



Wednesday, December 10, 2014 Meeting Minutes

Call to Order

The UCA Staff Senate was called to order at 10:03 a.m. on Wednesday, December 10, 2014 in Wingo Hall 315 by President Hearne.

Roll Call

Senators Present: Chad Hearne, Colin Stanton, Tracy Spence, Heather Romine, Sandra Hooper, Lindsey Osborne, Kimberly Ashley-Pauley, Kevin Carter, Kristin Heffington, Anaiaya Henderson, Lori Hudspeth, Scott Isenga, Mary Jackson, Arch Jones, Denicha Kemp, Linda Lentz, Susan Peterson, Tyra Phillips, Reggie Prevoe, Erica Ruble, Gary Sieg, Elizabeth Skinner, Cheryl Theall, Lula Tyus, and Theresa White.

Senators Absent: Diana Burroughs, Tiffany Johnson, Aaron Knight, Joslyn Kuykendall, and Marcia Smith.

Guests

Provost Steve Runge and Director of Institutional Research, Amber Hall

- Enrollment Management Plan – Passed out a handout of the latest version of the Enrollment Management Plan. The first formalized plan was created in July 2013. The plan is meant to help our students be successful and graduate. While developing this plan, other universities across the country were researched for best practices for recruitment, retention, and graduation. Student Success and Retention Counsel (SSRC) was created from the beginning drafts of the Enrollment Management Plan. SSRC is charged with regularly reviewing the plan and monitoring the progress UCA is making toward implementation. Right now, the plan also has a progress report included. Later the progress report will be separate. Feedback on the Enrollment Management Plan is due December 17th.

Minutes

The November 12, 2014 meeting minutes were approved electronically on November 19, 2014.

Officer's Reports

President, Chad Hearne

- President's Meeting – Met on December 4th. Discussed the second shift parking issue. President Courtway wants locations and numbers for the issue. Discussed the UCA vehicles being left in the parking lot behind Schichtl. President Courtway said he would look into it. President Hearne emailed Larry Lawrence about better communication to Physical Plant employees that don't have access to email often. President Hearne and Larry Lawrence will work on getting this improved. President Courtway wanted Staff Senate to know that the Faculty/Staff fee waiver for graduate school courses is now extended to spouses pending Board approval at the December 12th meeting.
- Committee on Committees – President Hearne and Vice-President Stanton met with the Faculty Senate Committee on Committees to discuss getting representation on the committee. The Faculty Senate will be presented with a resolution to add staff and students to the Committee on Committees.
- Aramark Meeting (Healthy Options) – President Hearne attended a meeting with Aramark to discuss adding healthy options to the meal equivalency. Aramark is working to increase options.

Vice President, Colin Stanton

- No Report

Secretary, Heather Romine

- Lynette Martin sent a thank you card to Staff Senate for the sympathy card she recently received.

Treasurer, Tracy Spence

- Budget Update
 - Regular Account
 - Copy Center Charges of \$168.45. Requested a breakdown of charges, so we know who to charge it to.
 - All tickets were sold for WinterFeast.
 - Bought more courtesy cards for the Courtesy Committee.
 - P-Card
 - Bought gift bags for Angel Bear gifts.
 - Received \$4,965.00 from Staff Senators volunteering for football games. This was less than expected.
 - Foundation Account
 - Got all contributions for the month.
 - Paid out scholarships of \$950.00.

Parliamentarian/Historian, Sandra Hooper

- Send Senator Hooper all your pictures from WinterFeast.

Staff Senate Committee Reports**Courtesy, Mary Jackson**

- Congratulations
 - Diane Newton
 - Diana Burroughs
 - Lindsey Osborne
 - Vicki Parish
 - Candace Fisher
 - Sylvia Childers
 - Matt Tanner
- Get Well
 - Elizabeth Skinner and her son Joe
 - Kaitlin Talburt
- Sympathy
 - Donna Murphy
 - Misty Nicholas
 - Sherelle Lee and her husband Mark Massey

Angel Bear Tree, Sandra Hooper

- There were 98 Angel Bears. This represented 43 families. Committee will have to shop for 19 Angel Bears (may receive gifts for 3 Angel Bears) and part of 8 Angel Bears. The gift bags are working a lot better than wrapping the gifts. The shopping will be Monday, December 15 at Walmart on Harkrider. The committee can still take money or gifts for the Angel Bears.

Professional Development, Erica Ruble

- Met on December 3rd. Six staff members were awarded funds for professional development for quarter III (January - March). Professional development applications will be open February 1-17th for quarter IV (April – June). Quarter IV will have some excess money available. Instead of \$1,250.00 available there will be \$1,950.00 to award. Scholarship applications will be available January through March (do not have exact dates yet).

WinterFeast, Cheryl Theall

- The decorations on the tables were provided by WinterFeast committee funds. The President's Office and Aramark sponsored the meal. All 350 tickets were sold. The tickets were sold out two weeks before the event. There were 15 entries for the decoration contest. The overall office category winner was the Registrar's Office. Student Accounts followed closely. The individual office area category winner was Kim Hutchcraft. The office door category winner was Sponsored

Programs. There is a video of the decoration contest on the Staff Senate website. There were 213 door prizes, counting the 46 gift packages. Thank you cards will be sent to all that donated if we have the contact information. President Hearne thanked the committee for all of their hard work planning and executing the WinterFeast.

Appointments, Colin Stanton

- Met via email this week. Two positions are available, because Therese Pollard has left UCA. Megan Bennett was nominated for Jodi Oeth's position. J.S. Stansel was nominated for Therese Pollard's position. These individuals will be contacted this week about accepting the positions. Both are at large positions and will go through June 30, 2015.

Commencement Committee, Elizabeth Skinner

- Need two spots filled for this Saturday's commencement.

Basketball, Tyra Phillips

- There are no more games to volunteer for in December. The volunteered games will start back on January 6th. If you have not worked or signed up for two basketball games by January, Senator Phillips will be contacting you.

University Committee Reports

University Calendar, Lindsey Osborne

- Met via email. The University Calendar committee is charged with having a rolling three year calendar. UCA does not have that right now. We only have next year's calendar. The planning was put on hold because of the possibility of moving the start date to Monday. The committee was made aware that UCA will continue with a Thursday start date. The proposed calendar has been made for academic years 16-17 and 17-18. This will go to the Board at the next Board meeting. Now, UCA will have a calendar for three years out. In the future, the committee will do one year at a time. This will keep the three years continued.

Student Success and Retention Council, Chad Hearne

- SSRC – Met November 20th. Received a summary update from a group that went to the HLC workshop on student persistence and completion. There was a competition for a workshop poster and UCA's group won. The focus of the project was to analyze the characteristic of the 30% of UCA students that are lost between their freshmen and sophomore years. The committee is using this to develop targeted retention initiatives. At least three years of historical data will be needed to create that profile. This will help identify those 30% of at risk students and how to keep them at UCA. The next meeting was on December 4th. Received an update from Provost Runge on the Enrollment Management Plan. Also, a presentation on success coaching.

Strategic Planning Committee, Chad Hearne

- SPC– Had an electronic meeting.

Strategic Budget Advisory Committee, Chad Hearne

- SBAC– Will meet on Thursday, December 11th. SBAC will prioritize the proposals that were given in the November meeting. The committee took a survey to gauge where they are.

Strategic Planning And Resource Council, Chad Hearne

- SPARC– Met on December 4th. Met with President Courtway to go over the RFP and bringing in a consultant to start that process. As soon as the proposal is completed and the consultant comes in, SPARC can start revising the strategic plan.

Old Business

None

New Business

None

Good and Welfare

Next Staff Senate meeting is January 14, 2014 at 10:00 a.m. in Wingo 315.

Next Board of Trustees meeting is December 12, 2014 at 10:00 a.m. in Board Room.

Goal Cards Update: President Hearne updated the Senate on the goal cards that were completed at the beginning of the semester. We have improved our social media activity. Thank you Senator Isenga. We had great Staff Senate participation at the Holiday breakfast and Holiday reception yesterday. In the Spring, we will have a reception for the election. If you have not added Staff Senator and your area to your email signature, please do so. We will have a call for proposals for the \$15,000 from Planned Transfers. Stay positive in the Spring.

The bear carving artist will be here the week of January 12th if weather permits.

There were complaints about the menu at the Holiday breakfast.

Non-Classified vacation accrual proposal will possibly be on the Board of Trustee agenda in February 2015.

Adjournment

The meeting adjourned at 11:00 a.m. by President Hearne.