



Wednesday, October 9, 2013

Call to Order

The UCA Staff Senate was called to order at 10:00 a.m. on Wednesday, October 9, 2013 in Wingo Hall 315 by President Osborne.

Roll Call

Senators Present: Lindsey Osborne, Chad Hearne, Lori Hudspeth, Meghan Thompson, Jane Andis, Kimberly Ashley-Pauley, Diane Farr, Mark Heffington, Sandra Hooper, Mary Jackson, Arch Jones, Denicha Kemp, Aaron Knight, Joslyn Kuykendall, Linda Lentz, Kim McKee, Debbie Melendez, Vicki Parish, Susan Peterson, Heather Romine, Erica Ruble, Elizabeth Skinner, Colin Stanton, Cheryl Theall, and Lula Tyus.

Senators Absent: Tiffany Johnson, Josh Markham, Stephanie McBrayer, Jack Phillips, Tyra Phillips, Tracy Spence, and Theresa White.

Minutes

Acknowledgement of electronic approval of September 25, 2013 minutes

Officer's Reports

President, Lindsey Osborne

President Osborne reminded senators that there are five Wednesdays in October and the next meeting will be October 30, 2013. Executive officers discussed the best way to conduct meetings and agreed that parliamentary procedure should be followed. All questions and comments should be directed to the chair (President Osborne) during meetings. An employee scholarship recipient sent a thank you note to Staff Senate.

President Osborne attended the meeting with President Courtway. The meeting included discussion of the university diversity statement and various departmental diversity clauses. Human Resources sent a letter regarding health insurance. Any questions and concerns should be directed to Human Resources. The Board of Trustees agenda for October 11, 2013 will be sent soon. The changes to benefits include dental insurance and long term disability. There will be a Higher Learning Commission (HLC) presentation. There will be changes to the Strategic Planning and Resources Council (SPARC) including member terms. There will be a conversation about e-cigarettes.

Vice President, Chad Hearne

Vice President Hearne provided information regarding committee reporting. A verbal report will be made during the Staff Senate meetings. Discussion followed.

Emergency Fund Committee will be chaired by Josh Markham. Guidelines will be recommended by the committee. Vice President Hearne requested names of those willing to serve on the committee.

Secretary, Lori Hudspeth – No report

Treasurer, Tracy Spence – No report

Parliamentarian/Historian, Meghan Thompson – No report

Senate Committee Reports-

Courtesy- Mary Jackson

Cards were sent to Jennifer Moore, Tracy Spence, John D. Baker, Pearlie Williams and Katie Henry.

Winter Feast – Cheryl Theall

Cheryl distributed a donation document and asked that senators sign up for five contacts.

Emergency Fundraising Task Force – Kim, Sandra, Heather

There will be a restaurant takeover to raise funds for the employee in need of emergency funds.

Front and Center Campaign - Meghan

The Front and Center Campaign will host the first of five events on October 29, 2013 at 5:00 p.m. The committees that will be spotlighted are Angel Bear and Winter Feast. There will be twenty staff members, the spotlighted committee members, and the Front and Center Campaign committee member invited to each event.

Submitted Reports

Employee Recognition

The first quarter staff winner will be announced soon.

Angel Bear

Applications will be sent out October 14, 2013, applications are due on November 8, 2013, gifts are due on December 9, 2013, unadopted names shopping will be on December 13, 2013, and gift wrapping will be on December 16, 2013.

University Committee Reports

Responsible UCA

The next meeting will be on October 24, 2013 at x-period. Requested comments and suggestions for recycling and cost containment measures.

Old Business - none

New Business

There will be a professional development seminar on October 24, 2013 at x-period in Student Center 214.

Good and Welfare

AVID Week events were announced.

Board of Trustees meeting will be on October 11, 2013.

The Benefits Fair will be held 10:00 a.m. – 2:00 p.m. on October 22, 2014 in East McCastlain.

Family Day is Saturday, October 12, 2013 from 11:00 – 3:00 at the football practice field.

Homecoming week is October 21 – 26, 2013. Pep rally at 7:00 on Tuesday.

The meeting adjourned at 10:40 a.m.

University Committee Name

Responsible UCA

Date of Meeting

09/19/2013

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

Chad Hearne

New Business

Sending email to campus to ask for ideas on recycling, cost containment, etc.
 Welcome Gilbert Baker as chair of committee and acclimate him to the going's on of the committee.

Old Business

None

Submitted by

Chad Hearne

Emailchearne@uca.edu**I need to address Staff Senate at our next regular meeting.**

No

Staff Senate Committee Name

Winterfeast Committee

Date of Meeting

09/25/2013

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

Cheryl Theall, Debbie Melendez, Mary Jackson, Joslyn Kuykendall, Sandra Hooper, Theresa White (absent: Tyra Phillips, Denicha Kemp, Colin Stanton, Lula Tyus, Diane Farr & Tiffany Johnson)

New Business

Debbie Melendez stepped down as Chair of the Committee and Cheryl Theall has agreed to serve in her place.

The date for the Winter Feast has been confirmed. It will take place on Wednesday, December 4, 2013 in the Student Center Ballroom #205A-B from 11:30-1:30.

A discussion will take place over the next couple weeks via email about assignments, the contest, decorations and a theme.

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It was confirmed that the President's Office will provide \$2500 towards the meal. Cheryl Theall will request a contribution from Aramark for the meal.

Next Meeting

10/09/2013

Submitted by

Cheryl Theall

Email

ctheall@uca.edu

I need to address Staff Senate at our next regular meeting.

Yes

Staff Senate Committee Name

Employee Recognition Committee

Date of Meeting

10/03/2013

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

McBrayer, Kuykendall, Romine, Andis, Ashley-Pauley, Lentz

New Business

Reviewed Employee of the Quarter evaluation process and forms. Distributed Quarter I nomination materials to committee. There are 13 nominations for the first quarter which is a huge increase!! Big thanks to everyone who encouraged their constituents to take advantage of this recognition opportunity for our deserving staff members. Created a time line for Quarter I process. Briefly discussed beginning to recruit nominations for Quarter II.

Submitted by

Stephanie McBrayer

Email

smcbrayer@uca.edu

I need to address Staff Senate at our next regular meeting.

No

Front and Center Campaign Ad Hoc Committee

Date of Meeting

10/07/2013

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

Meghan Thompson, Lindsey Osborne, Jane Andis, Tyra Phillips, Kimberly Ashley-Pauley, and Cheryl Theall

New Business

Feedback from Executive Committee
o Budget \$25,000 roll over money
•We do not have to spend it all this year

- We cannot do promotional items.
- o It is Front and Center for Staff Senate (realize what we offer)
- o Place cards and name tags
- o Invites should be generated randomly

First event moved to 10/29/13
 President's dining room 5:00-6:00 pm

- Invites
 - o Oz will get list from HR
 - o Meeting on 10/10/13 to select 20 individuals via random number generator that will match with excel list from HR in ID # order
 - o Paper invites sent by Tuesday, 10/15/13
- Jane volunteered to make draft invite
- Meghan will talk to Communications Committee about possible invite and let committee know
- Menu
 - o Mexican fajitas buffet and vegetarian enchiladas for 36 people (6 per table)
 - o Meghan will get order
- Supplies
 - o Cheryl will work on place cards and name tags
- o Presentation & Handout (will be same every event)
 - Idea to have Communications Committee present at each one and give overview of Staff Senate
 - This will create consistency and branding image
 - Can edit handout Oz already has
 - Meghan will talk to Aaron
 - Agenda
 - o Eat as soon as arrive, Introductions around the room, General Presentation, and Committees Highlighted
- Committees to Highlight:
 - October: Angel Bear, Winter Feast, and Communications Committee
 - November: Basketball and Professional Development
 - Spring (ideas): Scholarship, Employee Recognition
 - Video presentations to put on Staff Senate website for others to view for education about senate

Next Meeting

10/10/2013

File Upload

[Front-and-Center-Campaign-Minutes-10.8.13.docx](#)

Submitted by

Meghan Thompson

Email

meghant@uca.edu

I need to address Staff Senate at our next regular meeting.

Yes