplace Harassment On-Line training available at:**

<http://training.newmedialearning.com/pwh/ucentralarkansas/>

UCA web page - click "Human Resources" or "Training and Development"

#### **Diversity** - This year's topic of discussion - **Spirituality**

September 13 1:30 – 3:00 SC #215  
 September 19 1:30–3:00 SC #215  
 September 25 9:00–10:30 SC #215  
 October 1 2:00–3:30 SC #215  
 October 9 9:30–11:00 SC #215  
 October 19 9:00–10:30 SC #223/224  
 November 2 2:00–3:30 SC#215  
 November 8 6:00-7:30 SC #215  
 December 7 9:00–10:30 SC #215  
 January 15 2:30–4:00 SC #215

January 16 9:00–10:30 SC #215  
 February 7 1:30-3:00 SC #215  
 February 11 1:30-3:00 SC #215  
 February 20 5:00–6:30 SC #215  
 March 8 2:30 – 4:00 SC #215  
 March 12 1:30–3:00 SC #215  
 March 29 9:00–10:30 SC #215  
 April 4 9:00–10:30 SC #215  
 April 8 2:30-4:00 SC #215  
 April 17 9:00-10:30 SC #215

## Supervisory Skills Series

The Office of Human Resources and the Office of University Training is proud to announce the *new Supervisory Skills Series* for supervisors on campus. **It is the policy of the university that all supervisors participate in the training seminars. Every supervisor will attend a total of four seminars; the overview and three seminar subjects over the course of the academic year.** Based on feedback from current UCA supervisors, three important subjects are to be addressed. Each subject will be offered twice, thus a total of 7 seminars. Supervisors are to select the *three* seminar dates that best fit their schedules.

While most of the info will be related to supervising classified employees, it is recommended that all supervisors that supervise a classified or non-classified staff member attend.

**Supervisory Skills Series training is for supervisors who supervise classified staff on campus.**

**Supervisors are asked to attend the \*Overview\* and three seminar subjects over the course of the academic year.**

September 26	9:00 – 11:00	<b>*Supervisory Skills Series Overview*</b> Provost Steve Runge	<b>McCastlain Hall</b>
October 4	1:30 – 3:30	<b>*Supervisory Skills Series Overview*</b> President Tom Courtway, Provost Steve Runge	<b>Student Center #223</b>
October 5	9:00 – 11:30	<b>Expected Workplace Behaviors</b> Ida Waldran Auditorium Graham Gillis- workplace expectations, policy and steps to handle harassment internally and report <i>*Outside speaker (Cathy Lee, NorthStar Consulting)</i> Conflict Resolution	
November 15	9:00 – 11:30	<b>Expected Workplace Behaviors</b> Ida Waldran Auditorium Graham Gillis- workplace expectations, policy and steps to handle harassment internally and report <i>*Outside speaker (Cathy Lee, NorthStar Consulting)</i> Conflict Resolution	
December 12	9:00 – 11:30	<b>Employee Accountability</b> Ida Waldran Auditorium Graham Gillis presents disciplinary steps, probation, termination, Staff Senate	
January 17	9:00 – 11:30	<b>Employee Accountability</b> Ida Waldran Auditorium Graham Gillis presents disciplinary steps, probation, termination, Staff Senate	
February 5	9:00 – 11:30	<b>Performance Evaluations/Feedback</b> Ida Waldran Auditorium Graham Gillis – Performance Evaluation forms/process <i>Doug Isanhart, College of Business</i>	
February 15	9:00 – 11:30	<b>Performance Evaluations/Feedback</b> Ida Waldran Auditorium Graham Gillis – Performance Evaluation forms/process <i>Doug Isanhart, College of Business</i>	
March 5	9:00 – 11:30	<b>Series' Wrap-up, Questions and Answers</b> Ida Waldran Auditorium Opportunity to discuss previous seminar concepts, discuss work	

issues/concerns, ask questions, etc.

### **Professional Development Opportunities**

Listed below are seminars to educate and encourage employees while they fulfill their professional role on the UCA campus. These voluntary seminars are open to all faculty and staff on campus.

**November 13** 12:00 – 1:30 p.m. Student Center #214 **The I in Impact! Charlotte Strickland**

How does an individual positively impact others in the workplace? Charlotte will identify key areas to assist an employee in accomplishing this goal. The seminar will address the value of "one" and steps to maximize your impact!

**April 23** 2:00 - 3:30 p.m. Student Center #205 A **Professional Administrative Staff Reception**

This program sponsored by the UCA Staff Senate and the Office of University Training will provide food, door prizes, and socialization for UCA employees who serve as professional administrative staff. A short inspirational presentation will be provided to remind the individuals of the impact they have on this campus. Space is limited, so reserve your spot now!

**May 9** 12:00 – 1:30 p.m. Student Center #215 **UCA Professional Employee Banquet**

A special speaker will help us celebrate the contributions each employee makes on the UCA campus. Expect lunch, door prizes and inspiration! Space is limited, so reserve your spot now!

### **New Employee Orientation**

**New Staff Orientation** (For non-faculty hired as of May, 2012)

September 28 8:00 – 1:00 p.m. Student Center #213/214

April 12 8:00 - 1:00 p.m. Student Center #213-214

### **New Faculty Orientation**

August 16-17 8:00 – 3:00 p.m. Student Center #215

Contact [fdc@uca.edu](mailto:fdc@uca.edu) Instructional Development Center, 450-5240

### **Campus Safety and Security**

#### **SHOTS FIRED ON CAMPUS: When Lightning Strikes**



**I**t is a sad truth that shootings do sometimes occur on university campuses. It is important that all members of our campus community be mindful of the actions they should take in order to safeguard themselves in the event the unthinkable happens.

This video, *Shots Fired On Campus: When Lightning Strikes*, is presented as part of UCA's emergency preparedness initiatives and in an effort to help educate UCA students, staff and faculty about what they can do to survive in the event of a shooter on campus.

Please visit the UCA Police Department website (<http://www.ucapd.com>) to view the video. **You must be a UCA student, staff member or faculty member and will need to login with your myUCA username and password.**

Charlotte Strickland, 450-3135, [chars@uca.edu](mailto:chars@uca.edu)



Committee Name & Chair	Goals for 2012-2013	Tentative Dates to Remember
<b>Angel Bear Tree Committee</b>  <b>Ashley Lyon/Vicki Parish</b>	<ul style="list-style-type: none"> <li>• Increase food donations and angel adoptions</li> <li>• Provide opportunity for more community involvement (i.e. student groups and other organizations that want to do service)</li> <li>• Provide better communication of what's available to UCA community</li> <li>• Streamline the process for subsequent years</li> </ul>	<ul style="list-style-type: none"> <li>• Oct 15 – Applications Go Out</li> <li>• Nov 9 – Apps Due (4:30)</li> <li>• Nov 15 – Angels Available for Adoption/Food Drive Begins</li> <li>• Dec 7 – Gifts Due/Food Drive Ends</li> <li>• Dec 10 – Round Up &amp; Identify Missing Gifts/Organize Food Distribution (based on Family Size)</li> <li>• Dec 11 – Need Check for Shopping</li> <li>• Dec 12 – Shop for Unadopted</li> <li>• Dec 13 – Wrap till we drop!</li> <li>• Dec 14 – Distribute Items</li> </ul>
<b>Basketball Volunteers Committee</b>  <b>Vicki Parish</b>	<ul style="list-style-type: none"> <li>• Improve team leader packets: Make them more easily readable.</li> <li>• Communicate with the UCA campus community that ushers will be trained on how to work these positions and will have support throughout.</li> <li>• Increase the number of volunteers that return to work multiple games</li> </ul>	<ul style="list-style-type: none"> <li>• Oct 15 – 1<sup>st</sup> Public Announcement to UCA Community of Volunteer Need</li> <li>• Weekly Announcement: Tuesday</li> <li>• Game Info Disseminated to Volunteers: 2 Days Prior to Game</li> </ul>
<b>Employee of the Quarter</b>  <b>Mark Heffington</b>	<ul style="list-style-type: none"> <li>• Improve amount of EOQ/EOY nominees. We plan on achieving this goal by sending out reminders more often, and do a better job of “advertising” the awards.</li> <li>• Move to a more digital process for scoring the nominees.</li> </ul>	<ul style="list-style-type: none"> <li>• 1st quarter: July – September</li> <li>• 2nd quarter: October – December</li> <li>• 3rd quarter: January – March</li> <li>• 4th quarter: April – June</li> <li>• EOY: Review all forms and documentation by end of the fall semester</li> <li>• EOY: Announce nomination process to UCA community in January</li> <li>• EOY: Appoint staff members to Selection Committee by end of January</li> <li>• EOY: Nomination Forms Due March 1, 2013</li> <li>• EOY: Reference Forms Due March 8, 2013</li> <li>• EOY: Nominee Intent Forms Due March 8, 2013</li> <li>• EOY: Finalists Interviews March 27- 29, 2012</li> <li>• EOY: Announce winners at EOY Luncheon and Awards Ceremony Mid-April</li> </ul>

<p><b>Compensation Committee</b></p> <p><b>Linda Lentz</b></p>	<ul style="list-style-type: none"> <li>• Compile salary information to be presented to SBAC November 1, 2012.</li> <li>• Develop a classified and non-classified survey to be sent out to campus by April 15, 2012. This information will be used to develop the compensation committee request to SBAC in Fall 2013 for compensation for staff in FY2014. This will also follow supervisory training required for all supervisors.</li> </ul>	<ul style="list-style-type: none"> <li>• The deadline for the committee to have all salary compensation information gathered and in draft form by October 15, 2012. The completed request will be submitted to SBAC by the November 1, 2012. This information will be posted on My UCA by November 5, 2012 and be presented to SBAC at the salary compensation hearing on November 15, 2012.</li> </ul>
<p><b>Scholarship Committee</b></p> <p><b>Charlotte Fant</b></p>	<ul style="list-style-type: none"> <li>• Increase the awareness of Staff Senate Scholarships (Staff Scholarship, Lilly Harmon Book Scholarship, and Staff Dependent Scholarship) within the UCA community.</li> <li>• Increase the number of applicants for all of the Staff Senate Scholarships.</li> <li>• Increase communication within the UCA community regarding Staff Senate Scholarships. This will include published features of Staff Senate scholarships and scholarship recipients in the Bear Ledger, Staff Senate website, UCA Foundation website and other UCA Foundation publications, local news avenues, and development of a promotional flyer to be distributed at UCA events.</li> </ul>	<ul style="list-style-type: none"> <li>• By Oct 31 - Review Staff Senate Scholarship Committee Guidelines, All Scholarship Guidelines, All Scholarship Applications, and All Evaluation Forms</li> <li>• Nov 30 - Make any changes to Staff Senate scholarship-related forms</li> <li>• Dec 4 - Announce Staff Senate scholarships nomination process to the UCA community</li> <li>• Dec 19 - Check eligibility of all Staff Senate spring 2013 scholarship recipients</li> <li>• Jan 2 - All Staff Senate scholarship applications are available on the Staff Senate website (UCA Foundation scholarship applications are available online when UCA reopens after the holiday break)</li> <li>• Mar 8 - All Staff Senate scholarship applications are due (UCA Foundation scholarship applications are due the Friday before the last full week of classes before spring break)</li> <li>• Mar 14 - Scholarship Committee meets to determine scholarship recipients for Fall 2013 - Spring 2014</li> <li>• Mar 26 - Scholarship Committee meets to recommend any changes related to scholarship committee responsibilities</li> <li>• May 10 - Check final grades of scholarship recipients to determine if each recipient is eligible to receive scholarship monies for fall 2013</li> <li>• May 10 - Notify Staff Senate President and copy Vice-President to announce scholarship recipients. President contacts appropriate resource(s) for publicity of scholarship awards.</li> <li>• May 15 - Notify Staff Senate President, Vice-President, and Treasurer to notify UCA Foundation Director (Kathy Carroll) to release scholarship funds for SS scholarship recipients for Fall 2013 - Spring 2014. The Scholarship Committee recommends the Staff Senate Treasurer notify the UCA Foundation contact person to release the scholarship funds.</li> </ul>



<p><b>Courtesy Committee</b></p> <p><b>Mary Jackson</b></p>	<ul style="list-style-type: none"> <li>• To send out appropriate greeting cards to UCA employees who are ill, in mourning, have ill family members, or who are celebrating a joyous occasion.</li> <li>• To ensure greeting cards are mailed in a timely manner with a message appropriate to the occasion.</li> </ul>	<ul style="list-style-type: none"> <li>• The courtesy committee is not aware of any important dates/deadlines that it needs to present to the UCA community.</li> </ul>
<p><b>Professional Development Committee</b></p> <p><b>John Fincher</b></p>	<ul style="list-style-type: none"> <li>• Develop timely deadlines for application and efficient timelines for payment of Professional Development Employee Grants.</li> <li>• Provide at least one campus-wide large scale Professional Development Opportunity each semester. Example: Motivational or Leadership Speaker</li> <li>• Research and develop the expansion of Professional Development Opportunities using internal resources. Example: Periodic training workshops on available tools such as Prezi &amp; OrgSync; as well as topics such as StrengthsQuest and Motivation.</li> <li>• It was decided that after this fall we needed to set new recurring deadlines, which will allow staff to plan ahead more appropriately for travel and trainings. This change will mean that the 2012-2013 PDC will administer 3 sessions of applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Aug 24 - Applications Available Online</li> <li>• Sept 17 – Applications Due September</li> <li>• Sept 24 - Awarded</li> <li>• After Fall 2012 Recurring Deadlines: <ul style="list-style-type: none"> <li>• November - Applications for January-June</li> <li>• May - Applications for July-December</li> </ul> </li> </ul>
<p><b>Communications Committee</b></p> <p><b>Meghan Thompson/Dianna Winters</b></p>	<ul style="list-style-type: none"> <li>• Conduct university wide perception survey to establish current image of Staff Senate as perceived from UCA community.</li> <li>• Evaluate, establish, and implement a Staff Senate image that is in line with various parts of the university.</li> <li>• Reevaluate Thank You Campaign placement to Employee of the Year/Quarter committee (currently being restructured).</li> </ul>	<ul style="list-style-type: none"> <li>• Image perception Survey Dates: <ul style="list-style-type: none"> <li>Oct 1 – Survey out to campus community</li> <li>Oct 8 &amp; 15 – Reminder emails of survey</li> <li>Oct 15 – Survey closes and results collected</li> <li>Nov 14 – Results of survey and goals of committee presented to Staff Senate</li> </ul> </li> <li>• Meeting Dates: <ul style="list-style-type: none"> <li>Sept 18 (2 pm)</li> <li>Oct 22 (1:30 pm)</li> </ul> </li> <li>• Oct 23 - Employee Benefits Fair (10 am-2 pm McCastlain Ballroom) - We will have a Staff Senate PR table to communicate our service to UCA Staff and raise awareness about payroll deduction programs.</li> </ul>

## FINANCIAL ACCOUNTS

The Staff Senate treasurer manages and keeps records on the following accounts and makes reports on them to senators at each meeting. At each meeting the Staff Senate President and Secretary will be given a written report and the full Senate will be given a written report once a quarter, or more often as necessary.

**Maintenance and Operations Account** (sometimes referred to as the “Senate’s regular account”): This account is funded by the University of Central Arkansas and is used for the Senate’s normal operations. This account is used for payments to the UCA Copy Center, Aramark, and for other necessary supplies. This account requires purchase orders or supplies and services requisitions. This account operates under the same restrictions as all university and state accounts. These funds must be spent before June 30 each year, or they revert back to the university’s general budget.

**Staff Development Fund:** This account was new in FY2011. It is funded by the University of Central Arkansas and is used for staff development. The Staff Development Committee recommends expenditures to the Staff Senate. Purchase orders or supplies and services requisitions must be processed to spend money from this account. These funds must be spent before June 30 each year, or they revert back to the university’s general budget.

**Staff Senate Continuing Fund:** This account was new in FY2013. This account had a onetime payment of \$10000 from the Board of Trustees University Improvement Fund. This money is to be used for professional development, continuing education, and training. The Staff Development Committee will propose a plan to Staff Senate on the expenditures of this fund. Purchase orders or supplies and services requisitions must be processed to spend money from this account. Remaining funds at June 30 each year will rollover to the next year if not spent.

**Agency Account:** This account is not funded by university money, but it is maintained by personnel in the UCA Accounts Payable Department. This is like a checking or savings account which receives deposits from Staff Senate fund-raising activities such as working for the Athletic Department during football and basketball games. This fund can be used for holiday feast decorations, cards for the courtesy committee, Veterans Day supplies, charitable donations, holiday feast entertainers, etc. Senate moves money from this account into the Foundation accounts to pay for expenses such as scholarships and Employee of the Year Awards.

## UCA FOUNDATION ACCOUNTS

These are funds that are invested in the UCA Foundation to produce revenue. It takes \$10,000 to endow a fund which then produces interest. Only the interest, kept in the expendable portion of the account, can be spent from these endowed funds. All of these accounts are supplemented with transfers from the Agency account.

**Employee of the Year:** This fund was created over 20 years ago, and it eventually became endowed with donations over the years from staff members and staff members’ families and from the Senate’s fund-raising activities. Its purpose is to fund the annual Employee of the Year awards.

**Staff Senate Scholarship Fund:** This fund was created many years ago with donations from staff members and the Senate’s fund-raising activities. About three years ago it received a large donation from the UCA Board of Trustees. Scholarships awarded by the Staff Senate Scholarship Committee are funded out of this account.

**Staff Enhancement Fund:** This fund was created and continues to be funded by Rush Harding. This fund is to be used at the sole discretion of the Staff Senate for increasing professional development among the staff.

**Staff Emergency Fund:** New fund in FY2012. The fund is for staff members who experience an emergency that entails significant loss or damage of property. This was created in response to the Violnia Tornado in April 2011.

**Angel Bear Fund:** New fund in FY2013. The fund is for Angel Bear related costs.



## 2012-2013 Staff Senate Committee Budget

	Reg Acct - 125500	Agency - 810013
Annual Budget Amount	5000.00	
Football Game Volunteer Revenue		3500.00
Basketball Game Volunteer Revenue		5100.00
Winterfeast Ticket Sales		1750.00
<b>Total Revenue</b>	<b>5000.00</b>	<b>10350.00</b>
Courtesy Committee (\$150)		
Postage	70.00	
Cards		80.00
Elections Committee (\$1400)		
Supplies/Binders/Etc	150.00	
Yr End/Orientation Luncheon	750.00	
Yr End Awards/Plaques		500.00
Staff Senate Operations (\$1300)		
Staff Senate Polos		800.00
Veteran's Day		500.00
Communications Committee (\$800)		
Printing/Supplies	400.00	400.00
Employee Recognition Committee (\$4050)		
Copies/Supplies	50.00	
EOQ Winner Awards		600.00
EOY Winner Awards		2000.00
Inscribed Plaques		300.00
EOY/EOQ Luncheon	500.00	
Night of Distinction Tickets		600.00
Scholarship Committee (\$3100)		
Fall and Spring Scholarships		3000.00
Printing/Supplies	100.00	
Football Committee (\$350)		
Supplies/Water	350.00	
Basketball Committee (\$250)		
Supplies		250.00
Winterfeast Committee (\$1250)		
Meal (\$3500 - \$2500 from President's Office)	1000.00	
Decorations/Supplies/Printing	150.00	100.00
Angel Bear Committee (\$2200)		
Supplies/Food Box Suppliments		450.00
Gifts for Unadopted Angels		1750.00
Spring Picnic Committee (\$150)		
Meal (\$3000 - \$3000 from President 's Office)		
Decorations/Supplies/Printing	100.00	50.00
<b>Total Expenses</b>	<b>3620.00</b>	<b>11380.00</b>
Net Gain/(Loss)	1380.00	(1030.00)

**Staff Senate Regular Account (Index 125500)**

2012-2013

Date	Description	Orig. P.O. Amt.	Disbursed	Received	Total Available Balance
<b><u>July 2012</u></b>					
7/1/2012	Starting Balance				6,664.00
7/6/2012	StrenghtQuest- Prof Devel		62.50		6,601.50
					<b>6,601.50</b>

**Staff Senate Professional Development (Index 125501)**

2012-2013

Date	Description	Orig. P.O. Amt.	Disbursed	Received	Total Available Balance
<b><u>July 2012</u></b>					
7/1/2012	Starting Balance				5,000.00
					<b>5,000.00</b>

**Staff Senate Continuing Fund (Fund 150042)**

2012-2013

Date	Description	Orig. P.O. Amt.	Disbursed	Received	Total Available Balance
<b><u>July 2012</u></b>					
7/1/2012	Starting Balance				10,000.00
					<b>10,000.00</b>

**Staff Senate Agency Account (Index 810013)**

2012-2013

Date	Description	Orig. P.O. Amt.	Disbursed	Received	Total Available Balance
<b><u>July 2012</u></b>					
7/1/2012	Starting Balance				10,945.48
7/9/2012	Greeting Cards		2.17		10,943.31
7/10/2012	End of Yr Awards		606.20		10,337.11
7/16/2012	Gift Cert for Outgoing President		50.00		10,287.11
<b><u>August 2012</u></b>					
8/9/2012	EOQ BearBucks		150.00		10,137.11
8/27/2012	Cards and Stamps		20.92		10,116.19
8/27/2012	Cards and Stamps		15.31		10,100.88
<b><u>September 2012</u></b>					
9/9/2012	Transfer Emer Fund to Foundation		305.35		9,795.53
9/9/2012	Transfer Angel Bear to Foundation		1043.04		8,752.49
9/9/2012	Transfer Scholarship to Foundation		1150.00		7,602.49
9/9/2012	Transfer EOY to Foundation		2000.00		5,602.49
					<b>5,602.49</b>