



Meeting Minutes September 26, 2012

Call to Order

The regular UCA Staff Senate meeting was called to order at 10:01 a.m. on September 26, 2012 in Wingo 315 by President McBrayer.

Roll Call

Senators Present: Stephanie Hailey McBrayer, Lindsey Osborne, Tracy Spence, Sylvia Childers, Vicki Parish, Veda Charlton, Meagan Dyson, Charlotte Fant, Andrew Faulkner, Chad Hearne, Mark Heffington, Lori Hudspeth, Mary Jackson, Denicha Kemp, Josh Markham, Debbie Melendez, Gail Ozanich, Michelle Reinold, Erica Ruble, Jenny Ruud, Meghan Thompson

Senators Absent: Patricia Smith (AE), Kimberly Ashley-Pauley (AE), John Fincher (AE), Arch Jones (AE), Linda Lentz (AE), Ashley Lyon (AE), Kim McKee (AE), Tyra Phillips (AE), Dianna K. Winters (AE), Lula Tyus (A)

Minutes

The minutes of the September 12, 2012 meeting were approved electronically on September 19, 2012.

Guest Reports

Dr. Nancy Reese, SPARC

- See Appendix I for the draft updates of the Strategic Goals and Objectives of the UCA Strategic Plan. In September 2011, the Board of Trustees approved a restructuring of SPARC (Strategic Resource & Planning Council). This committee was split into what is now functioning as the SPC (Strategic Planning Committee), the SBAC (Strategic Budgeting Advisory Committee), and the SPARC Executive Board. Dr. Reese is the chair of all three of these committees to provide coordination among all three. This year the committees are working on the process of planning, funding, and reviewing the plan annually. The Strategic Plan was last approved by the Board in May 2012. Because the university was busy preparing a response to the Higher Learning Commission reports, not much was done on the strategic plan. This year the newly reorganized SPARC is behind a year. For this year the SPC and SBAC will be working on what would normally have been done last spring. By next year the strategic plan will be reevaluated annually during the spring semester. This year, the strategic plan is being evaluated now for last year and will go through the process again in the spring for this year. There are some things that UCA has been working toward that aren't reflected in the Strategic Plan. The SPARC Executive Committee has recommended some changes to consolidate pieces of the Strategic Plan and address these things UCA has been working toward. These changes were brought to the SPC at yesterday's meeting and they made additional changes. Appendix 1 shows the combined changes thus far (the first paragraph summarizes the changes). Ultimately the revisions will go to the Board of Trustees for approval. At this time the committees are working on getting suggestions from all constituent groups. Staff Senate can send suggested changes to Dr. Reese and they will be shared with the full SPC. Once feedback has been received from all areas, the final revisions will be brought for approval by all constituent groups and finally to the Board of Trustees.

Officers' Reports

President McBrayer

- *Parking Update* – There are some proposed parking changes that will go before the board soon. They are as follows:
 - *Add max of 115 spaces to the north overflow extension across from Thompson/Burdick Halls (3 structures slated to be removed from 4 lots)*

- *Losing 150 spaces due to HPER expansion*
- *Gained 27 new spaces with newly built Estes South lot*
- *Revitalizing South Physical Plant lot with an opening for students – Add 144 spaces*
- *Grievance Policy/Council (Staff Pool)* – The grievance policy is the last piece of the Staff Handbook to be updated and approved that we are waiting on to get the full handbook approved. Pres. McBrayer met with Katie Henry, Graham Gillis, and Pres. Courtway regarding the changes. Katie is working on the latest changes. She and Dr. Gillis will bring a draft of the policy to Senate at the Oct. 10 meeting. In the meantime, Staff Senate is supposed to have a council pool of candidates for the current policy. We need a pool of 25 staff members with at least 10 of these being supervisors. We are supposed to provide this list each year on July 31 and January 31. This process was missed this year and we are currently looking for Senators and staff members that would be willing to serve in this capacity. What happens with this pool is that when a staff grievance gets to this point, the Director of Affirmative Action pulls 5 random members from the council. Any senators willing to serve or that have a recommendation for good nominees, please email Pres. McBrayer or StaffSenate@uca.edu.
- *Budgeting 101* – One of the goals for this year is that Staff Senate become more informed on the budgeting process. Because of this, Diane Newton has agreed to come to the Oct. 10 Senate meeting to present the Budgeting 101 presentation she has provided for different groups on campus. The biggest impact we can make on the budget is doing what we can to assist with recruiting and retaining students.

Vice President Osborne

- *University & Staff Senate Committee Updates* – Due to the restructuring changes in the SBAC committee that we were unaware of, Vice President Osborne had to quickly get 3 non-classified and 3 classified representatives to serve on the committee the evening before the first meeting. All of the appointments were Senators and all of them accepted the request. Two of the appointments work in the department of Financial Accounting (Tracy Spence & Erica Ruble). Some concern was brought forward because their supervisor serves on this committee as a non-voting member. The executive committee feels confident in these representatives' ability to clearly represent Staff Senate. The question was brought to Senators if they feel confident in this choice as well. Senate agreed by general consensus that these representatives would serve Senate well in this capacity. This new reorganization of the SBAC committee brings a more fair and equal representation of staff now.
- *Supervisory Skills Survey* – In a meeting with Charlotte Strickland we were able to get more direction on what she would like Senate to present on. Thursday or Friday a survey will go out to Senators asking a couple questions about what employees honestly appreciate from their supervisors.

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!* – There were 2 thank you cards received since the last meeting. One was for the card and kind regards in a loss. The other was from Bethlehem House thanking Staff Senate and UCA for hosting the Summer Cereal Drive through KTHV.
- *Senator Duties Overview*– This document (appendix 2) was provided for Senators for a basic overview.

Treasurer Spence

- Based on the budget approved at the last meeting, the three POs were prepared and finalized for Office Depot, Post Office, and Aramark.
- Regular Account balance: \$6,583.50, no changes in other accounts

Parliamentarian Childers

- *No Report*

Committee Reports

Courtesy Committee – Senator Jackson

- *Sympathy* – Marcia Smith
- *Congratulations* – Venita Jenkins, Penny Newton, Rhonda McClellan, Ashley Lyon
- *Thinking of You/Get Well* – Kim McKee, Larry Young

Winter Feast – Senator Melendez

- *Dates Set* – Winterfeast will be December 5. Committee will be meeting again today after Senate.
- *Donations* – Senator Dyson has prepared packets of donor letters for Senators to get door prizes for the WinterFeast. All Senators are asked to be responsible for 4 (or more) donations. This can be contacting companies on the list provided, contacting other businesses that might want the advertisement, or making personal donations. All donations need to be submitted by November 28 in order to have time to process before the WinterFeast.

Senate Committees with No Report: Angel Bear Tree, Appointments Committee, Basketball Committee, Commencement Committee, Communications Committee, Compensation Committee, Elections Committee, Employee Recognition Committee, Football Volunteers Committee, Professional Development Committee, Scholarship Committee, Spring Picnic Committee, Staff Handbook Committee

University Committee Reports

Diversity Committee – Senator Kemp

- *First Meeting Update* – The first meeting was last Thursday at 4:30. Most of the meetings will be after work hours to accommodate everyone’s schedules. The committee elected Manny Sepulveda as chair. Pres. Courtway gave the charge of the committee. The committee will develop a plan by December 31, 2012. The next meeting will be Oct. 4. Senators Kemp and Fincher (reps.) would appreciate any input from Senate and staff. This can be sent directly to them or through the Staff Senate contact form at <http://uca.edu/staffsenate/contact/>. (See Appendix 3 for full report.)

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, University Image Committee

Old Business

None.

New Business

Historian position added to Parliamentarian – Proposed by Pres. McBrayer

- I. The Historian will collect copies of all Staff Senate records (minutes, correspondence, reports, photographs, etc.); organize and maintain the Staff Senate archives (electronically whenever possible); and produce Senate historical reports as necessary.

Secretary Parish made a motion to add this position. The motion was seconded. After discussion the motion was passed unanimously.

Good and Welfare

“Ask Me” buttons/magnets given to Senators

Shape Up Wellness Program Reworked and Available - <http://uca.edu/hr/employeeewellness.php>

Everyone please go on Facebook and vote for Bruce D. Bear in the Southland Conference Mascot Program to earn \$5000 for the mascot fund. Currently the fund has a zero balance.

The athletic department now are in their new offices in Bear Hall.

RSO and Social Events Policy trainings Sept. 27.

Amigo Soccer Cup Event Sunday, September 30, 2012 from 9 a.m. – 6 p.m.

Adjournment

Meeting adjourned at 11:01 a.m. by President McBrayer. The next regular meeting will be October 10, 2012.

Minutes submitted by: Vicki Parish, Secretary

B. Strategic Goals and Objectives, 2012–2017

Following review of the 2011-16 UCA Strategic Plan and conversations with many members of the campus community, the Executive Committee of SPARC unanimously voted to propose the following revisions to the Goals and Objectives of the UCA Strategic Plan. In summary, these revisions:

- ◆ Consolidate Goals 2 and 3 from the 2011-2016 Strategic Plan into a single Goal 2 for 2012-2017,
- ◆ Add a new Goal 3 and four new objectives for 2012-2017 addressing fiscal issues of the university, and
- ◆ Move Initiative 3 under Goal 3 from the 2011-2016 Plan to become Objective B under Goal 6 for the 2012-2017 Plan.

In addition, the SPARC Executive Committee and the Strategic Planning Committee recommend that the terminology for the Strategic Plan become Goal, Objective, Action rather than the previously used Goal, Initiative, Action Step.

Proposed for review by SPARC Executive Committee 2012-09-06. Additional revisions (documented below) were recommended and approved by the UCA Strategic Planning Committee on 2012-09-25.

Goal 1: Focus on Integrity at All Levels of Action

- A. Act with transparency at all levels of the University, recognizing that if we don't practice and model integrity, we can't meet our other five goals. With that fact in view,
1. Continue support of faculty/staff/student input into decision-making, thus improving shared governance.
 2. Make decisions based on data, evidence, and appropriateness to the university's vision and mission; make those facts clear so that stakeholders can understand and respect decisions.
 3. Ensure that all units continue to share information in comprehensive and readily accessible ways – up and down the University's administrative chain and also laterally (i.e., across departments and colleges and other units), thereby fostering a campus-wide sense of trust, shared purpose, and high morale.
- B. Make sure that the current SPARC efforts are pursued, assessed, re-evaluated, and part of ongoing dialogue. As current initiatives are accomplished, move others from campus forums into high priority.

Goal 2: Continue to Foster a Culture of Academic, Scholarly, and Creative Excellence

A. Provide a learner-focused environment for all students

- B. Create a culture of internal assessment through which assertions of excellence are made demonstrable. Each program takes responsibility for meaningfully assessing itself through maintenance of relevant professional and regional accreditation or professional association standards (e.g., NCATE, NCAA), student outcomes, passing and scoring rates on professional qualifying exams (e.g., CPA, teacher accreditation) and exit exams, and through individual college and program strategic planning.
- C. ~~Provide a learner-focused environment for all students~~
- D. Examine admission, growth, recruitment, and retention policies regarding traditional and non-traditional undergraduate and graduate students in relation to university's mission.
- E. Implement reliable, sustainable, meaningful student evaluations of teaching, as well as peer-to-peer and other forms of teaching/course evaluation that develop growth and trust. Procedures for student evaluations must be developed that produce a high rate of response.
- F. Foster life-long learning by providing faculty and staff with ongoing professional growth opportunities.
- G. Become increasingly competitive in recruiting and retaining excellent faculty and staff.

Goal 3: Develop And Manage The Fiscal Resources Necessary To Provide Ongoing Support For The University's Mission And Strategic Plan.

- A. Financial indicators (Moody's bond rating, Higher Learning Commission ratios, cash reserves, and other monitored financial indicators) will be maintained at or above established target levels.
- ~~B. Faculty and staff salaries will meet or exceed the average salaries from UCA's aspirant institutions for individuals of equivalent rank / job description and experience by 2016 and beyond.~~ A plan will be developed and implemented to provide annual funds devoted to cost-of-living, equity, and merit increases to faculty and staff.
- ~~C. A pool of money will be established that is sufficient to provide annual funding for faculty and student travel for development and research dissemination, faculty sabbatical leave and research support, and staff development.~~ Faculty, staff, and student research and development funds will be established or augmented to provide sufficient annual funding for travel, development, and research support.
- D. Increases will occur in extramural funding by 42% (from \$6 million to \$8.5 million) and new private gifts and pledges by 62% (from \$4.32 million to \$7 million) by ~~2016~~ 2017.

Goal 4: Commit to Ongoing Improvement and Innovation in Facilities and Technology

- A. Develop a comprehensive, centralized strategic plan for Information Technology. This plan should establish a coherent, dependable roadmap for infrastructure and equipment upgrades across campus, including workstation computers and software, faculty and staff computers, and equipment specific to programs, such as lab equipment, video cameras, lighting, stage equipment, art supplies, musical instruments, etc.

Goal 5: Increase Engagement with External Partners

- A. Serve the public and UCA's students by partnering with schools, businesses, industries, foundations, and government agencies in enhancing awareness, knowledge, understanding, and application of relevant disciplines.
- B. Strengthen communication, coordination, and prioritization of fundraising efforts and needs across campus.

Goal 6: Promote Diversity in All Areas

- A. Increase gender and racial diversity as highest priorities, but seek also socioeconomic, ethnic, linguistic, cognitive, intellectual, and age diversity in student, staff, and faculty populations.
- B. Enrich global-oriented learning environment.



SENATOR DUTIES OVERVIEW

- Senators are required to attend two monthly meetings.

We do understand that not everyone will be able to attend each meeting. We do require advance notice of expected absences so that we may prepare in the event a vote needs to be taken.

- Senators are required to serve on a minimum of 2 university or Staff Senate Committees.

There are many committee opportunities and we encourage senators to find committees that will put their skills and strengths to work for the betterment of UCA and our Staff experience.

- Senators are required to communicate regularly with constituents.

Senators are expected to send out regular email communication to constituents (list provided) and to attend events such as the Campus Talks as schedule allows.

- Senators are required to volunteer at a minimum of 2 football and 2 basketball games.

Our volunteers raised \$8,800 FY 2011-12 for service at athletic events. These funds go towards our many funds to support things such as scholarships, professional development and the Staff Emergency Fund.

Questions? Email staffsenate@uca.edu

Staff Senate Committee Name	Diversity Committee
Date of Meeting	09/20/2012
Roll Call: Senators Present (please indicate if any voted via email)	John Fincher and Denicha Kemp both present as Staff Senate representatives
New Business	<p>*President Courtway gave the committee its charge as indicated in Board Policy 502:</p> <p>(a) review all policies, programs and offices of the University of Central Arkansas in an effort to promote and maintain a diverse student, faculty and staff population;</p> <p>(b) develop and present to the Board of Trustees and the President not later than January 31, 2013, (i) a plan and recommendations to increase diversity, including but not limited to, staffing, budget recommendations and program changes, if any, and (ii) recommendations concerning language to be included in University publications, advertisements and other materials on the subject of diversity;</p> <p>(c) on an annual basis thereafter prepare and file with the Board of Trustees and the Office of the President, an annual report on diversity initiatives with such recommendations as the committee may deem necessary and advisable; and</p> <p>(d) under-take such other activities, studies or initiatives as the Committee may, from time-time, deem necessary or advisable, as well as conduct any other matters within the Committee's jurisdiction as may be requested by the Board of Trustees.</p> <p>*We elected Manny Sepulveda as the committee chair</p> <p>*The next meeting date was discussed and set.</p>
Old Business	none
Next Meeting:	October 4, 2012; 6 - 8 p.m.
Submitted by:	Denicha Kemp
Email	denichak@uca.edu
I need to address Staff Senate at our next regular meeting.	- Yes