

# UCA STAFF SENATE

## Minutes

July 2000 – April 2001

Officers:

President – Sandra Hooper

Secretary – Janice Austin

Parliamentarian – Cindy Cope

## Minutes – June 11, 2003

A meeting of the UCA Staff Senate was held at 10:00 a.m., Wednesday, June 11, 2003 in the Library second floor Conference Room. Senators present are indicated with (P) present, (A) absent, or (AE) absent excused:

Janice Austin (P), Jim Bemis (AE), Peggy Braden (P), Michelle Burgin (P), Judy Corcoran (P), David Dennis (P), Betty McClendon (AE), Deloise Mowdy (P), Lisa McCorkle (P), Sandy Olson (P), Brent Passmore (P), Julia Robison (P), Robert Rutledge (A), Ramona Sitz (A), Peggy Sublett (A), Lula Tyus (P), Sharon Wilkes (P), and Steve Wood (A). Senators are reminded of the attendance policy, which allows no more than three unexcused absences. Please notify Deloise Mowdy or Janice Austin if you are unable to attend a meeting as soon as possible.

Minutes: The minutes for the May 28, 2003 meeting were approved.

Treasurer's Report: Senator Austin passed out copies of the treasurer's report. After senator Austin went over a few items on the accounts, a motion was made and seconded to approve the report.

President's Report: President Mowdy told the senators that she had some of the family members of the troops thank the senate for collecting the stuff for the troops.

She went over the salary increase that classified staff will get on July 1. President Mowdy said she had contacted Jack Gillean after several staff members came to her saying that they had heard a rumor that the state was going to give a 2.7% salary increase on July 1. She went to him and asked him if there was going to be an increase for classified staff salaries and asked him if UCA staff would get the increase. She said it was her understanding that the money did not have to go for salary increases but reminded him that President Hardin had said that if money came available for salary increases it would be used for that. She asked Jack Gillean if he would please find out and let her know if there was going to be money available, and if it would be used for salary increases. He did look into it and told her that there was money available and would be used for salary increases. Senator Corcoran thought it would be a good idea to send a thank you card to President Hardin for letting the staff know about the salary increases in a timely manner. A motion was made and seconded to send a card. The motion passed.

Committee Reports: Courtesy Committee: Senator Austin reported for Sharon Russell chair of the Courtesy Committee. Thank you cards were sent to President Lu Hardin, Rick Burton, and Jan Newcomer for the picnic. A thank you card was also sent to Bryan Vote for the boxes he donated for shipping items to the troops.

Staff Development Committee: Senator Braden told the senate that it had cost around \$50.00 to fund the first brown bag luncheon. She asked if it would be OK to spend that much on the next two. President Mowdy told her that was fine because her committee had a \$300.00 budget.

New Employee Reception Committee: Senator Robison told the senate that there were not enough new employees to have a reception this month. She asked the senate what they thought about maybe having the reception once every two months. She said she would schedule some of them in the evening so the people that work at night could attend.

Old Business: President Mowdy told the senators that the blood drive would be held on July 15th and 16th. It will be in the mobile unit because there was not a place available on those days to set it up in a building.

The staff senate meeting and retreat June 25, 2003 will be held in BBA 220 from 12:00 until 4:00 p.m. President Mowdy did get word back from President Hardin giving the OK to meet that long. Lunch will be 12:00 to 1:00 with the meeting after that followed by the retreat. The retreat is an information session for the new senators.

Adjournment and Next Meeting Date: The meeting adjourned at 11:00 a.m. The next meeting will be on June 25, 2003 in BBA 220 with lunch and retreat.

Janice Austin, Secretary

Minutes - April 25, 2001

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, April 25, 2001. Senators present were: Sandra Hooper, Sandy Olson, Ann Criswell, Janice Austin, Joyce Hayes, Lisa Murphy, Shirley Garrett, Peggy Sublett, Jeff Pitchford, Paula Strack, Leigh Vernon, and Deloise Mowdy. Senators absent were: Charlene Benton (A), Brooks Walthall (A), Tom Pilgreen (AE), Lisa Shoemake (AE), Art Lichtenstein, Leverl Terry (A), and Steve Wood (A).

MINUTES: The minutes of the meeting of April 14, 2001 were approved.

PRESIDENT'S REPORT: President Hooper reported that the University Council would meet April 26, 2001. On the agenda was Faculty and Staff raises

COMMITTEE REPORTS: Appointments Committee: Senator Sublett reported that she is working on getting the committee positions filled. She said that she needs to replace someone who resigned on the fringe benefits with someone else. Senator Olson told Senator Sublett that at least one person on the fringe benefits needs to be a senator so they can give the senate a report on what is going on. Election Committee: Senator Austin reported that the elections were over and that the new Senators for next year are: Administrative Services: Michelle Burgin, Lula Tyus, Ramona Sitz, and Julia Robinson, Grades 13-17: Janice Austin, and Student Services: David Dennis. Special Events Committee: Senator Olson told the senate that the Athletic Department wanted to have a "Bear Village" this year at the football games. It is going to be a fenced in area for children of local groups, churches, and organizations to drop off their kids to watch the game. They will have a cookout and other activities for them to do. Senator Olson asked if the senate wanted to work this event like we do the football games. The senate voted not to work this event, only the football games. Senator Olson said that everyone who enters the stadium would have to show a valid university pass or their ID this year. There will be no exceptions. Graduation Committee: President Hooper passed around a sign-up list to work the May graduation. Social Committee: Senator Strack reported that the "Staff Senate Picnic" would be Wednesday May 23, 2001 from 11:30 to 1:00. The picnic will be free to all Staff this year. She said that even though the picnic is free everyone still needs a ticket. The picnic will cost non-staff \$6.50. Everyone has from May 1-18 to get a ticket. Employee of the Year Committee: President Hooper told the Senate she had asked Jack Gillean what we had to do to get our "Employee of the Year" nominated for the "State Employee of the Year" award. He told her that Dr. Thompson takes care of that in the fall. Issues and Concerns: President Hooper said she e-mail John Smith and he told her he would let all the other Vice Presidents know about the concern about the trucks driving on the sidewalks.

OLD BUSINESS: President Hooper reported that the Staff Senate made \$85.00 from the fundraisers at Cafe Santa Fe. The lunch for new and outgoing Senators will be June 27, 2001 in the Student Center room 213. President Thompson gave an extended lunch for that day. The lunch will be 11:30 to 1:00.

ADJOURNMENT AND NEXT MEETING: The meeting adjourned at 11:00. The next meeting will be May 9, 2001 in Burdick 220.

Janice Austin, Secretary

Minutes - April 11, 2001

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, April 11, 2001. Senators present were: Sandra Hooper, Sandy Olson, Ann Criswell, Janice Austin, Laverl Terry, Joyce Hayes, Art Lichtenstein, Lisa Murphy, Shirley Garrett, Peggy Sublett, Lisa Shoemake, and Deloise Mowdy. Senators absent were: Charlene Benton (A), Brooks Walthall (A), Jeff Pitchford (AE), Tom Pilgreen (AE), Paula Strack (AE), Leigh Vernon (AE), and Steve Wood (A).

MINUTES: The minutes of the meeting of March 28, 2001 were approved.

PRESIDENT'S REPORT: President Hooper reported that the Staff Senate made about \$32.00 at the Café Santa Fe fund-raiser. She will get a final total later.

COMMITTEE REPORTS: Election Committee: Senator Austin reported that the elections would be on April 19, 2001. She passed around a sign-up sheet, and asked the Senators to sign-up to work on the day of the elections. Special Events Committee: Senator Olson told the senate that they need to vote on if they still want to work the ball games this fall. A motion was made and seconded. The motion carried. Staff Development Committee: Senator Hayes reported on the "Brown Bag Lunch" that was held on April 10, 2001 was a success. It was a demonstration of Tai Chi. Social Committee: Senator Garrett reported for Senator Strack that the committee had met, and the "Staff Senate Picnic" will be Wednesday May 23, 2001 from 11:30 to 1:00. The picnic will be free to all Staff this year. Employee of the Year Committee: President Hooper told the Senate she received a thank you card from Art Lichtenstein. He thanked the committee and the Staff Senate for the "Employee of the Year" award he received. Issues and Concerns: President Hooper said she received a verbal concern from someone who was concerned about the trucks driving on the sidewalks. They said that they had to get off the sidewalk so a truck could drive by. They are concerned about the safety of the pedestrians. President Hooper will contact John Smith with this concern.

OLD BUSINESS: Carla Grant, chairman of the Employee of the Year committee will meet with the committee to discuss and recommend changes for next year. She will come to a staff senate meeting and give a report about the process of electing the employee of the year.

NEW BUSINESS: A motion was made and seconded to have an orientation lunch June 27, 2001 to welcome the new senators. The motion carried. President Hooper will contact ARA about preparing the lunch.

ADJOURNMENT AND NEXT MEETING: The meeting adjourned at 10:50. The next meeting will be April 25, 2001 in Burdick 220.

Janice Austin, Secretary

Minutes - March 28, 2001

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday March 28, 2001. Senators present were: Sandra Hooper, Sandy Olson, Ann Criswell, Janice Austin, Leigh Vernon, Laverl Terry, Joyce Hayes, Tom Pilgreen, Art Lichtenstein, Paula Strack, Lisa Murphy, and Deloise Mowdy. Senators absent were: Peggy Sublett (AE), Charlene Benton (AE), Brooks Walthall (AE), Shirley Garrett (AE), Jeff Pitchford (AE), Lisa Shoemake (A), and Steve Wood (A).

MINUTES: The minutes of the meeting of March 14, 2001 were approved.

PRESIDENT'S REPORT: President Hooper passed out copies of the budget. There is a total of \$3719.00 in the Agency Account as of March 23, 2001.

COMMITTEE REPORTS: Election Committee: Senator Austin reported that the nomination forms have gone out and some have started coming back in. The last day to nominate someone is April 6, 2001. Special Events Committee: Senator Olson passed around a sheet for senators to sign-up to work the football games next fall. Staff Development Committee: Senator Vernon asked the Senator's if they thought there would be enough people interested in having a "Brown Bag Lunch" and asking Gary Lee who is a Tai Chi master in Little Rock to come and present Tai Chi. A discussion was held and Senator Vernon will send out an e-mail to see how many people are interested in coming. If there are enough people interested then she will contact Mr. Lee. Social Committee: Senator Strack reported that the "Staff Senate Picnic" for this year would be "FREE". The committee will meet soon to make plans for the picnic. Employee of the Year Committee: President Hooper reported that she had gone to the Employee of the Year lunch. She announced the five finalists for the 2001 Employee of the Year. They are: Larry Garrison, Art Lichtenstein, John Noel, Mary Mabry, and Joyce Reid. The winner will be announced at the awards ceremony on April 5, 2001. Walking Club: Senator Mowdy reported that most people said that they were interested in walking after work. She said their needs to be a name for the club.

OLD BUSINESS: President Hooper passed out cards for the Senator's to give to people for the fund-raiser on April 5, 2001 at Café Santa Fe. She said that they have to present the card when they pay their check so the Staff Senate will get 20% of the sales. President Hooper sent a letter to the employees who will have been at UCA twenty years. She told them they would be receiving a candy dish showing that they have been at UCA twenty plus years. There are four who have been at UCA twenty years. They are: Terry Brewer, Jeanne King, Barbara Stanley, and Jerry McKee.

ADJOURNMENT AND NEXT MEETING: The meeting adjourned at 10:40. The next meeting will be April 11, 2001 in Burdick 220.

Janice Austin, Secretary

Minutes - March 14, 2001

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday March 14, 2001. Senators present were Sandra Hooper, Sandy Olson, Ann Criswell, Janice Austin, Joyce Hayes, Peggy Sublett, Paula Strack, Tom Pilgreen, Art Lichtenstein, and Deloise Mowdy. Senators absent were Laverl Terry (AE), Leigh Vernon (AE), Lisa Murphy (AE), Jeff Pitchford (AE), Brooks Walthall (AE), Charlene Benton (A), Steve Wood (A), Lisa Shoemake (AE), and Shirley Garrett (AE).

MINUTES: The minutes of the meetings of February 14, and February 28, 2001 were approved.

PRESIDENT'S REPORT: President Hooper reported that we had received all the money for working the basketball games. She spoke to Dr. Thompson about the HYPER Building. He told her that nothing has been decided as of yet if staff will pay or not. While she was talking to him about that he told her that the Staff Senate has always been a pleasure to work with. He told her that when the new President comes to let the person know that we are willing to work with them and that the Staff Senate wants to be involved on the campus.

COMMITTEE REPORTS: Election Committee: Senator Austin reported that the dates for the election will be Thursday April 19, 2001 and early and absentee voting will be on Friday April 13, and Monday April 16, 2001. Courtesy Committee: Senator Austin reported for Senator Benton that cards had been sent to the following people: Kay Lynn Mossell, Pat Burbridge, Elizabeth Richardson, Mary Nolen, Shirley Garrett, Rick McCollum, and Ann Criswell. Staff Development Committee: Senator Hayes reported that there would be a Brown Bag Lunch on April 4 in the Library. Art Lichtenstein will give a report on services that the library has to offer. Employee of the Year Committee: President Hooper reported that the finalists have been chosen for the "Employee of the Year", and the lunch will be March 26, 2001.

OLD BUSINESS: President Hooper e-mailed Dr. Smith and told him that the Staff Senate was looking for a room to store items in and use as an office. She asked about a room in the Library and was told they were all full. She is still waiting to hear from Dr. Smith. Pizza Inn will not have an opening for a fund-raiser until sometime in June. President Hooper told them that we would plan one with them later. President Hooper found out that Café Santa Fe does fund-raisers. She asked the senate if they would be interested in having a fund-raiser there. She said how they do it is from 5:00 to 8:00 P.M. everyone who eats there on that evening, the staff senate gets 20% of the net sales for that evening. A discussion was held and the senators decided to hold a fund-raiser at Café Santa Fe. It was decided that the fund-raiser be held on Thursday April 5, 2001. President Hooper told the senators that the Arkansas State Staff Senate Meeting is March 21, 2001 at 9:30 at UAMS. It is a meeting to choose officers for the next year. She asked that if anyone was interested in going let her know.

ADJOURNMENT AND NEXT MEETING: The meeting adjourned at 10:50. The next meeting will be March 28, 2001 in Burdick 220.

Janice Austin, Secretary

Minutes - February 28, 2001

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday February 28, 2001. Senators present were Sandra Hooper, Sandy Olson, Ann Criswell, Janice Austin, Laverl Terry, Leigh Vernon, Joyce Hayes, Peggy Sublett, Lisa Shoemake, and Deloise Mowdy. Senators absent were Tom Pilgreen (AE), Lisa Murphy (AE), Art Lichtenstein (AE), Shirley Garrett (AE), Jeff Pitchford (AE), Steve Wood (AE), Brooks Walthall (A), Charlene Benton (A), and Paula Strack (A).

MINUTES: The minutes of the meeting of February 14, 2001 could not be approved because of a lack of a quorum.

PRESIDENT'S REPORT: President Hooper passed out copies of the budget. She asked the senators if they still want to host a fundraiser at Pizza Inn. A discussion was held and the senators decided to have one in April. President Hooper will call Pizza Inn and set a date. President Hooper reported that she spoke at the board meeting in February. She shared with the board the senate's goals. She told them the staff wanted better communication on campus, a graduate fee remission, and a free picnic for all the Staff. Dr. Thompson told the board how the senate volunteers to work at ballgames and graduation. He said that they could not do it without the Staff Senate doing this. The Endowment Committee voted on how to spend the \$67,000.00. \$5,500.00 will be allotted for benches across campus. They allotted \$3,300.00 for more emergency phones across campus and gave \$50,000.00 to the fountain.

COMMITTEE REPORTS: Staff Development Committee: Senator Hayes reported that there would be a Brown Bag Lunch on March 7, 2001 on "What the Staff Senate does". A discussion was held and it was decided that President Hooper and Senator Austin who is chair of the election committee would go and tell how the election process works and other things about the staff senate. Walking Committee: Senator Mowdy reported that she had sent out an e-mail asking Staff how they felt about the Walking Club. She said she had several responses back.

NEW BUSINESS: A discussion was held and the senator's decided that the Communication Committee should meet and come up with some recommendations on how to have better communication between the Staff and the Staff Senate. Ways to let the Staff know what the Staff Senate does.

ADJOURNMENT AND NEXT MEETING: The meeting adjourned at 11:00. The next meeting will be Wednesday, March 14, 2001 in Burdick 220.

Janice Austin, Secretary

Minutes - February 14, 2001

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday February 14, 2001. Senators present were Sandra Hooper, Sandy Olson, Ann Criswell, Janice Austin, Shirley Garrett, Joyce Hayes, Peggy Sublett, Paula Strack, Art Lichtenstein, and Deloise Mowdy. Senators absent were Tom Pilgreen (AE), Leigh Vernon (AE), Jeff Pitchford (AE), Laverl Terry (A), Lisa Murphy (A), Lisa Shoemake (A), Charlene Benton (A), Brooks Walthall (A), and Steve Wood (A).

MINUTES: The minutes of the meeting of January 24, 2001 were approved.

SPECIAL GUESTS: President Hooper introduced Tina Pilgreen who is on the Faulkner County Board of Directors Assoc. She gave the senate some information about the "Heart Walk" that is coming up in April. The senators decided to discuss this some more at the next meeting and see if this is something they want to participate in.

PRESIDENT'S REPORT: President Hooper passed out copies of the budget as of February 21, 2001. It showed that the Agency Account has \$3316.07 in it. That does not include all the money made from working the basketball games. We have not gotten paid for all of them so far. The total does include the \$196.00 we made at the Pizza Inn fundraiser. She passed out a memo from Steve Wood. It showed the use and misuse of State equipment. He wanted the Senate to look over it and let him know of any problems we might have with it. It will be presented to the board on Friday, February 16, 2001. President Hooper reported that she received a thank you card from Dr. Thompson thanking the Senate for the Get Well card we sent him.

COMMITTEE REPORTS: Appointments Committee: Senator Garrett reported that she passed the Appointments Committee materials on to Senator Sublett who is now the chair of the committee. Staff Development Committee: Senator Hayes reported that there would be a Brown Bag Lunch on April 4, 2001. Walking Club Committee: Senator Mowdy reported that the Walking Club was on hold. She said that she was waiting to see if the staff senate wanted to support it or not. Senator Mowdy will try to get other staff input on the matter to see what they think about it.

OLD BUSINESS: President Hooper will have a meeting with the Endowment Committee on how to spend the \$67,000.00. She will let the senate know how that comes out and that matter will be discussed after she attends the meeting.

ADJOURNMENT AND NEXT MEETING: The meeting adjourned at 10:50. The next meeting will be Wednesday, February 28, 2001 in Burdick 220.

Janice Austin, Secretary

Minutes - January 24, 2001

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday January 24, 2001. Senators Present were Sandra Hooper, Sandy Olson, Ann Criswell, Joyce Hayes, Peggy Sublett, Lisa Murphy, Deloise Mowdy, Laverl Terry, Shirley Garrett, Janice Austin, Tom Pilgreen, Brooks Walthall, and Lisa Shoemake. Senators absent were Art Lichtenstein (AE), Leigh Vernon (AE), Paula Strack (AE), Jeff Pitchford (AE), Charlene Benton (A), and Steve Wood (A).

MINUTES: The Minutes of the meeting of January 10, 2001 were approved.

PRESIDENT'S REPORT: President Hooper reported that the fundraiser at Pizza Inn went well. The Staff Senate made \$196.00 to go for scholarships. She said it was fun and everyone had a good time. She thanked Deloise Mowdy, Lisa Shoemake, Leigh Vernon, Janice Austin, Joyce Hayes, Peggy Sublett, Lisa Murphy, and her daughter Elizabeth who came to help also. President Hooper also worked the event. A great big thanks goes to Art Lichtenstein the only male who showed up to work. He was a great Bus Boy! She asked Tom Pilgreen to report on the American Heart Association Heart Walk for Faulkner County. His wife Tina Pilgreen who is on the Faulkner County Board will come to the next Staff Senate meeting and give a report and see if the Staff Senate would be interested in walking in the event. President Hooper passed around a copy of the NCA report. She said that this is a press release from Dr. Thompson. In the report it stated the NCA report noted the quality, excellence, and performance of the Staff at UCA. She passed around a thank you card from Sharon Russell thanking the Staff Senate for the award for the "Best Decorated Office".

COMMITTEE REPORTS: Social Committee: Senator Strack was not present to give a report, but President Hooper said she wanted to thank Paula and her committee, Senators Austin, Garrett, Criswell, and Pitchford for the great Holiday Feast. She said she thinks everyone enjoyed it and the band did a wonderful job. Angel Tree: Senator Shoemake passed around a thank you card from one of the recipient of the gifts from the Angel Tree. Scholarship Committee: President Hooper read a memo from Senator Terry showing Deane Amyx and Sandy Mattox as the recipient of the Book Scholarships and Sara Carr, Sean Flaherty, David Borengasser, Julie Carter, Brian Cupit, and Shannon Middleton children of staff members as the recipient of a scholarship. Courtesy Committee: Cards have been sent to Kerry Nichols, Elaine Graham, Patti Smith, Jan Bartley, President Thompson, Mike Mason, and Liz Bass. Employee of the Year: Senator Mowdy reported that a committee has been formed to select the Employee of the Year. The first meeting is set for February 1, 2001. She asked the senate about how much to spend on the lunch that the committee and the five nominees have with Dr. Thompson. A motion was made that the committee spend as much as needed to make it a good luncheon. The motion passed.

NEW BUSINESS: President Hooper told the senate that we have to get some recommendations to Dr. Smith as to how we as staff want to spend the \$67,000.00 in the endowment fund. This money can only be spent on something that will benefit Students, Faculty, and Staff. Some suggestions given were to up-grade Ida Waldron Auditorium, benches and picnic tables around campus, and a cross walk over the street from the parking lot to make it safer to cross the street. A motion was made to take these

suggestions to the committee. The motion passed.

ADJOURNMENT AND NEXT MEETING: The meeting adjourned at 11:05. The next meeting will be Wednesday, February 14, 2001 in Burdick 220.

Janice Austin, Secretary

Minutes - January 10, 2001

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday January 10, 2001. Senators present were Sandra Hooper, Sandy Olson, Ann Criswell, Janice Austin, Leigh Vernon, Joyce Hayes, Laverl Terry, Art Lichtenstein, Lisa Murphy, and Deloise Mowdy. Senators absent were Paula Strack (AE), Jeff Pitchford (AE), Lisa Shoemake (AE), Peggy Sublett (AE), Shirley Garrett (AE), Charlene Benton (A), Tom Pilgreen (A), Brooks Walthall (A), and Steve Woods (A).

MINUTES: The minutes of the meeting of November 29, 2000 were approved.

President's Report: President Hooper passed out copies of the budget. She reported that herself, Sandy Olson, and Deloise Mowdy attended the State Staff Senate meeting at UALR on November 30, 2000. She said that it was an interesting meeting. They heard the Vice President for the University speak on how to have unity on campus with the Students, Faculty, and Staff. There will be another meeting of the State Staff Senate at UALR on February 6, 2001 to elect officers for 2001. She told the Senators that at the last board meeting the fringe benefits committee's recommendation about the graduate fee remission was brought up. Dr. Thompson was concerned that if they started paying for staff to get a graduate degree that when they got the degree they would leave for another job. President Hooper talked to Pizza Inn and we will have the fundraiser January 23, 2001. Staff Senate will get ten percent of the adult buffet sales and all tips.

COMMITTEE REPORTS: Employee of the Year: Pam Snider who chaired the committee last year came to the meeting to give a report about the process of electing the Employee of the Year. She talked about ways the committee thought the process could be made better. She also recognized the committee members last year, and told what a good job they had done. She thanked the senate for asking her to chair this committee. She said she really enjoyed doing it. She said they had great nominees and finalists last year. Social Committee: The Holiday Feast postponed from December will be January 17, 2001. Graduation committee: President Hooper read a thank you note from Judy Corcoran thanking the people who worked graduation. They were Pat Otto, Marylynn Borengasser, Sandy Olson, Michelle Burgin, Judy Corcoran, and Sandra Hooper. Courtesy committee: Cards were sent to the following people. Cassandra Mccuien-Smith, Mirle King, Elizabeth Richardson, Charles Shatzer, and Patricia Price.

OLD BUSINESS: Senator Mowdy reported that she talked to Deane Amyx about starting a walking club for Staff at the HPER building. Deane said she would work with the Staff to help get the program going. She thought that would be a good way to get Staff to use the building. She suggested a way to get the program going might be for the Staff Senate to offer some kind of incentive to get staff motivated. A committee was formed to look into it and get more information on walking clubs.

ADJOURNMENT AND NEXT MEETING DATE: The meeting adjourned at 11:00. The next meeting will be Wednesday, January 31, 2001 in Burdick 220.

Janice Austin, Secretary

Minutes - November 29, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday November 29, 2000. Senators present were Sandra Hooper, Sandy Olson, Ann Criswell, Janice Austin, Joyce Hayes, Leigh Vernon, Paula Strack, Shirley Garrett, Jeff Pitchford, Art Lichtenstein, Lisa Murphy, Deloise Mowdy, Tom Pilgreen, and Lisa Shoemake. Senators absent were Laverl Terry (AE), Peggy Sublett (AE), Charlene Benton (A), Brooks Walthall (A), and Steve Wood (A).

MINUTES: The minutes of the meeting of November 8, 2000 were approved.

PRESIDENT'S REPORT: President Hooper passed out copies of the budget. As of Nov. 15, 2000 there is \$2420.07 in the Agency Account. She reported that the State Staff Senate meeting is tomorrow November 30, 2000 at UALR. She told senators she and three other senators are going and if any others wanted to go to let her know. She asked senators if they wanted to have a meeting in December since it is going to be a short month. A motion was made to cancel the December meeting, and the motion carried.

COMMITTEE REPORTS: Scholarship Committee: Senator Strack reported for Senator Terry. She told senators to encourage Staff to apply for the scholarship. She said that there are only three people who have applied. The deadline to apply for the scholarships is December 4, 2000. Special Events Committee: Senator Olson asked that if you cannot work the game you are signed up for to please find someone to work for you. President Hooper said, she thought the Veterans Day Ceremony went well. She wanted to thank Kathleen Whitehead and Lt Col Lampkin for the wonderful ceremony. Courtesy Committee: Senator Austin reported for Senator Benton. Cards have been sent to the following staff. Larry Garrison, Lee Schwager, Bill Hayes, Sandra Hooper, Margaret Wallace, Ted Cartwright, Gail Harris, Billie Hill, Donna Johnson, and Sondra Pugh. Social Committee: Senator Strack reported that everything is going well with the Holiday Feast. Tickets will go on sale Wednesday Dec. 6. A motion was made that the Staff Senate subsidize staff tickets for \$2.00, and the motion carried. Angel Tree: Senator Shoemake reported that there are ten families nominated for the Angel Tree.

OLD BUSINESS: President Hooper told the senate that she was going to call Pizza Inn and find out some dates for the fundraiser. She talked to Ronnie William's Secretary about coming to a meeting and talking to the senate about the HPER Building. He told her after the first of the year he could come to a meeting. She will set up a date with him at a later time. President Hooper called Paul Jensen about the Fringe Benefits. He told her that the board tabled the motion about taking classes and not having to give up vacation time. The board will look at it at a later time.

NEW BUSINESS: Senator Olson passed out copies of the new guideline procedures for the performance evaluations.

ADJOURNMENT AND NEXT MEETING DATE: The meeting adjourned at 10:50. The next meeting will be Wednesday, January 10, 2001 in Burdick 220.

Janice Austin, Secretary

Minutes - November 8, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday November 8, 2000. Senators present were Sandra Hooper, Sandy Olson, Shirley Garrett, Janice Austin, Ann Criswell, Leigh Vernon, Joyce Hayes, Peggy Sublett, Laverl Terry, Tom Pilgreen, Paula Strack, Lisa Murphy, Art Liechtenstein, Deloise Mowdy, Lisa Shoemake, and Brooks Walthall. Senators absent were Jeff Pitchford (AE), Steve Wood (AE), and Charlene Benton (A).

MINUTES: The minutes of the meeting of October 25, 2000 were approved.

PRESIDENT'S REPORT: President Hooper asked if anyone would be interested in taking over the list-serve for the State Staff Senate. The person that has been doing it doesn't want to do it anymore.

COMMITTEE REPORTS: Scholarship Committee: Senator Terry reported that the letters explaining who is eligible to receive a scholarship had been sent out. Special Events Committee: Senator Olson asked senators to let her know of any problems they have while working the basketball games. President Hooper said that Kathleen Whitehead had contacted her about the Veterans Day Ceremony. It will be held on Friday November 10, 2000 at noon. She needs six to eight senators to hand out programs and ribbons. President Hooper asked senators who could help to be in front of Old Main at 11:45 on that day. Staff Development Committee: Senator Hayes reported that the Brown Bag Luncheon went great. Social Committee: Senator Strack reported that the committee had met twice to go over plans for the Holiday Feast. She said that she had let Jack Gillean look over the announcements that go out to the departments to make sure we were consistent with not using the word "Christmas" on anything. He pointed out a few things that Senator Strack thought she needed to bring to the senate's attention. She said that last year we handed out an award to the department that had the best Christmas card. The award said University of Central Arkansas Christmas Spirit Award. Jack felt it should say something else since we cannot use the word "Christmas". She said that if we were going to continue with this award we would need to get Christmas taken off and put something else on it. She asked for senator's input on how they would like the committee to proceed with this. A discussion was held as to what to call it. Senator Vernon made a motion to change it to "Holiday Feast Spirit Award". Senator Olson suggested not putting the word "Feast" and just calling it "Holiday Spirit Award". Senator Vernon's concerns were that people would ask what holiday we were talking about. Senator Liechtenstein amended Senator Vernon's motion, and made a motion to call it Holiday Spirit Award. The motion passed to call it Holiday Spirit Award. Senator Strack also told the senate that there would be a contest for the best decorated office. The office that wins this will be served donuts by Dr. Thompson. Angel Tree: Senator Shoemake reported that it was time to get started with the UCA Angel Tree for this year. A committee was formed to help her with this project. She hopes to have it up on the Monday after Thanksgiving.

OLD BUSINESS: President Hooper reported that she had contacted Pizza Inn about having a fundraiser. They are booked until after the first of the year. She will try to get some dates for the senators to look at soon.

ANNOUNCEMENTS: President Hooper announced that the State Staff Senate meeting would be held on Thursday November 30, 2000 at UAMS. She asked any senator wishing to go to let her know.

ADJOURNMENT AND NEXT MEETING DATE: The meeting adjourned at 10:45. The next meeting will be Wednesday, November 29, 2000 in Burdick 220.

Janice Austin, Secretary

Minutes - October 25, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday October 25,

2000. Senators present were Sandra Hooper, Sandy Olsen, Peggy Sublett, Janice Austin, Shirley Garrett, Ann Criswell, Paula Strack, Jeff Pitchford, and Deloise Mowdy. Senators absent were Leigh Vernon (AE), Joyce Hayes (AE), Art Lichtenstein (AE), Laverl Terry (AE), Lisa Murphy (AE), Lisa Shoemake (AE), Charlene Benton (A), Tom Pilgreen (A), Brooks Walthall (A).

MINUTES: The minutes of the meeting of October 11, 2000 were approved.

PRESIDENT'S REPORT: President Hooper reported that she had addressed the Board at the October meeting. She said that the board members asked her two questions; one was what the Staff 's concerns were with the new CLIP program. She told them that it is so new staff do not know what they are supposed to do, and that supervisors do not know how to evaluate them, and that they need more training as to how to evaluate them. The board wanted to know why a single Mom with children would have to pay the same insurance as a Vice President. They wanted the administration to look into it and see if there could be some changes made. President Hooper told the senators that she had contacted Dr. Smith about the HPER building and he told her that Ronnie Williams was in charge of the building and fees. She contacted him and asked him to attend a meeting and discuss if there will be a fee to use the building and who can use it. On Saturday October 21, at the football game President Hooper accepted an award on behalf of the Staff Senate. It was given for the support we show for the Student Athletes and the Athletic Department. President Hooper met with the University Council and Commission of Governance. Through the Commission of Governance a new committee was formed, it includes the Staff Senate President, Faculty Senate President, Student Government President, and Jack Gillean. This committee was formed so that there will be more communication between the Faculty, Students, and Staff. As of now the committee doesn't have a name, but they hope to find one in the future. President Hooper passed out copies of the budget, which showed that we made \$416.00 on the t-shirts sale.

COMMITTEE REPORTS: Scholarship Committee: Senator Pitchford reported that the committee is working to get the letters out to all faculty and staff to inform them about the scholarships that are available. Special Events: Senator Olson said she needed one more person to work a basketball game. She asked for someone to volunteer to work or let her know if they knew of someone who could work. Social committee: Senator Strack asked that the social committee members stay after the meeting.

OLD BUSINESS: The dinner that was planed for November 6, 2000 with the SGA has been canceled for now, but will be rescheduled at a later date.

NEW BUSINESS: In the University Council meeting it was brought up that they would like to make some changes in the awards ceremony. Jack Gillean wanted the senate to come up with some suggestions on how to improve the ceremony and make it more personable so faculty and staff will feel like they are

appreciated. An awards committee was formed to come up with some suggestions on how to improve the ceremony. Senators Hooper, Olson, Austin, Garrett, and Strack volunteered to be on the committee. President Hooper asked senators what they thought about doing a Pizza Inn fundraiser like we have done in the past. She suggested we could do it in December and have Santa Claus there and let people have their picture made with him and charge a dollar or two to get your picture made. She will look into it and report back at the next meeting.

ADJOURNMENT AND NEXT MEETING DATE: The meeting adjourned at 10:50. The next meeting will be Wednesday, November 8, 2000 in Burdick 220.

Janice Austin, Secretary

Minutes - October 11, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, October 11, 2000. Senators present were Sandra Hooper, Sandy Olson, Ann Criswell, Janice Austin, Shirley Garrett, Joyce Hayes, Leigh Vernon, Peggy Sublett, Paula Strack, Laverl Terry, Tom Pilgreen, Deloise Mowdy, and Steve Wood. Senators absent were Lisa Murphy (AE), Art Lichtenstein (AE), Charlene Benton (A), Lisa Shoemake (A), Terry Love (A), and Jeff Pitchford (A).

MINUTES: The minutes of the meeting of September 27, 2000 were approved.

PRESIDENT'S REPORT: President Hooper reported that George Bratton had asked her if she would come to the Faculty Senate meeting and talk to them about the Staff Senate. He told the Faculty Senate and President Hooper how much he appreciated the Staff Senate. President Hooper told them all about our meetings and what the Staff Senate does. She told them that we work at ballgames and graduation. She told them there is a difference in Staff Senate and Staff Club. They are interested in what we do and want to include us. President Hooper said that the board meeting will be Friday Oct. 13th and asked if there was anything anyone wanted her to address at the meeting.

COMMITTEE REPORTS: Appointments Committee: Senator Garrett reported that she had called Brooks Walthall and he said that he would serve on the Staff Senate for the Student Services division. He will replace Terry Love who resigned. Senator Garrett, on behalf of the Appointments Committee asked for a motion to recommend Brooks Walthall to replace Terry Love for the Student Services division. A motion was made and seconded. The motion passed. He will serve on the senate until June 30, 2000. Scholarship Committee: Senator Terry reported that the committee has decided to leave things like it is for now. The committee wants to send a letter to all staff before taking the applications for the scholarships to make sure everyone gets information about the scholarships that are available. Special Events Committee: Senator Olson reported that all the shirts had been given out. Graduation Committee: President Hooper read a letter from Judy Corcoran, chair of the committee. Judy wanted to thank the people who worked the August graduation. The staff that worked was Judy Jones, Sandy Olson, Shirley Garrett, Sheneka Freeman, and Judy Corcoran. Staff Development Committee: Senator Hayes reported that she is still waiting to hear from the people who are going to present the programs at the Brown Bag luncheons.

OLD BUSINESS: President Hooper got an e-mail from the State Staff Senate. There will be a meeting for all Staff Senate's in Arkansas on November 30, 2000 at UAMS. It will be hosted by UALR. She told the senator's that if anyone wanted to go they could. It is a retreat for all the different senates to get together and discuss things about the senates.

NEW BUSINESS: President Hooper told the Staff Senate that the Student Government Association wants to build a memorial fountain on campus to remember Students, Faculty, and Staff who have passed

away while at UCA. They wanted President Hooper to ask the Staff Senate how they feel about it. They wanted to know if the Staff might want to help with it and if people would appreciate it. President Hooper asked what the senator's thought about it. A discussion was held and the senator's wanted to wait and get more information about it.

ADJOURNMENT AND NEXT MEETING DATE: The meeting adjourned at 10:50. The next meeting will be Wednesday, October 25, 2000 in Burdick 220.

Janice Austin, Secretary

Minutes - September 27, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, September 27.

Senators present were Sandy Olson, Ann Criswell, Janice Austin, Shirley Garrett, Lisa Shoemake, Laverl Terry, Leigh Vernon, Joyce Hayes, Paula Strack, Peggy Sublett, Lisa Murphy, Deloise Mowdy, Steve Wood, and Terry Love. Senators absent were Tom Pilgreen (A), Jeff Pitchford (AE), Sandra Hooper (AE), Art Lichtenstein (AE), Charlene Benton (A).

MINUTES: The minutes of the meeting of September 13, 2000 were approved as distributed.

PRESIDENT'S REPORT: Vice President Olson reported in President Hooper's absence. She passed out copies of the budget. She said we would probably make around \$300.00 dollars off the shirt sale. The dinner with the Student Government Association will be November 6, 2000. She told the senators that the lunch the executive officers had with Dr. Thompson, and the Vice President's and Provost went very well. She said, the officers discussed different issues with them concerning staff.

COMMITTEE REPORTS: Appointments Committee: Senator Garrett reported that all committees had been filled. Courtesy Committee: Senator Austin reported for Senator Benton that cards had been sent to Jan Strange, Donna Erbach, Larry Lawrence, Mary Beene, Regina Hall, Amy Mclain, Betty Brantley, and Sharon Russell's husband Roger Russell. Graduation Committee: Senator Olson passed around a sign-up sheet for senators to sign-up to work the December graduation. Staff Development Committee: Senator Hayes reported that the information had been sent out to the speakers and as soon as the committee hears from them she will make room arrangements.

OLD BUSINESS: Senator Terry asked if the senators had seen copies of the scholarship application and had looked over it. She said that the committee thinks that eight semesters is enough time to help someone with a scholarship. A discussion was held on the motion that was tabled from the August 30 meeting to limit the number of times a person could get a scholarship to eight times. The motion failed. The senators will turn in their recommendations to the committee and they, and Melissa Rust will look over them and make sure everything is all right with those recommendations. Then senator Terry will report back to the senate on what they decided.

NEW BUSINESS: Senator Olson asked Steve Wood to report on the CLIP program. He told the senators that the Legislative Sub Committee had approved it. He said, the evaluation process will not change, but individual evaluations forms always need to be updated. He wanted everyone to know that the evaluation process we have right now will not look the same five years from now. The legislature may change it. He said that the universities intent is to pay CLIP merit payments in June 2001. The legislature will be going in session in January 2001 and could throw everything out and say start all over again. The CLIP program that was approved for merit payments is based on your performance evaluation. There has been 90,000.00 dollars set aside that UCA was going to use as merit payments last year. The university told them in writing in their CLIP plan that they have earmarked that money to be available

for June 2001 merit payments. He said that if no financial emergency comes up that the \$90,000.00 is there for the merit payments. He also told the senators that they received good news on the health insurance. There were five companies that bid on the insurance. In the past hardly no one would bid. He said that it looks like we will stay with CIGNA if the board approves. There will be only a 5.5% rate increase. An employee paying \$30.00 now will be paying \$32.00. Senator Love reminded senators that employees can go to the Student Health Services and get treated for only \$5.00. The dental insurance will stay with Delta Dental, if the board approves it. There will be a 13% rate increase in the family plan.

OTHER ISSUES: Senator Love asked to resign from the senate. He said he had to big a workload to serve the senate like he needs to. Senator Olson asked him to submit a letter of resignation. He said that he would send a letter of resignation to President Hooper, and in it recommend Brooks Walthall to fill his position on the senate.

ADJOURNMENT AND NEXT MEETING DATE: The meeting adjourned at 10:50. The next meeting will be Wednesday, October 11, 2000 in Burdick 220.

Janice Austin, Secretary

Minutes - September 13, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, September 13, 2000. Senators present were Sandra Hooper, Sandy Olson, Janice Austin, Shirley Garrett, Deloise Mowdy, Laverl Terry, Peggy Sublett, Lisa Shoemake, Paula Strack, Art Lichtenstein, Jeff Pitchford, Lisa Murphy, Joyce Hayes, Leigh Vernon, and Ann Criswell. Senators absent were Tom Pilgreen (AE), Terry Love, Charlene Benton, and Steve Wood.

MINUTES: The minutes of the meeting of August 30, 2000 were approved.

PRESIDENT'S REPORT: President Hooper reported that the budget shows money from the T-shirt sales, but the shirts have not yet been paid for. She passed out copies of the budget to all senators.

COMMITTEE REPORTS: Appointments Committee: Senator Garrett reported that the Staff Senate Committees have all been filled. She passed out final copies that shows who is on what committees. Special Events Committee: Senator Olson reported that the first football game was over and she had taken the complaints to Dr. Lide and they will be taken care of. She said Dr. Lide is going to furnish cokes and chairs for the people selling and taking tickets. A discussion was held on how to make the process go more smoothly, and she asked for suggestions to take back to the committee. Social Committee: Senator Strack reported that the committee has not met as of yet, but it looks like the Staff Senate Christmas Lunch will be Thursday December 14, 2000. She will give more details later. Boost It Committee: Senator Olson reported that the shirts are ready and she will pick them up and e-mail people when to come get them. Ad-Hoc Committee: President Hooper reported that the Constitution Committee had met and looked at the changes that the Commission of Government had asked us to change the wording on in our Staff Senate Constitution. She has taken some choices of wording to Jack Gillean to look at and he is going to give us some suggestions and we will pick the wording from those suggestions. He will talk to Melissa Rust and make sure it is legal. We have until the elections to get it all together and then it has to be voted on by the staff.

OLD BUSINESS: President Hooper reported that she had talked to Kathleen Whitehead about the Veteran's Day celebration and everything is going fine. A date for that will be announced soon. She talked to Mr. Sitz about graduation and he said that when he came here honor groups did work, and that it did not work very well. He said he preferred that the Senators keep working it because we did a good job and he could count on us to be there. He said if there were not enough senators to work and we wanted to ask another group to help we could, but let him know so he could put them in the program. She will talk to Judy Corcoran about it. Senator Mowdy reported that she asked Rick from the Book Store to wait until the end of the football games to give the Staff Senate the money for working the souvenir stand.

NEW BUSINESS: Senator Terry reported that when the Scholarship Committee had met and discussed a proposal to limit the number of times a person could get a scholarship to eight semesters. She made a motion to accept the committee's recommendations. A discussion was held, and Senator Pitchford

asked if everyone could get a copy of the application to look over, and vote at the next meeting. Senator Terry said she would get everyone a copy before the next meeting. The motion was tabled until then.

President Hooper told the senate that she, and Vice President, Sandy Olson , Janice Austin, Secretary, and Laverl Terry, Parliamentarian had been invited to have lunch with Dr. Thompson and the Vice President's on September 19.

ADJOURNMENT AND NEXT MEETING DATE: The meeting adjourned at 10:40. The next meeting will be on Wednesday, September 27, 2000 in Burdick 220.

Janice Austin, Secretary

## Minutes - August 30, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, August 30, 2000. Senators present were Sandra Hooper, Sandy Olson, Ann Criswell, Janice Austin, Shirley Garrett, Leigh Vernon, Joyce Hayes, Tom Pilgreen, Peggy Sublett, Lisa Murphy, Deloise Mowdy, Paula Strack, Jeff Pitchford, Terry Love, and Art Lichtenstein. Senators absent were Laverl Terry (AE), Lisa Shoemake (AE), Charlene Benton, and Steve Wood.

Minutes: The minutes of the meeting of August 9 were approved as distributed.

President's Report: President Hooper distributed copies of the budget. She said it doesn't show the money from working at the games, and the sale of the shirts as of yet, but will as soon as the money comes in. She reported that the Staff Handbooks had been sent out, and that everyone should have one by now.

Committee Reports: Appointments committee: Senator Garrett reported that she still needs thirteen people to serve on the University Grievance Committee. She needs to get this filled so she can take it to the President for approval. She also passed out copies of the standing committees. She reported that Senator Olson volunteered to chair the Special Events Committee. She still needs someone to chair the Employee Of The Year Committee. Special Events Committee: Senator Olson reported that she still needed people to sign-up to take tickets and cashiers for the football games. She passed around a sign-up sheet for people to sign-up to work the basketball games. She also reported that Dr. Lide UCA Athletic Director has formed a Game Management Committee. It will meet every Tuesday at 11:00, to go over everything to take place before games, during games, and after games. She reported that all workers needed to be at the game two hours before the game. She went over the procedures the people working the games need to follow. President Hooper said, Dr. Lide wanted it to be a pleasant experience for everyone working the game. He wants the games to go as smooth as possible that is why he is meeting every Tuesday. Senator Olson asked that if anyone had or found a problem when they are working the games to let her know and she would pass it on to Dr. Lide. Courtesy Committee: Senator Hayes reported for Senator Benton that get-well cards had been sent to Ron Smith and Todd Watkins. Graduation Committee: Senator Vernon reported that since it's so hard to get Staff to work at graduation maybe we should ask that some of the student organizations take it over. Discussion was held and President Hooper said she would contact Mr. Sitz and see what his concerns were. A decision will be made later on what to do. Staff Development: Senator Hayes reported that they had met and that there will be three brown bag workshops in the spring and three in the fall. Boost-it: Senator Olson reported that 128 shirts have been ordered and will be in soon.

OLD BUSINESS: President Hooper reported talking to Judy Corcoran about the Angel Tree, and the Staff Club will not be doing it this year. Judy said the Staff Senate could do it again this year if we wanted to. President Hooper talked with Senator Shoemake and she said she would be willing to take care of it again this year. President Hooper asked the Senate if they wanted to sponsor it this year. A motion was made to that we sponsor the Angel Tree again this year it was seconded and it passed.

Board Meeting: President Hooper said she would address the board at the next meeting and wants input from senators. She asked if they had any concerns that they would like addressed to let her know.

ADJOURNMENT AND NEXT MEETING DATE: The meeting adjourned at 10:50. The next meeting will be on Wednesday, September 13, 2000 in Burdick 220.

Janice Austin, Secretary

Minutes - August 9, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, August 9, 2000. Senators present were Sandra Hooper, Sandy Olson, Shirley Garrett, Joyce Hayes, Paula Strack, Jeff Pitchford, Charlene Benton, Ann Criswell, Deloise Mowdy, Lisa Shoemake, Art Lichtenstein, and Lisa Murphy. Senators absent were Terry Love (AE), Tom Pilgreen (AE), Leigh Vernon (AE), Laverl Terry (AE), and Steve Wood.

Presidents Report: President Hooper reported that as of this date, August 9, 2000, there have been no withdrawals from our Staff Senate account. Also, a letter has been received from a concerned staff member concerning the sidewalk in Alumini Circle. The sidewalk is in need of repairs. This letter will be forwarded to the appropriate person.

President Hooper reported that Darrell Walsh, UCA Athletic Director wishes to hold a meeting with the Special Events Committee on Tuesday, August 15 concerning the football games.

Committee Reports: Appointments Committee. Senator Garrett reported that a chairperson is still needed for the Special Events Committee. A chairperson and committee members are also needed for the employee guidelines committee. Graduation. Graduation will be this Friday, August 11. Social Committee. Senator Strack, chair of the Social Committee will be in charge of furnishing ice cream for President Thompson's address on August 15, 2000. Boost It Committee. Senator Olson reported that notices would be sent out for ordering the Boost It shirts. The last day for orders will be August 25.

Old Business: Senator Shoemake has asked if we will be in charge of the Angel Tree this Christmas. President Hooper is awaiting word as to the question concerning the Staff Senate working the souvenir stand at the football games.

New Business: The Army Reserve wishes to assist the Staff Senate with the Veteran's Day ceremony this November. The Student Government has expressed that they would like to have a social with the Army Reserve and the Staff Senate. A motion was made asking the senators if they would like to attend. The motion was passed. No date has been set.

Adjournment and Next Meeting Date: The meeting adjourned at 10:40. The next meeting is August 30 in BBA 220.

Lisa Murphy

Minutes - July 26, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, July 26, 2000. Senators present were Sandy Olson, Shirley Garrett, Janice Austin, Deloise Mowdy, Ann Criswell, Leigh Vernon, Laverl Terry, Joyce Hayes, Paula Strack, Jeff Pitchford, Steve Wood and Lisa Murphy. Senators absent were Sandra Hooper (AE), Art Lichtenstein (AE), Lisa Shoemake (AE), Peggy Sublett (AE), Tom Pilgreen (AE), and Terry Love (AE).

Presidents Report. President Hooper reported talking to Hilda Malpica in reference of the Staff senate working the souvenir stand at the home football games. Barnes and Noble will be in charge of the stand. At this time, they do not have a manager. No decision has been made on this. Dr. Thompson will address the Staff on August 15, 2000 at 1:40 in Snow Fine Arts.

Committee Reports. An Ad-hoc committee was formed to review the Staff Senate Constitution. Senators on that committee will be Sandra Hooper, Sandy Olson, Deloise Mowdy, and Laverl Terry. Boost It Committee. Senator Olson reported that the committee will sell short sleeve golf shirts in white, purple, and gray. They will also sell sweatshirts. Scholarship Committee. Senator Terry reported the need for limiting the book scholarship to at least eight times and should be need based. This issue will be voted on at the next meeting. Courtesy Committee. Senator Benton reported sending a card to Barbara McKinzie.

Old Business. Steve Woods reported that the Staff Handbook went to the printer on July 26, 2000. They will be distributed to all non-faculty staff. The Staff Handbook is also posted on the UCA web page.

Adjournment and Next Meeting date. The meeting adjourned at 10:30. The next meeting is August 9, 2000.

Lisa Murphy