



Wednesday, August 13, 2014 Meeting Minutes

Call to Order

The UCA Staff Senate was called to order at 10:01 a.m. on Wednesday, August 13, 2014 in Wingo Hall 315 by President Hearne.

Roll Call

Senators Present: Chad Hearne, Tracy Spence, Heather Romine, Sandra Hooper, Lindsey Osborne, Kevin Carter, Kristin Heffington, Lori Hudspeth, Scott Isenga, Tiffany Johnson, Arch Jones, Denicha Kemp, Joslyn Kuykendall, Linda Lentz, Tonya McKinney, Jodi Oeth, Tyra Phillips, Erica Ruble, Gary Sieg, Elizabeth Skinner, Cheryl Theall, and Lula Tyus.

Senators Absent: Kimberly Ashley-Pauley, Diana Burroughs, Aniaya Henderson, Mary Jackson, Aaron Knight, Reginald Prevoe, Marcia Smith, Colin Stanton, and Theresa White.

Guests

Title XI Officer, Kandi Hughes

- Title IX – Title IX policies and procedures have been updated to be more comprehensive. At the next board meeting, Kandi will be presenting on the new Sexual Misconduct Policy. The sexual harassment complaint committee has been eliminated and will implement the new grievance procedures. We have deputy title IX coordinators now that will help Kandi conduct investigations. Right now all of the coordinators are staff members. Other staff members are welcome to join the investigations. There will be additional training for those staff members. If the person filing the complaint is a staff member, the person conducting the investigation will be a staff member and the same for faculty. There will be no students on the investigation committee. If everything is approved at the board meeting on Friday, all materials will be put on the website. In July, there was a complaint form added to the website. This year we are doing mandatory training online for students. The student training is one course but divided into two parts. First part is due October 1 and second part is due December 1. Charlotte Strickland is handling faculty/staff training. Discussion followed. Handout attached.

Veterans Day Committee, Denicha Kemp and Shaniel Ealy

- Veterans Day – In the past, Staff Senate has given funds annually to the Veterans Day Committee. This year's Veteran's Day will be different. Instead of a celebration, we will be doing a one-time ceremony for "The Wall That Heals" on McAlister Lawn. It will be open to the public for four days. It is a half-scale replica of the Vietnam Wall in Washington. It arrives on October 29. There will be an escort into campus with motorcycles and veterans groups. Conway Convention and Visitors Bureau is paying for the wall. So the funds the committee is asking for this year will go to the veterans' scholarships that they are starting. There will be two scholarships of \$250.00 a piece for books. During the summer, there was a "Why we need veteran scholarships at UCA" essay competition. Next week, they will promote the contest again to get more essays. David Williams, UCA's Veterans Coordinator, will be sending these essays to companies to get donations. These donations will help to endow the scholarship.

Minutes

The August 13, 2014 meeting minutes were approved electronically on August 19, 2014.

Officer's Reports

President, Chad Hearne

- Goals Update – A handout was passed out of goals that President Hearne used in the address at the last board meeting. The goals were a generic list of the goals that senators wrote on the note cards at last meeting. Handout attached.
- Leave Accrual Amendment – It was part of the compensation presentation last year that went to SBAC and was voted on. The proposal was to get in line with other universities in the state for non-classified leave. Classified is state mandated and non-classified is not. The proposal was for non-classified to start at 15 hours per month. President Courtway changed it to 10 hours per month starting or start at what was being made at last job (state, public, or private). All current non-classified will go to 10 hours per month if not there already. This will be voted on at the next board meeting.
- Constituent Introductory Email – Please send constituent introductory email by Friday, August 15, 2014.
- Polo's have been ordered.

Vice President, Chad Hearne for Colin Stanton

- Appointments Committee – Passed out updated list of Staff Senate and University Committees. Chad Hearne expressed the need to fill open positions. Exec is going to absorb the communications chair duties.

Secretary, Heather Romine

- No Report

Treasurer, Tracy Spence

- We have done POs for the polo's and our annual Office Depot PO. Committee chairs need to get committee budgets to Treasurer Spence. She can give you a copy of last year's committee budget and discuss with you if needed.

Parliamentarian/Historian, Sandra Hooper

- No Report

Staff Senate Committee Reports

Courtesy, Mary Jackson

- Senator Jackson was absent. President Hearne will request an email update.

University Committee Reports

Strategic Planning And Resource Council, Chad Hearne

- At the August 1 meeting, they discussed the upcoming SPC and SBAC meeting. They discussed the compensation packet being separate next year. They also discussed if compensation should be on the SBAC prioritized list. Discussion followed. Discussion expressed that compensation should be on the SBAC prioritized list.

Public Art Committee, Sandra Hooper

- An email will be sent out asking for volunteers to gather material (vines and sticks) and work on construction of new Patrick Dougherty public art piece in September.

Old Business

None

New Business

Hydration Station Update, Lindsey Osborne

- Lindsey passed out a handout of the proposed list of 21 stations to be installed. All the buildings able to get a hydration station will get one. The HYER Center and Torreyson Library already have one in place and we will add one more. One station is \$389.95 plus tax and shipping. The total for 21 stations will be \$8,188.95 plus tax, shipping, and extra filters. Trya Phillips made a motion to accept the research Lindsey has done and add the 21 hydration stations that are noted on the list. Lula Tyus seconded. Motion passed. Handout attached.

Veterans Day Donation

- Discussed Veterans Day annual donation. Arch Jones made a motion that we allocate an unrestricted \$500.00 to Veterans Day Committee. Sandra Hooper seconded. Discussion followed. Denicha Kemp and Scott Isenga abstained. Motion passed.

Good and Welfare

Next Board of Trustees meeting is Friday, August 15, 2014 at 10:00 a.m. in the Board Room.

Next Staff Senate meeting is August 27, 2014 at 10:00 a.m. in Wingo 315.

Benefits Fair is October 21, 2014 from 10:00 a.m. to 2:00 p.m. in McCastalin Ballroom. Staff Senate will have a table and we will need volunteers.

Staff Senate will have a pool of Title IX coordinators for when more staff is needed on the investigation committee.

Football sign-up will be emailed to Staff Senators by the end of the week.

August 8 commencement went great and everyone showed up.

Cheryl Theall asked for Welcome Week volunteers on Thursday and Friday.

Faculty/Staff should get an email about open session activities soon.

Move-in day is this Sunday, August 17.

From August 18 to October 1, the second floor of Torreyson Library is closed for remodel and H – Z books will not be available.

Adjournment

The meeting adjourned at 10:57 a.m. by President Hearne.

Comprehensive University Sexual Misconduct Grievance Procedures and Revision of Board Policy 511: Sexual Harassment and Other Forms of Harassment

- There have been recent changes to various pieces of the regulatory framework that guides institutions on matters related to sexual misconduct.
- Developments over the past three years have triggered substantial review and revision of the systematic approaches we utilize to protect students, faculty, staff, and campus visitors from sexual misconduct and to provide victims with appropriate support.
- Title IX of the Education Amendments of 1972 (“Title IX”), Section 304 of the Violence Against Women Reauthorization Act of 2013 (“Campus Save Act”) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) are federal laws that require universities to take various measures to prevent sexual misconduct, including providing a written policy that addresses sexual misconduct, including, but not limited to sexual harassment, dating violence, domestic violence, sexual assault, stalking.
- Board Policy No. 511 has been revised to encompass a broader range of gender-based violence offenses. The revised policy incorporates an extended list of protected categories with the objective being to capture any status that may be protected under federal or state law.
- The Dear Colleague Letter, guidance on Title IX policy and procedure, mandates colleges and universities to have written and widely-distributed grievance procedures as they relate to Title IX. Additionally, there are requirements under the Campus Save Act that mandate us to provide definitions and information about dating violence, domestic violence, stalking and sexual assault.
- I have revised the grievance procedures so they will comply with informational requirements of Title IX and the Campus Save Act.
- The Title IX website will be updated with the revised Board Policy and Grievance Procedures upon approval.

Title IX Deputy Coordinators

- I have assembled an investigative team for Title IX Deputy Coordinators who will assist in conducting Title IX investigations.
- Having a team will ensure prompt, efficient, and effective resolution of Title IX complaints and will help minimize any potential conflicts of interest.
- Currently made up of all staff members, but have reserved additional spots for any other interested staff and faculty members.

Title IX Website

- I am working with Mark Heffington, Director of Web Development, to update and revise the Title IX portion of the UCA website.
- It was updated in June with the Title IX Deputy Coordinators contact information.
- It was updated in July with the Sexual Misconduct Complaint Online Reporting Form.
- It will be updated in August with the new Board Policy and Grievance Procedures.

Student Training: Haven

- We have started online student training as mandated by Title IX and the Violence Against Women Reauthorization Act of 2013 (“VAWA” or “Campus Save Act”).
- The information contained within the training modules comply with training requirements of Title IX and VAWA.
- The “go live” date was August 7th. Students are given a pre-survey, exam, and post-survey.
- The results of the surveys will be provided to us at competition in the form of a Campus Climate Survey.
 - Although Campus Climate Surveys are not yet mandatory for 2014, according to information I have received at various conferences and in attending various webinars, both the White House report and rumored legislation will mandate anonymous climate surveys of campuses on a yearly or by-yearly basis by 2015.

Employee Training: Workplace Answers

- Same vendor from last year.
- Dr. Gillis and I will be reviewing training content, soon. Charlotte is hoping to launch by August 21st.



**Staff Senate Goals
2014-2015**

Represent

- Challenge Staff Senate Involvement in University Committee Administration Process
- Advocate for Merit based salary increase opportunities for all staff

Serve

- Help staff and students in need with our donated and emergency funds
- Improve communication to our constituents and involvement with Faculty Senate

Recognize

- Promote recognition for staff that go above and beyond and positively impact those around them
- Create an atmosphere of appreciation for all staff

	1st floor	2nd floor	3rd floor	Proposed
BBA	no fit	no fit	no fit	none
Bernard	1 station at entrance	no fit	no fit	1 on 1st floor outside Admissions entrance
Brewer Hegeman	2 sets at front and back entrances	NA	NA	1 at entrance of building next to bathrooms
Cafeteria	no fountains	NA	NA	none
College of Business	1 exists; 2 sets on ends	2 sets on ends	2 sets on ends	none
Doyle	no fit	1 by NW stairwell	1 by NW stairwell	1 on 3rd floor at NW stairwell
Farris	no fit	no fit	NA	none
Harrin	1 set by bathrooms	1 set by bathrooms	NA	1 on 1st floor next to bathrooms
HPER	1 exists; 1 new part	1 on 2nd floor	NA	1 on 2nd floor and 1 on addition
Irby	1 set by bathrooms	1 set by bathrooms	1 set by bathrooms	1 on 1st floor next to bathrooms
Laney	1 set by bathrooms	1 set by bathrooms	1 set by bathrooms	1 on 1st floor next to bathrooms
Lewis	3 in basement; 1 first floor back	NA	NA	1 on 1st floor north end next to Dept of Biology
Library	1 exists; 1 by bathroom	1 by bathroom	NA	1 on 1st floor and 1 on 2nd floor next to bathrooms;
Mashburn	no fit	no fit	NA	none
Math & CS	2 sets; bathroom, entrance	2 sets; dept. bathrooms	2 sets; dept. bathrooms	1 on 1st floor next to bathrooms
McAlister	1 by bathroom	1 by bathroom	no fit	1 on 1st floor next to bathrooms
McCastlain	1 and 1 in basement	NA	NA	1 on 1st floor next to bathrooms
Meadors	no fit	NA	NA	none
Old Main	1 set by bathroom	2 sets by bathroom	no fit	1 on 1st floor
Physical Plant	no fit	NA	NA	none
Physical Therapy	1 set by bathrooms	1 set by bathrooms	1 set by bathrooms	1 on 1st floor next to bathrooms
Prince Center	no fit	no fit	NA	none
Schichtl	1 by bathroom; 1 by vending	NA	NA	1 on 1st floor next to bathrooms
Snow Fine Arts	no fit	no fit	NA	none
Speech Path	no fit	NA	NA	none
Stanley Russ	no fit	no fit	NA	none
Student Center	exists	exists	NA	none
Student Health Center	no fit	1 set by bathrooms	1 set by bathrooms	1 on 2nd floor next to bathrooms
Torreyson West	NA	NA	1 set by bathrooms	1 on 3rd floor next to bathrooms
UCAPD	no fountains	NA	NA	none
Win Thompson	1 set by bathrooms	1 set by bathrooms	1 set by bathrooms	1 on 1st floor next to Writing Center
Wingo	1 set by bathrooms	1 set by bathrooms	1 set by bathrooms	1 on 1st floor next to bathrooms
				TOTAL::: 21