



Wednesday, July 31, 2013

Call to Order

The UCA Staff Senate was called to order at 10:01 a.m. on Wednesday, July 31, 2013 in Wingo Hall 315 by President Osborne.

Roll Call

Senators Present: Lindsey Osborne, Chad Hearne, Lori Hudspeth, Meghan Thompson, Stephanie McBrayer, Jane Andis, Sylvia Childers, Sandra Hooper, Mary Jackson, Tiffany Johnson, Arch Jones, Denicha Kemp, , Joslyn Kuykendall, Linda Lentz, Kim McKee, Vicki Parish, Susan Peterson, Jack Phillips, Heather Romine, Erica Ruble, Colin Stanton, and Theresa White.

Senators Absent: Tracy Spence, Kimberly Ashley-Pauley, Diane Farr, Mark Heffington, Aaron Knight, Josh Markham, Kim McKee, Debbie Melendez, Tyra Phillips, Cheryl Theall, and Lula Tyus.

Minutes

Acknowledgement of the electronic approval of the July 10, 2013 minutes.

Officers' Reports

President Osborne

President Osborne attended a luncheon with UCA President Courtway, the Faculty Senate President and the Student Government Associate President on July 10, 2013. Discussion included Greek Village, the executive staff had a retreat, the nursing building, hiring practices, parking concerns, and the \$25,000 for each of the senates from the Coca Cola funds.

President Osborne received a phone call from Victor Green, Chair of the Board of Trustees regarding the upcoming year.

Staff Senate committee chairs were asked to have an initial meeting to set goals and deadlines. Answer the following questions:

- What dates are important for your committee members, Staff Senate and the UCA Campus to know?

- What are the committee goals for this year?
- Do you have any budget requests for this year?

August 20, 2013, is the deadline to submit committee reports.

Staff Senate supplies (pens and Post-it notes) are available for University Training, Staff Senate events including the employee benefits fair, professional development, etc.

The Staff Senate executives will attend Faculty Senate meetings this year.

The Board of Trustees meetings are scheduled for 10:00 a.m., August 16, October 11, and December 13. Staff Senate members are encouraged to attend.

The pool drive has been made available to members of the Staff Senate (Read Access) and Staff Senate committee chairs (Read and Write Access).

A list of all staff members was attached to the agenda email. The list is sorted by division and classification. President Osborne requests that each Staff Senator send an introductory email to their respective division/classification constituents by August 14, 2013. Include a link to the Staff Senate website.

Index cards are available for suggestions for Senate goals, and we will discuss at the next Senate meeting.

Internal Audit has contacted Senate regarding the scholarship review. Internal Audit is randomly selecting scholarships to audit. A Staff Senate scholarship from 2011-2012 was selected and the necessary information was provided. Recording keeping will be further discussed.

The strategic plan was emailed with the proposed changes. All senates will be reviewing and submitting suggestions to the Strategic Planning Committee.

Vice President Hearne

Committee appointments have been set, and a list of the members were distributed. Any changes need to be addressed as soon as possible.

Secretary Hudspeth

There have been contacts forms received over past couple of weeks:

Request through the Contact Form on 7/15/2013, asking if Intramural Director position was advertised and interviews conducted? Also, what was happening with the HPER Assistant Director position? President Osborne contacted Dave Dennis and Human

Resources. Mr. Dennis responded that the Assistant Director of Intramural Sports was an emergency hire (July 1) and the position will be advertised in 6-months; the Assistant Director of HPER was advertised for 10 days and they are in the process of interviewing. Human Resources responded that there were two positions open in Campus Recreation. One is a Project Coordinator and it has an interim at this time. The other is a Program Coordinator and has been advertised on the UCA website and had not been filled at the time of Mr. Dennis' response.

The second request of 7/22/2013, was regarding a crosswalk between the College of Business building and Brewer Hegeman. President Osborne contacted Chief James and Mr. Lawrence. The painters have or will be adding a crosswalk.

Treasurer Spence

No report

Parliamentarian/Historian Thompson

The OrgSync portal is available for senators to upload pictures that can be uploaded to social media.

Senate Committee Reports

Courtesy Committee – Senator Jackson

Sympathy cards were sent to Susan Hall and Mitch Parker. Get Well cards were sent to Billie Hill, Carla Barber and Ricky Austin. Congratulations cards were sent to Maria Johnson and Robin Clark. Congratulations cards to be sent to Mark and Kristen Heffington.

Appointments Committee – Senator Hearne

No report

Football Committee - Senator Parish

Signup sheet was distributed. Senators were reminded that they are required to work at least two football games. The members of the football committee will be scheduling a meeting soon. Discussion followed.

University Committee Reports

Reports submitted included Strategic Planning and Resource Council, Strategic Planning Committee, and Strategic Budget Advisory Committee.

Old Business

None

New Business

Staff Senate Committees

A motion was made to approve the 2013-2014 Staff Senate Committees as distributed. Discussion followed. The motion was tabled for further consideration.

Staff Senate Shirts

President Osborne announced that the cost of the Staff Senate shirts will be no more than \$650. She asked if the Senate would rather wait until the FY 2014 Staff Senate budget is approved before ordering the shirts, or if the Senate wanted to approve the expenditure at this time. Senator Parish made a motion that the Senate approve up to \$650, from the regular account to purchase the Staff Senate shirts. Jack Phillips seconded. Motion passed.

Adjournment

Following a motion by Vicki Parish, the meeting adjourned at 10:30 a.m.

Minutes submitted by: Lori Hudspeth, Secretary

University Committee Name

(SPARC) Strategic Planning & Resource Council

Date of Meeting

07/10/2013

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

Lindsey Osborne

New Business

Discussed timeline for SPARC annual report. August 1 - action items feedback due to Dr. Reese Sept 15 - SPC & SBAC annual report due to SPARC Oct 1 - SPARC annual report due; Dr. Reese will attend October Senate meeting to present SPARC annual report

Next Meeting

08/02/2013

Submitted by

Lindsey Osborne

Email

losborne@uca.edu

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

No

University Committee Name

(SBAC) Strategic Budget Advisory Committee

Date of Meeting

07/18/2013

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

Lindsey Osborne Chad Hearne Veda Charlton Arch Jones Tracy Spence Erica Ruble Sylvia Childers

New Business

I. Approval of June 13, 2013 minutes II. Review of Financial Reports and End of Year cash and transfers III. Updated on Budget/Strategic Plan Report IV. SBAC Annual Report - due September 15 to SPARC; will discuss draft in Aug and finalize in Sept

Next Meeting

08/08/2013

Submitted by

Lindsey Osborne

Email

losborne@uca.edu

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

No

Staff Senate Committee Name

Appointments Committee

Date of Meeting

07/15/2013

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

Chad Hearne Mark Heffington Aaron Knight Stephanie McBrayer Tracy Spence

New Business

Setting rosters for Staff Senate and University Committees

Old Business

none