



Wednesday, October 30, 2013

#### Call to Order

The UCA Staff Senate was called to order at 10:00 a.m. on Wednesday, October 30, 2013 in Wingo Hall 315 by President Osborne.

#### Roll Call

Senators Present: Lindsey Osborne, Chad Hearne, Lori Hudspeth, Tracy Spence, Meghan Thompson, Stephanie McBrayer, Jane Andis, Kimberley Ashley-Pauley, Diane Farr, Mark Heffington, Sandra Hooper, Mary Jackson, Arch Jones, Denicha Kemp, Aaron Knight, Joslyn Kuykendall, Linda Lentz, Josh Markham, Vicki Parish, Susan Peterson, Tyra Phillips, Heather Romine, Erica Ruble, Elizabeth Skinner, Colin Stanton Cheryl Theall, Lula Tyus and Theresa White.  
Senators Absent: Tiffany Johnson, Kim McKee, Debbie Melendez, and Jack Phillips.

Dr. Jonathan Glenn, Assoc. Provost for Academic Services and Student Success, presented information regarding the Higher Learning Commission visit on November 11 & 12, 2013.

#### Minutes

Acknowledgement of electronic approval of October 9, 2013 minutes

#### Officer's Reports

President, Lindsey Osborne

President Osborne led a discussion of the non-discrimination policy. A resolution will be presented at the next meeting.

#### President's Meeting

President Osborne's meeting with President Courtway included the non-discrimination policy. The holiday dates were discussed. The Board of Trustees meeting will include the Lewis Science Center renovation. The insurance changes were discussed. The SPARC structure has been changed so members will begin terms on June 1 of each year. Financial Aid will be moving to Harrin Hall in December.

Vice President, Chad Hearne

Vice President Hearne provided updates regarding the E-cigarette Task Force. Arch Jones and Jenna Davidson will represent the staff on the task force. Membership recommendations are due by December 1, 2013.

Committees are reminded to submit reports.

Front and Center dinner was good.

Secretary, Lori Hudspeth – No report

Treasurer, Tracy Spence

Treasurer Spence requested a revision to the fiscal year 2014 budget to include \$1,750 for the Angel Bear gifts.

Treasurer Spence advised of the Cash Handling Policy that all funds must be deposited with Student Accounts within twenty-four hours.

Parliamentarian/Historian, Meghan Thompson

Parliamentarian/Historian Thompson commended senators for following parliamentary procedure during the meetings. The Instagram has been getting busier with Employee Benefits Fair photos.

Senate Committee Reports-

Courtesy- Mary Jackson

Cards were sent to Doris Nunn, Brian Corbin, Meghan Payne Cowan, Ashley Huffman, Patricia Rogers and Jennifer Boyett.

Ad Hoc Staff Senate Emergency Fund Committee – Josh Markham

Senator Markham provided recommendations from the Ad Hoc Staff Senate Emergency Fund Committee.

Emergency Fundraising Task Force – Heather Romine

The emergency fundraising will take place at Larry's Pizza from 5:00 p.m. to 8:30 p.m. on November 12, 2013.

Front & Center Campaign – Meghan Thompson

The event held on October 29, 2013 was a success. The next event will be held around November 18-22, 2013. The Basketball Volunteer Committee and Professional Development Committee will be spotlighted.

Winter Feast Committee

Senator Theall announced that Winter Feast will be held December 4, 2013 in the Student Center Ballroom. A video contest featuring winter holidays will be held this year. Door prizes are due by November 22, 2013. Announcement of the event and ticket sale information will be emailed next week.

Communications Committee

Senators participated in the benefits fair and received good feedback.

New Business

Senator Knight moved to accept the recommendations for the guidelines of the Emergency Fund Committee. Senator Thompson seconded. Motion passed.

Senator Thompson made a motion to amend the Staff Senate Budget to include \$1,750 for Angel Bear gifts. Senator Heffington seconded. Motion passed.

Good and Welfare

October 31 – Campus Talk, x-period, Student Center Ballroom

November 7 – Veteran’s Day Celebration, 1pm (ceremony at 1:40pm), Old Main Lawn

November 11 and 12 – HLC visit

November 12 – Huffman Family Fundraiser, Larry’s Pizza, 5-8:30pm

November 14 – Operation Safe Walk

December 4 – Winter Feast

December 9 - Staff & Faculty Senates, Winter Event, 6-7:30pm

December 10 – Campus Breakfast

The meeting adjourned at 11:33 a.m.

## **Ad Hoc Staff Senate Emergency Fund Committee**

### **Date of Meeting**

10/28/2013

### **Roll Call: Senators Present (please indicate if any voted via email)**

Vicki Parish, Tracy Spence, Theresa White, Colin Stanton, Josh Markham

### **New Business**

Ad Hoc Staff Senate Emergency Fund Committee finalized documents revising current Staff Senate Emergency Fund application procedures.

The Ad Hoc Committee makes the following recommendations:

1. Form a standing Staff Senate Emergency Fund Committee with the charge and membership guidelines outlined by the Ad Hoc Committee.
2. Accept the Application Guidelines, Application Process and Application Rubric as presented by the Ad Hoc Committee.
3. Remove the current language related to the Emergency Fund from the Staff Senate Website. Create a page for Staff Senate Emergency Fund Committee and update the website with the Application Guidelines as presented by the Ad Hoc Committee. Develop an online application form and an online application review form using the templates provided by Ad Hoc Committee. Provide a PDF copy of the Application Review Process document for applicants to access through the website.
4. Submit application guidelines to UCA's General Counsel for review of language, particularly section regarding verification of need.

### **File Upload**

[Staff-Senate-Emergency-Fund-Application-Guidelines.pdf](#)

### **Submitted by**

Josh Markham

### **Email**

[joshm@uca.edu](mailto:joshm@uca.edu)