

STAFF

SEN



Represent, Serve & Recognize

Wednesday, February 17, 2016 Meeting Minutes

Call to Order

The UCA Staff Senate was called to order at 10:02a.m. Wednesday, February 17, 2016 in Wingo Hall 315 by President Stanton.

Roll Call

Senators Present: Jennifer Boudreaux, Kevin Carter, Shelby Fiegel, John Fincher, Lesley Graybeal, Chad Hearne, Kristin Heffington, Aniaya Henderson, Apryl Jackson, Mary Jackson, Kandace Keeney, Leslie Knox, Alyson Lentz, Susan Peterson, Tyra Phillips, Brandon Price, Erica Ruble, Jennifer Ruud, Marie Smallwood, Tracy Spence, Colin Stanton, Lula Tyus.

Senators Absent: Kimberly Ashley-Pauley, Diana Burroughs, Lori Hudspeth, Carmesha Jemerson, Aaron Knight, Joslyn Kuykendall, Gary Sieg, Marcia Smith

Minutes

The January 27, 2016 meeting minutes were approved electronically February 2, 2016.

Guest

- Kaitlyn Thompson, Director of The Big Event, encouraged Staff Senate to be a Silver Sponsor by donating \$1000. Silver Sponsors receive recognition at the event and have their logo on t-shirts. The Big Event is one day of service in the spring semester in which all UCA community members can unite to give back to Conway. The Big Event takes place March 12, 2016.

Officer's Reports

President, Colin Stanton

- The 6 campus forums for the SPTF are now complete. The Committee will meet February 18th and vote on final draft and submit it to the President and Executive Staff. After final draft is approved, it will go to the Board of Trustees in May for their consideration.
- At the President's meeting President Stanton addressed several issues brought up by Staff members:
 - Are extended hours necessary? Needs to be evaluated and student usage tracked during the extended hours to determine whether it is needed or not.
 - UCA phone app – may have speaker at next meeting to discuss the app to better understand how it operates.

- An inquiry was made regarding salary for full time staff vs. student worker hourly rates stating that some student worker hourly rates are higher than some full time staff salaries. Clarification was made that a student worker's pay is set by the hiring department and is considered part time with no benefits. It was then stated that if a department head decides that an Admin II is doing the work of an Admin III then the department head would need to contact HR to see about a title change. Information obtained after the meeting states that the Vice President of their division would need to be contacted instead of HR to see if a pay increase is appropriate. Other than meeting the state minimum wage requirements, there is nothing that mandates how much a department should pay a student worker.
- Raises for staff as they earn degrees? No policy in place that says if a staff member earns a degree that they will receive a pay increase. Pay is dictated by job description.
- Can Comp time be used to pay towards tuition? This issue is something Finance and Administration will need to look at and address.
- Non Classified evaluations will be happening soon and announced in a couple of weeks.
- Board of Trustees met February 12th and announced the start of the Presidential search committee. It was decided seven constituents from each group should be on committee search: Faculty, Staff, Students, Alumni, UCA Foundation, Executive Staff or upward Administration and Conway community members.

Vice President, Kevin Carter

- Will be reaching out to the Appointments Committee this week to review changes from IT moving to its own division as well as visiting HR to see breakdown of Staff members and see how it affects Staff Senate representation.

Secretary, Jennifer Boudreaux

- No Report

Treasurer, Erica Ruble

- Handout on account balances

Parliamentarian/Historian, Tyra Phillips

- No Report

Staff Senate Committee Reports

- Basketball Committee needs more volunteers for the last few games. Games wrap up March 5th.
- Spring Picnic Committee will be gearing up for this year's festivities.
- Professional Development had 15 applications valued at \$25,000 for fourth quarter.
- Employee of the Year application process has started. Reference letters are no longer required.

Courtesy, Mary Jackson

- Congratulations, Sympathy and Get Well cards were sent to 10 individuals.

University Committee Reports

- Information Technology Advisory Committee met last week with Jason Cole to give demonstration of first draft of portal to replace MyUCA. Luminous support is ending July 1st. New equipment for Wi-Fi has been delivered and on target for completion date of August 1st. This will make the portal more user friendly. Committee still needs a Staff Senator to represent. Marie Smallwood volunteered and will serve on committee through May.
- Diversity Advisory Committee launches Campus Climate Survey February 18th. Please review and fill out.

- **Old Business**

- None

New Business

- The Big Event Sponsorship from Staff Senate for \$1000 out of the Agency Account was motioned by Ex-Officio Hearne. Vice President Carter second the motion and Staff Senate passed the motion unanimously.
- TEDx UCA sponsorship from Staff Senate for \$1000 to be transferred from Staff Enhancement Foundation Account into Tedx Foundation account was motioned by Senator Tyus. Senator Jackson second the motion and Staff Senate passed the motion with two abstaining.

Good and Welfare

- SOAR dates are posted. Summer Orientation letters will go out this week.
- TEDx is March 4th.
- Summer housing application is available.
- Foundation Scholarships are still open.
- 2017 Graduation Applications has expired but students can still apply.
- Teacher Fair is February 26th from 9a-2p in Student Center Ballroom.
- Stats for 2015: Web Stats Page views – 17,386,464; Twitter – 15,976; Facebook – 23,336 likes; Instagram followers – 5,203; YouTube – 153,532 video views.
- Reminder to be at all Staff Senate meetings.
- Recycle Mania is in second week.

Adjournment

The meeting adjourned at 11:34a.m.by President Stanton.