

UCA STAFF SENATE

Minutes

July 2004 – June 2005

Officers:

President – Brent Passmore

Vice-President – Bobby Tucker

Secretary/Treasurer – Judy Corcoran

The UCA Staff Senate met on June 8, 2005 at 10:00 AM. Present were Marylynn Borengasser, Dot Carden, Judy Corcoran, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, Sherry Matthews, Bettye McClendon, Brent Passmore, Patricia Smith, Terry Starnes, Dennis Strom, Bobby Tucker and Sharon Wilkes. Absent were Ann Barnett (A), Jim Bemis (A), Peggy Braden (A), John Merguie (AE) and Bob Rutledge (A).

MINUTES. The minutes of the meetings of April 13, 2005, and May 11, 2005 were approved as distributed. The minutes of the April 27, 2005 meeting were corrected as follows: Delete the sentence, "It was mentioned that a new staff member's two-hour meeting with Human Resources personnel chiefly deals with signing up for insurance and retirement plans. Staff members are not given staff handbooks or told about any other benefits, or about the Staff Senate." Add the sentence: "Charlotte Strickland said that because of a limited amount of time, Human Resources covers insurance, retirement/investments, and other general university policies. Due to limited time and resources the office is not able to provide tours, discuss specific campus programs, etc. The purpose of the New Staff Orientation program is to complement HR's work and add to the current orientation." He suggested that the following be added: "A staff senator present at the meeting stated she had never received a staff handbook. Charlotte responded to her by saying, 'I personally received a copy of the Staff Handbook at my orientation and felt confident that HR distributed them at the orientations.'" The amendment to correct the minutes passed and the minutes of the April 27 meeting were approved as corrected.

TREASURER'S REPORT. Senator Corcoran reported that \$140 in picnic ticket sales was deposited to the agency account making a balance of \$6,301 in that account. She said that the agency account would be used for expenses for the staff senator orientation. The regular account has a balance of \$128 in it, and \$100 will be transferred to the Housing Office budget to pay for copy center expenses incurred for the picnic. Another \$112.50 from the agency account will be reimbursed to Housing for the remainder of the copying expenses. Senator Corcoran suggested that the Senate consider transferring \$2,000 from the agency account to the Staff Senate Scholarship Fund. Senator Hamilton reported that \$155 had been raised from the cake walk and ring toss at the picnic. This amount was deposited into the Lilly Harmon scholarship fund.

COMMITTEE REPORTS. Courtesy. Senator Wilkes reported a get well card had been sent to Bobby Tucker. Social. Senator Hamilton thanked the committee members and the senators for their help with the picnic. Several complimentary comments were received about the food, fun and general good time had by all at the picnic. Appointments. Vice President Tucker reported the committee had met to put together a slate of officers for 2005-2006 to recommend to the new senate in July. The committee nominated Bobby Tucker, President; Patricia Smith, Vice President and President-Elect; Ann Barnett, Secretary; and Terry Starnes, Parliamentarian.

OLD BUSINESS. Senator Corcoran reported that the Senate must fill the Grades 1-6 position and asked for suggestions as to who might be willing to serve. Senator Tucker said the appointments committee would take on this task and have a report at the next meeting.

NEW BUSINESS. Senator Tucker said plans need to be made for the orientation of new senators. Discussion was held and it was decided that the event take place on June 29 with a regular Senate meeting at 10:00, followed by a luncheon and orientation session, all to be held in the president's private dining room in Christian Cafeteria. The social committee will make the plans.

GOOD AND WELFARE. Senator Corcoran reported that the 2005 holiday calendar indicates that Christmas vacation will begin on December 19 and will last until returning to work on January 2. However, the fall semester doesn't end until December 16, and grades won't be due until December 20. She distributed information about how staff in the College of Liberal Arts can earn compensatory time to be used instead of using three vacation days for the Christmas break. This information was given to the staff in the College of Liberal Arts. Discussion was held about the need to get information to the campus.

ADJOURNMENT AND NEXT MEETING. The meeting adjourned at 10:30. The next meeting will be June 29.

Judy Corcoran, Secretary

The UCA Staff Senate met on April 27, 2005 with the following senators present: Jim Bemis, Judy Corcoran, Kevin Hamilton, Brent Passmore, Patricia Smith, Terry Starnes, Dennis Strom, Bobby Tucker and Sharon Wilkes. Absent were Ann Barnett (AE), Marylynn Borengasser (AE), Peggy Braden (A), Dot Carden (AE), Jan Fortney (AE), Katherine Hambuchen (A), Sherry Matthews (AE), Bettye McClendon (AE), John Merguie (AE), and Bob Rutledge (A).

Minutes. Due to the lack of a quorum, the minutes of the April 13 meeting were not approved.

President's Report. The Board of Trustees will meet on May 6.

Treasurer's Report. Senator Corcoran reported a balance of \$6,161.05 in the agency account. She said she has billed the Athletic Department for \$750 for providing workers during the women's basketball tournament. The check has not been received yet. She suggested that the Senate begin thinking about transferring some funds out of the agency account into the scholarship account as was done last year. The balance in the regular UCA account is \$158. There will be charges for copying and expenses for the annual picnic. This fund needs to be spent out by the end of the fiscal year. Discussion was held on plaques for outgoing senators.

Committee Reports. Senator Hamilton reported the picnic plans are progressing. It will be held on Wednesday, May 25 from 11:30 to 1:30 on the MacAlister lawn. The cost will be \$5.85 per person and the menu will include chicken, hamburgers and salads, drinks and dessert. Games such as the egg-toss are being planned. He will get out a flyer announcing the picnic by Monday and said the committee will ask for teams to register for the games. He said volunteers are needed to take tickets.

Special Guest. Guest Charlotte Strickland entered the room and presented her proposal to develop a new staff orientation program. She said she has worked with Dr. Jeff Allender who conducts the new faculty orientation program every year, and she has realized that staff members need this as well. New faculty sessions occur once per month with a different topic discussed at each one. She said she has met with UCA administrators and has their support. She distributed a draft of a possible outline for a full-day event and asked for input. She will meet again with Director of Human Resources Rita Fleming to present a final recommendation. It was mentioned that a new staff member's two-hour meeting with Human Resources personnel chiefly deals with signing up for insurance and retirement plans. Staff members are not given staff handbooks or told about any other benefits, or about the Staff Senate. Her proposed orientation session would include greetings from administrative representatives, presentations from the Staff Senate president, information about employee benefits and the Staff Handbook. Presentations on FERPA, sexual harassment, diversity training, academic life and campus life would also be conducted. Another possibility would be an optional campus tour. In her conversations with Ms. Fleming she asked about the updating of the Staff Handbook. Ms. Fleming said she hopes to have it completed in the summer. Charlotte said another employee, Kasi Jones, is willing to work on this project, and she said she will propose that a budget be established for materials, lunches and refreshments for the sessions. She asked for input about how many sessions should be conducted and when to have them. After discussion it was suggested that there be four sessions a year, but to start

with three to see how they go. Senators agreed that supervisors should be informed that these sessions are mandatory, and that special arrangements will have to be made for employees who work after regular hours. Charlotte went on to say that she has suggested that sexual harassment and diversity training sessions be offered on line as well as in person. It was also suggested that the Staff Senate provide clerical assistance to Charlotte for this program. She said she invites comments from senators and staff members. Her e-mail address is chars@uca.edu.

Election Committee. Senator Corcoran announced that the following staff members have been nominated to fill Senate vacancies: Administrative Services, 2 positions: Larry Garrison, Heather Lemon, Ed Wilkes; Financial Services, Nena Harness, Rick McCollum; Institutional Advancement/Enrollment, Mark Heffington; Provost, 3 positions: Judy Corcoran, Judy Huff, Sandy Olson, Patricia Smith and Georgia Younker; Student Services, 2 positions: Carin Dehmer, Ernie Ness, Marcia Smith; Grades 1 through 6, Betty Edwards; Grades 7 through 12, Tiffany Baker; Grades 18 through 24, Rebekah Rasnick, Hans Pfeil; Non-Classified/Non-Teaching, Sandy Mattox. Absentee voting will take place April 28 and 29, and the election will be held Tuesday, May 3 in the Student Center across from the Bookstore.

Good and Welfare. Senator Bemis reported several employees have asked him about the absence on the Web site of the 2005 holiday calendar. He said employees are already wondering about dates for the holiday break in December and January. Senator Tucker said he would have an answer to the question by this afternoon. Senator Corcoran reported that Senate Bill 168 has become law. It allows classified employees of higher education to receive compensation for unused sick leave upon their retirement. Senator Smith said she has a copy of the bill.

Adjournment and Next Meeting. The meeting adjourned at 10:50 AM. The next meeting will be May 11.

Judy Corcoran, Secretary

The UCA Staff Senate met on April 13, 2005 in Thompson 331. Attending were Jim Bemis, Peggy Braden, Dot Carden, Judy Corcoran, Jan Fortney, Sherry Matthews, Bettye McClendon, Brent Passmore, Patricia Smith, Terry Starnes, Dennis Strom, Bobby Tucker and Sharon Wilkes. Absent were Ann Barnett (AE), Marylynn Borengasser (AE), Katherine Hambuchen (AE), Kevin Hamilton (AE), John Merguie (A), and Bob Rutledge (A).

The minutes of the meeting of March 30 were approved as distributed.

President's Report. President Passmore announced that the Service Awards Program will be April 19 in the Student Center ballroom during X-period. He welcomed Terry Starnes as the Senate's new parliamentarian.

Treasurer's Report. Senator Corcoran reported that the regular UCA Staff Senate account has a balance of \$254.06. The balance in the agency account is \$6,161.05.

Committee Reports. Courtesy. Senator Wilkes reported that sympathy cards were sent to Barbara Satterfield in the death of her father, and to Jane Andis in the death of her father. Social. Senator Tucker said he has spoken with the food service director and feels they can establish a cheaper price for the picnic which will be held on May 25. He reported that the president's office will pay for the food. After discussion it was determined that student workers are invited to attend the picnic. Election. Senator Corcoran reported that the nomination process for the Staff Senate election is now open until April 21. Nominating in most areas can be done electronically. The election will be held May 3 with absentee balloting to be held April 27 through 29. Employee of the Year. Senator Starnes reported the selection committee has completed their work, and the luncheon in honor of the finalists will be held tomorrow. Commencement. Senator Corcoran reported that there will be three commencement ceremonies on Saturday, May 7. Six usher/assistants will be needed for each. She passed around a sign-up sheet for volunteers.

The meeting adjourned at 10:15. The next meeting will be April 27.

Judy Corcoran
Secretary

The UCA Staff Senate met on Wednesday, March 30, 2005, in Thompson 331. Senators present were Ann Barnett, Jim Bemis, Marylynn Borengasser, Peggy Braden, Judy Corcoran, Jan Fortney, Kevin Hamilton, Sherry Matthews, Brent Passmore,, Patricia Smith, Bobby Tucker, and Sharon Wilkes. Senators absent were Dot Carden (AE), Katherine Hambuchen (AE), Bettye McClendon (AE), John Merguie (AE), Bob Rutledge (A), Terry Starnes (AE), and Dennis Strom (AE).

The minutes of the last meeting were approved as distributed. There was not a treasurer's report.

President's Report. President Passmore announced that James Hayes has resigned from the Staff Senate. It was decided that this position will not be filled for the remainder of the year, and that it will be listed as a vacant position for the upcoming election. He said this means that the Senate must appoint a parliamentarian. Senator Tucker moved that Terry Starnes be appointed parliamentarian. The motion was seconded and it passed.

Committee Reports. Social. Senator Hamilton announced the menu for the picnic will contain many items approved for "Healthy UCA." The price will be \$7.95 per person and discussion was held on trying to get a better price. Discussion was held on the best date for the picnic so that as many employees as possible will be able to attend. Senators agreed upon the date of May 25. Discussion was held on the best place to have the picnic: on the MacAlister lawn or on the band field near the HPER. The decision was made to have it on the MacAlister lawn. Games to be played will be the cake walk, ring toss and volleyball. President Passmore said he would discuss the possibility of staff members being dismissed on that afternoon to enjoy recreation at the HPER Center. Courtesy. Senator Wilkes reported that sympathy cards were sent to Ronnie Williams in the death of his mother, and to Judy Corcoran in the death of her cousin. Election. The election committee will consist of Sharon Wilkes, Judy Corcoran, Patricia Smith and Marylynn Borengasser, and they will meet this week to set the time line for the election of senators for 2005-2006. Scholarship. Senator Borengasser reported that the committee recommends scholarships in the amount of \$125 each be awarded to staff members/students Erica Landon, Barbara Jackson, Rachel Robinson and Dustin Strom; and to staff members' dependents Daniel Daves, Phillip A Cooper, Angela K. Rowell and Brittany Booth. Senator Tucker moved that these scholarships be awarded. The motion was seconded and it passed. Senator Borengasser also reported that a letter has been sent to Steve Harmon, husband of deceased staff member Lilly Harmon, informing him of the scholarship named in honor of Lilly which will be awarded in the fall.

Good and Welfare. Senator Matthews suggested that the Staff Senate participate in the county clean-up which will be held April 16. After discussion Senator Tucker recommended that the senate sponsor a group and that this be announced on the Admin listserv. He said the Physical Plant could check out picker-uppers for the event.

Adjournment. The meeting adjourned at 10:35. The next meeting will be April 13.

Judy Corcoran, Secretary

The UCA Staff Senate met on Wednesday, March 9, 2005, in Thompson 331. Present were Marylynn Borengasser, Dot Carden, Judy Corcoran, Kevin Hamilton, James Hayes, Sherry Matthews, Bettye McClendon, John Merguie, Brent Passmore, Patricia Smith, Terry Starnes, Dennis Strom, Bobby Tucker, and Sharon Wilkes. Absent were Ann Barnett (AE), Jim Bemis (AE), Peggy Braden (A), Jan Fortney (AE), Katherine Hambuchen (AE), and Bob Rutledge (A).

Minutes. The minutes of the meeting of February 23 were approved as distributed.

Treasurer's Report. Senator Corcoran reported that a check for \$1,400 was received from the Athletic Department for working basketball games. It was deposited in the agency account which has a balance of \$6,174.34. The balance in the regular UCA account is \$352.88. Another \$132.50 for the next two staff development workshops is encumbered upon this account.

President's Report. President Passmore reported that Brenda Singleton and Adrian Roark have resigned from the Senate because they will be moving out of state.

Committees. Special Events. Senator Tucker reported that workers are needed for this weekend's NCAA basketball tournament. He said everyone will have to have a ticket for these games, and UCA employees will not be able to get in on their ID's. Social. Senator Hamilton said he has met with Carin Dehmer and Ary Servedio about healthy options for the staff picnic on May 20. His proposal is to request that staff be allowed to be off during the afternoon after the picnic to go to the HPER Center and either work out or play games. Discussion was held and senators agreed that this would be a way to carry out the Healthy UCA theme. President Passmore said he would relay this request to the president. Senator Hamilton said other games and competitions will be held before and during the picnic. He said he will soon confer with the campus dining service about a menu and report on this at the next meeting. Courtesy. Senator Wilkes said she had sent sympathy cards to Leigh Vernon, Donna Lanahan, and the Harvey family; and a thinking-of-you card to Kim Bradford. She said would send a card to Ronnie Williams. Elections. President Passmore said the plan is to conduct nomination of senators on line soon. There will be twelve senate positions to fill. Employee of the Year. Senator Hayes said the selection committee has selected the following five finalists for the award: Lanny Noggle, Tonya McKinney, Susan Jones, Sharon Wilkes and Marylynn Borengasser. Interviews will be conducted later in March. He said he is in the process of planning the banquet. He said the committee will discuss changing the nomination form for next year, and he plans to have a draft for senators to review at the next meeting.

Old Business. Senator Borengasser distributed a copy of the application and guidelines for the Lilly Harmon Student and Employee Book Scholarships to be awarded in honor of Lilly to students who are pursuing mathematical or technological courses of study. Senator Tucker moved to accept the application form and guidelines. The motion was seconded and it passed. Senator Borengasser said three staff members and three students have submitted applications for the Fall 2005 scholarships.

Adjournment. The meeting adjourned at 10:30. The next meeting will be March 30.

Judy Corcoran, Secretary

The UCA Staff Senate met on February 23, 2005, in Thompson331. Present were Ann Barnett, Jim Bemis, Marylynn Borengasser, Peggy Braden, Judy Corcoran, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, Sherry Matthews, John Merguie, Brent Passmore, Patricia Smith, Bobby Tucker and Sharon Wilkes. Absent were Dot Carden (AE), Bettye McClendon (AE), Adrian Roark (AE), Brenda Singleton (AE), Dennis Strom (AE), Terry Starnes (AE), Bob Rutledge (A), and James Hayes (A).

Minutes. The minutes of the February 9 meeting were approved with slight changes.

President's Report. President Passmore reported that Bobby Tucker gave the address to the Board of Trustees members at their meeting on February 18.

Committees. Courtesy. Senator Wilkes reported that sympathy cards were sent to Velton Daves (father), Steven Harmon and Marcia Girdler (Lilly Harmon), to Gary Weekin (mother), and Suzanne Rogers (stepfather). A get-well card was sent to Bobby Tucker. Employee of the Year. Senator Tucker reported he and President Passmore will take care of the Employee of the Year project. President Passmore asked that Katherine Hambuchen and Sharon Wilkes help as well. There have been eight nominations submitted. President Passmore said he will also get busy with the annual election of senators to fill vacancies.

New Business. President Passmore reported he had talked to several senators about establishing a book scholarship to honor UCA Information Technology employee Lilly Harmon who recently passed away. He asked for ideas and suggestions and discussion was held. The suggestion was made to designate one of the student book scholarships to be given to a student whose major is in a technology field to recognize Lilly's many years of service. This scholarship would be limited to dependents of staff members and staff members. It was suggested that the scholarship committee be charged with developing a procedure and an application. The committee would then present their proposal to the Senate at its next meeting. Social. Senator Hamilton expressed thanks to Senators Matthews, Fortney, McClendon and Corcoran for their help in making the recent Holiday Feast a success. He asked senators to set a date for the annual picnic. May 18 was suggested and Senator Hamilton will check into any possible conflicts and get information about how last year's picnic was handled. Special Events. Senator Tucker said there is a chance that UCA will host a basketball tournament March 10 through 14, and the Senate will need to provide workers for the games.

Good and Welfare. President Passmore reported that there is a prospect of conducting another staff survey about the days off during the holiday break. He will report on this at a future meeting.

Judy Corcoran, Secretary

The UCA Staff Senate met on February 9, 2005, in Thompson 331 at 10:00 AM. Attending were Dot Carden, Judy Corcoran, Katherine Hambuchen, Sherry Matthews, Bettye McClendon, Brent Passmore, Patricia Smith, Terry Starnes and Sharon Wilkes. Absent were Ann Barnett (AE), Jim Bemis (AE), Marylynn Borengasser (AE), Peggy Braden (AE), Jan Fortney (AE), Kevin Hamilton (AE), James Hayes (A), John Merguie (A), Bob Rutledge (A), Brenda Singleton (AE), Dennis Strom (AE), and Bobby Tucker (AE).

President's Report. The Board of Trustees will meet on February 18, and President Passmore will not be able to be there. Vice President Bobby Tucker will deliver the address to the board.

Committee Reports. Staff Development. The first workshop will be held on February 16. Scholarship. Applications for the student book scholarship and the employee book scholarship are available, and the deadline for submission is March 15.

Senator Corcoran distributed a draft of a revised Employee of the Year nomination form for senators to consider.

The meeting adjourned at 10:15. The next meeting will be February 23.

Judy Corcoran
Secretary

The UCA Staff Senate met on Wednesday, January 26, 2005, at 10:00 AM. Present were Ann Barnett, Jim Bemis, Marylynn Borengasser, Peggy Braden, Judy Corcoran, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, Sherry Matthews, Bettye McClendon, John Merguie, Brent Passmore, Brenda Singleton, and Terry Starnes. Absent were Dot Carden (AE), James Hayes (AE), Adrian Roark (AE), Bob Rutledge (AE), Patricia Smith (AE), Dennis Strom, Bobby Tucker (AE), and Sharon Wilkes (AE).

Minutes. The minutes of the meeting of January 12 were approved as distributed.

Treasurer's Report. Senator Corcoran reported that the balance in the UCA Staff Senate account is \$381.51 after paying all of the Holiday Feast expenses. The balance in the Senate's agency account is \$4,889.81 after paying for all the feast expenses and the expenses of the Angel Bear Tree project. She said that at the end of the basketball season the Senate will bill the UCA Athletic Department for \$1,400 for working basketball games. Upcoming events that will likely incur expenses are staff development workshops, the Senate elections, and the annual staff picnic. The expenses for the 2004 Holiday Feast which include decorations, the entertainment, copying, meals for guests, and ticket subsidies for staff members amounted to \$1,152.74. Senator Corcoran reported that the cost of maintaining a telephone in the Senate office in Main Hall has amounted to \$124.11 so far this year. Discussion was held with most agreeing that the cost of the telephone does not warrant its cost. Senator Barnett moved that the telephone be disconnected. The motion was seconded and it passed.

President's Report. President Passmore reported that he had spoken with Rita Fleming, Human Resources Director about updating the staff handbook on UCA's Web site. She said that her staff is working on this project, and it will be finished soon. The Board of Trustees will meet on February 18, and Vice President Tucker will speak to board members in the absence of President Passmore.

Committee Reports. Courtesy. President Passmore reported he had received a thank you note for the sympathy card from Lillie Harmon. Special Events. Senator McClendon reported that basketball games are staffed until February 17. She obtained the list of Senate scholarship recipients who are required to volunteer for ball games. Many of them have agreed to work, and she will contact a few more of them. Elections. Senator Hayes sent a list of Senate vacancies which will need to be filled during spring elections. Senators whose terms expire are Brent Passmore, Institutional Advancement; Bettye McClendon, Financial Services; Bob Rutledge, Grades 1 through 6; Jim Bemis, Grades 18 through 24; Sharon Wilkes, Non-Academic/Non-Teaching; Peggy Braden and Judy Corcoran, Provost; and Patricia Smith, Provost (election for one year to fill incomplete term). Senator Hayes reported that he would contact the Human Resources Office to see if there have been any organizational changes. Employee of the Year. Senator Corcoran reported that the nomination form has been posted on the Senate's Web site. She said she has had some calls from employees complaining about the form. Discussion was held and all agreed that the form should be revised and simplified. Senator Corcoran said she would work on it and send drafts to the EOY committee members and President Passmore. Staff Development. Senator Braden reported that in cooperation with the UCA Counseling Center there are three workshops planned. She asked the Senate to appropriate \$70 for refreshments for each workshop. After discussion she so moved. The motion was seconded and it passed. Scholarship. Senator Borengasser reported that

book scholarships have been awarded to staff members Sharon Wilkes, Reesa Robinson, Brandi Lynch, Mimi Chang, Barbara Jackson and Rachel Robinson; and to employees' children Brittany Booth (Carol Booth), Daniel Daves (Carol Daves), and Phillip Cooper (Peggy Sublett). Commencement. Senator Corcoran expressed thanks to employees who assisted with the commencement exercises in December: Terry Starnes, Sharon Wilkes, Marylynn Borengasser, Peggy Braden, Ramona Sitz, Patricia Smith, Kristie Vaughan, James Hayes, Dennis Strom, Ann Barnett, and Brent Passmore.

Good and Welfare. Senator Corcoran reminded senators about the recently announced Tsunami Relief Fund, established in cooperation with the East-West Center for Asian Studies Development, based in Hawaii. Donations are being accepted until February 8 in Irby 120 and will be deposited with the UCA Foundation. A check will be presented to East-West Center personnel when they are on campus on February 10.

Adjournment and Next Meeting. The meeting adjourned at 10:30. The next meeting will be February 9.

Judy Corcoran
Secretary

The UCA Staff Senate met on January 12, 2005, with the following senators present: Ann Barnett, Peggy Braden, Dot Carden, Judy Corcoran, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, Sherry Matthews, John Merguie, Brent Passmore, Adrian Roark, Patricia Smith, Bobby Tucker, Sharon Wilkes. Absent were Jim Bemis (AE), Marylynn Borengasser (AE), James Hayes (AE), Bob Rutledge (AE), Brenda Singleton (AE), Terry Starnes, and Dennis Strom (AE).

Minutes. Discussion was held on the minutes of the meeting of December 8, and it was revealed that some corrections needed to be made. Senator Corcoran said she would correct them and send them out to senators again.

Treasurer's Report. Senator Corcoran reported that she needs to get a final invoice from ARAMark for the Holiday Feast. She will then prepare a treasurer's report and send it to senators before the next meeting.

President's Report. President Passmore asked for comments about the Holiday Feast. Some reported complaints about the pies being frozen and some of the turkey not being fully cooked.

Committee Reports. Angel Bear Tree. Senator Hambuchen reported the project was a success and all recipients of the campus's generosity were very pleased and appreciative. She said 33 nominations were accepted for a total of 108 angel bears. There were 78 angel bears adopted from the tree. President Passmore and Senator Hambuchen went shopping for the remaining 30. There were plenty of monetary donations, and the UCA Staff Club donated funds to the project. They reported that this was a very big task and that if the Senate takes on the project again next year, more persons will be needed to lend a hand. Discussion was held on changing a few of the guidelines. Courtesy. Senator Wilkes said four sympathy cards were sent to Donna Stephens (Grandmother), Ruth Clayton (mother), Carolyn Smith (father), and Kay Hinkle (father). Special Events. Senator Tucker reported that workers were needed for upcoming basketball games in January. Senators volunteered and the games are now staffed. Elections. President Passmore reported that Senator Hayes said the committee is working on the process of electing senators. Employee of the Year. President Passmore reported that Senator Hayes will have a report on this at the next meeting.

Good and Welfare. Senator Wilkes mentioned that the Staff Handbook that is published on the UCA Web site has not been updated in a few years. There have been some policy changes that have taken place recently, but these changes are not in the handbook. Thus, there is some misleading information there. After discussion President Passmore said he would contact the Director of Human Resources about this matter.

Adjournment. The meeting adjourned at 10:25. The next meeting will be January 26.

Judy Corcoran
Secretary

The UCA Staff Senate met on December 8, 2004, in Thompson 331. Senators present were Jim Bemis, Marylynn Borengasser, Peggy Braden, Judy Corcoran, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, James Hayes, Sherry Matthews, Bettye McClendon, Brent Passmore, Patricia Smith, Terry Starnes, Bobby Tucker and Sharon Wilkes. Absent were Ann Barnett (AE), Dot Carden, John Merguie, Adrian Roark, Bob Rutledge (AE), Brenda Singleton (AE) and Dennis Strom (AE).

The minutes of the previous meeting were approved as distributed.

President's Report. President Passmore reported that the last diversity training workshop was presented yesterday. There will be two make-up sessions, however. He said sexual harassment workshops will be held next semester, and they will be mandatory for all employees. There will be a board meeting on Friday.

Committee Reports. Scholarship. Senator Borengasser reported the committee has proposed changes to the guidelines and the application for the employee book scholarship and distributed copies of them. One change is to require the recipient of the scholarship to work one football game and one basketball game. Another addition was that the applicants must also meet the university's fee waiver requirements. Discussion was held and it was agreed that the first change should read "All recipients of the Staff Senate [Employee] Book scholarship will be required to volunteer their time to work at least two home football games or two home basketball games as a ticket taker/usher during the semester the scholarship is awarded." Senator Borengasser moved that the guidelines be revised as proposed by the committee, with the change suggested by senators. The motion was seconded and it passed. Special Events. Senator McClendon reported that workers are needed for the basketball games in January and February. She said she would send the schedule of games and workers to the senators. Commencement. Senator Corcoran reported that four more ushers are needed for the December 11 commencement. Social. Senator Hamilton distributed a proposed budget of \$1,189.50 for the Holiday Feast. Senator Tucker moved that the budget be approved. The motion was approved and it passed. A senator asked if students should be charged the staff ticket rate or the non-staff ticket rate. After discussion it was decided that students should be charged the staff ticket rate of \$5.00. Senator Hamilton reported that 13 offices have entered the office decorating contest. He also reported that a staff member had complained about calling the event the "Holiday" Feast. He said many door prizes have been donated. He asked senators to come and help with decorating and to come early to the event. Courtesy. Senator Wilkes reported that sympathy cards had been sent to Marcia Girdler and Lilly Harmon in the death of their mother, and a sympathy card was sent to Annette Felsburg. Employee of the Year. Senator Hayes reported the committee will meet soon. Elections. President Passmore said the committee needs to get started making arrangements for the annual elections of senators.

Good and Welfare. Senator Borengasser reported that many staff members are concerned that persons working on construction at Wingo Hall are parking in faculty/staff parking slots and not in permit parking areas. Senator Tucker said staff members should call Velton Daves and Larry Lawrence of the Physical Plant to let them know about this problem. Senator Hayes asked whether staff members are technically "on the clock" when they are working ball games. Can this type of work be considered compensatory

time? The general consensus was that this cannot be considered compensatory time. Discussion was held on the length of the holiday vacation period and how employees from various departments are dealing with their mandatory three days of vacation. President Passmore presented a statement from the registrar's office staff requesting that in the future the holiday feast be held during finals week in December so that they can attend it since the middle of the month is a very busy time for them.

The meeting adjourned at 10:50. The next meeting will be Wednesday, January 12.

Judy Corcoran
Secretary

The UCA Staff Senate met on November 10, 2004, with attendance as follows: Present were Ann Barnett, Jim Bemis, Marylynn Borengasser, Dot Carden, Judy Corcoran, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, Sherry Matthews, John Merguie, Brent Passmore, Adrian Roark, Bob Rutledge, Brenda Singleton, Patricia Smith, Terry Starnes, Dennis Strom, Bobby Tucker, and Sharon Wilkes. Absent were Peggy Braden (AE), James Hayes and Bettye McClendon (AE).

The minutes of the meeting of October 27 were approved as distributed.

Special Guest. Dr. Gabriel Esteban, Provost, was an invited guest. Senator Hamilton related to Dr. Esteban the reason for his being invited to the meeting. It stemmed from the concern among the support staff that the diversity training sessions have been mandated for staff but not for faculty. He asked that Dr. Esteban clarify the issue. Dr. Esteban explained the time line of the events in regard to the messages sent about diversity training sessions. He said he is a strong proponent of diversity training because his office has heard about many instances of racism and sexual harassment. However, not many people file formal complaints. Also, he feels this will benefit the students as they enter an increasingly diverse work force. The Council of Deans also issued a strong statement about the issue. He said the president is in support of the effort, and the university hired a diversity training specialist for one year. His intent was to meet first with the Faculty Senate and request their endorsement for requiring that faculty attend the sessions. After gaining their approval, the plan was to send out the e-mail message. However, the message accidentally was sent before the meeting, thus causing the confusion. Speaking as the head of the academic affairs of the university, Dr. Esteban said he is requiring the training sessions for all staff in his division, but he could not speak for the other vice presidents. He reported, however, that so far 64 faculty members have attended the sessions. Although unhappy about the miscommunication, Dr. Esteban said he will not tolerate cases of gender discrimination, sexual harassment or racism, and he wants to create an atmosphere in which these incidents can be reported to his office. There are also legal issues to consider if there ever were a lawsuit filed against the university. In that case one factor in the university's favor would be that employees had received diversity training. A senator asked the provost to clarify the rationale behind exempting the faculty from participating in the sessions. Dr. Esteban responded that the Faculty Senate recommended that they be required to attend. A senator commented that the fact that they have been exempted from mandatory attendance, and the staff have not been exempted, has muddied the waters of the issue and caused some resentment. Thus, the positive purpose of diversity training has been somewhat tainted. When asked about reinstating the sexual harassment training such as that conducted a few years ago, Dr. Esteban said the administration is looking into it. He also said he is looking into making the training a part of new faculty orientation and will confer with the Instructional Development Center about it. He assured the group that he will continue to work with the Faculty Senate on this matter. A senator expressed an opinion that UCA should have an office of diversity and affirmative action so that more of an effort can be put into recruiting diverse faculty, staff and students. Dr. Esteban spoke of the expense of doing this and said the university is trying to accomplish these goals with existing personnel. On other matters Dr. Esteban reported that his office is considering the revision of the Honors College admissions criteria, an updated and more user-friendly student information system, and a technology fee.

New Business. President Passmore asked that as many senators as possible attend the meeting with Attorney General Mike Beebe this Friday. Mr. Beebe is expected to announce his office's Mentor Arkansas program and solicit the support of various groups.

Special Events. Senator Tucker asked that senators be at the circle in front of Main at 1:45 Thursday to help with Veterans Day. He said he expects approximately 100 people.

Courtesy Committee. Senator Wilkes reported that a card had been sent to Kim Collister.

Scholarship Committee. Senator Borengasser reported that the committee had met this week and decided to award \$1,000 in scholarships. She said they had received 12 applications and that three of them were not qualified. They recommend that six staff scholarships and three student scholarships be awarded for a total of \$825. She said the committee has suggested that the application and the qualifications be reviewed and revised. Discussion was held. A motion was made that the committee meet to adjust the application, review the qualifications and make changes. It was seconded. Senator Tucker moved to table the motion until the committee meets and makes a written recommendation in the matter. The motion was seconded and it passed.

Social Committee. Senator Hamilton reported the committee had met to develop plans for the holiday feast to be held December 15. They plan to adhere to the same budget as they had last year. Information about purchasing of tickets will be coming out soon.

Good and Welfare. Senator Wilkes reported on a very unpleasant situation she encountered while working the football game on Saturday which was caused by the overselling of tickets and having to close the gates while fans were trying to get in. Discussion was held about other problems, and various suggestions were made to make things go more smoothly in the future.

Adjournment. The meeting adjourned at 11:05. The next meeting will be November 24.

Judy Corcoran, Secretary

The UCA Staff Senate met on Wednesday, October 27, in Thompson 331 with the following senators present: Jim Bemis, Marylynn Boren gasser, Dot Carden, Judy Corcoran, Jan Fortney, Katherine Hambuchen, Sherry Matthews, John Merguie, Brent Passmore, Adrian Roark, Bob Rutledge, Brenda Singleton, Patricia Smith, Terry Starnes, Dennis Strom, Bobby Tucker, Sharon Wilkes. Ann Barnett (AE), Peggy Braden (AE), Kevin Hamilton (AE) and James Hayes (AE) were absent. Jennifer Boyett was a guest.

The minutes of the meeting of October 13 were approved as distributed.

Treasurer's Report. Secretary Judy Corcoran reported that the balance in the Staff Senate's regular UCA account is \$1,781.81, and the balance in the agency account is \$3,327.61. There are no outstanding obligations. She was directed to send an invoice for working the football games to the Athletic Department after the last football game which will be November 6.

President's Report. President Passmore said he was expecting Provost Gabriel Esteban to attend the meeting and speak to the Senate about the diversity training issue. He welcomed new senator, Patricia Smith. He congratulated Senator Bobby Tucker on the successful fund-raiser for the family of Robert Moore and said there was recently a presentation made to the family.

Committee Reports. **Veterans Day.** Senator Tucker announced that Veterans Day will be commemorated on Thursday, November 11, at 2:00 PM in front of Main Hall. General Don Morrow of the Arkansas National Guard will be the featured speaker, and there will be other guests. He is working with the Office of Communications for a press release to be sent out as well. He asked that the Senate allocate funds for the purchase of refreshments and for flag pins to be given to those attending the ceremony. After discussion a motion was made that Senate provide these funds as needed. The motion was seconded and it passed. **Scholarship Committee.** Senator Borengasser reported the committee has received five applications to date, and the deadline for applying is November 8. The committee will meet after that date to review the applications and decide on the amount to award to each qualified applicant. Discussion was held on the funds in the scholarship account and how much to allocate to the scholarships. Senator Tucker moved that \$1,000 be awarded in scholarships for Spring 2005. The motion was seconded and it passed. Senator Wilkes abstained from voting. **Special Events.** Senator Tucker announced that the last football game will be Saturday, November 6. One ticket-taker and two more ushers are needed. Work is to begin at 4:00, and there will be a chili cook-off that day at the stadium. He said that the basketball games begin on Friday, November 5. Three workers will be needed for these games: one ticket-taker and two ushers for the Purple Circle area. Staff no longer have to sell tickets at these games as the Reynolds Hall personnel are taking care of this responsibility. Workers must be at the Farris Center one hour before games begin, and will be there for approximately 2 and ½ hours. The staff will earn \$25 per game for this service.

Good and Welfare. Senator Carden reported that a constituent had asked her to request that someone ask the president to consider issuing a statement allowing staff to wear UCA colors and jeans on Fridays. The sentiment is that this would be a morale booster for the staff. Discussion was held and President Passmore said he would take the issue to President Hardin.

The meeting adjourned at 10:25 and the next meeting will be November 10 at 10:00 AM. All staff members are invited to Staff Senate meetings.

Judy Corcoran, Secretary-Treasurer

The UCA Staff Senate met on October 13, 2004, in Thompson 331. The following senators were present: Ann Barnett, Jim Bemis, Marylynn Borengasser, Dot Carden, Judy Corcoran, Katherine Hambuchen, James Hayes, Sherry Matthews, Brent Passmore, Adrian Roark, Brenda Singleton, Dennis Strom, and Sharon Wilkes. Absent were Peggy Braden, Jan Fortney (AE), Kevin Hamilton (AE), Bettye McClendon (AE), John Merguie, Bob Rutledge (AE), Terry Starnes (AE), and Bobby Tucker (AE).

The minutes of the meeting of September 29 were approved as distributed.

President's Report. President Passmore reported he attended the Board of Trustees meeting on October 8 and he made his presentation to them. He distributed a list of the highlights of the meeting: President Hardin was given a \$12,000 per year raise; President Hardin reported the university has over \$8 million in reserves, putting UCA "in the best situation we've been in in a long time." Fall 2004 enrollment increased by 5.9% to 10,073 students, and more students are living on campus giving UCA the highest number of student residents of any state institution. Construction is due to start very soon on the new 250-bed resident hall behind Mashburn. President Passmore reported he had sent a letters to Jack Gillean and to Provost Gabriel Esteban concerning the diversity training workshops asking that someone come to the Staff Senate and speak on this issue.

Committee Reports. Special Events. In the absence of Senator Tucker President Passmore said he had spoken with personnel in the Military Science Department about the commemoration of Veterans Day which will be held on November 11. Senator Strom said seven workers are needed for the Homecoming game, October 23. He also said three persons will be needed to work as ticket-takers and ushers at each basketball game. The Senate will be paid for these additional workers. **Scholarship.** Senator Borengasser reported the committee met in September to work on scholarship guidelines. The applications are available in various locations, and the deadline for applying is November 8. She said she has received three employee book scholarship applications and one student book scholarship application. She said the committee will need to know by the first meeting in November how much each scholarship will be funded. The awards will be announced in December. Senator Corcoran will review the funds in the scholarship account and let President Passmore know. **Courtesy.** Senator Wilkes reported cards were sent to Jan Strange (get well) Leslie Knox (get well).

New Business. President Passmore reported the Senate must appoint a staff member to replace Rita Mackintosh, who resigned from the university, until the next regular election. Senator Hayes moved that Patricia Smith be appointed to the vacant senatorial position. The motion was seconded and it passed. An election for this position will be held in the spring to complete the remainder of the term (one year).

Good and Welfare. It was reported that the Robert Moore Benefit Golf Tournament, held last week, raised \$8,000. A check for this amount will be presented to Robert's family this week. Senator Corcoran reported she had been asked by a constituent to find out if the issue of compensating retiring university staff members for their unused sick leave had been revisited. Senator Barnett said she would ask Barbara Anderson about this. Senator Carden recommended that the university guidelines pertaining to cash-handling be used during the Angel Bear Tree project this year. During discussion it was suggested

that any cash or check donations be deposited into the Senate's agency account. President Passmore said he would contact Lisa Shoemake and get the Angel Bear Tree committee together. He suggested that Senator Corcoran meet with the committee as well to get the process established. Senator Barnett reported she had attended a diversity training session and that it was just like the one senators attended in the spring.

Adjournment and Next Meeting. The meeting adjourned at 10:41. The next meeting will be October 28.

Judy Corcoran, Secretary

The UCA Staff Senate met on September 29, 2004, in Thompson 331 with following senators present: Ann Barnett, Jim Bemis, Dot Carden, Judy Corcoran, Katherine Hambuchen, Kevin Hamilton, James Hayes, Sherry Matthews, Bettye McClendon, John Merguie, Brent Passmore, Adrian Roark, Brenda Singleton, Dennis Strom, Bobby Tucker and Sharon Wilkes. Absent were Marylynn Borengasser (AE), Peggy Braden (AE), Jan Fortney (AE), Bob Rutledge (AE), and Terry Starnes (AE).

The minutes of the meeting of September 15 were approved as distributed.

President's Report. President Passmore thanked senators for their attendance at the President's Address of the day before. He reported that he would address the UCA Board of Trustees on October 8 at 2:00 in the Fireplace Room.

Committee Reports. Special Events. Senator Tucker reported the Robert Moore Benefit Golf Tournament will be held Monday, October 4, at Plantation Golf Course. He said volunteers are needed to help with registration and other tasks and should be there by 12:30 PM. He said he would speak with President Hardin about getting time off for employees who volunteer to help. Donations in any amount are also being taken from those who don't wish to golf. Donors should contact Bobby Tucker or Judy Corcoran. There will be another home football game on October 9, and Senator Tucker said he needs a few more workers. Discussion was held on why tickets have to be torn and on the need to monitor the Purple Circle area. Other issues of concern were the need to get information to ticket-takers about when to stop working. Appointments. President Passmore said this committee would meet right after the meeting. Scholarship. Senator Singleton reported the applications for the two scholarships have been placed at the Physical Plant, the Student Center, the Financial Aid Office, at the library and in Harrin. She said the committee wants to discuss with the senators the award amounts at a future meeting. November 8 is the deadline for applying for these book scholarships.

New Business. Lisa Shoemake of the Office of International Programs was a guest. She said she is willing to continue to conduct the Senate's Angel Bear Tree Project during the Christmas holidays. She asked for discussion about who should be eligible to be placed on the tree and how to screen nominees. She said last year's committee decided to accept nominations, and the requirements were that only family members living together in one household would be eligible to be Angel Bears and would be placed on the tree for adoption. Their suggested limit for gifts was \$35 per person. She said many people and organizations adopted entire families, and that for those who were not adopted the committee had enough in cash donations to provide for them. Senators agreed that the guidelines should remain the same for this year and gave Lisa the names of her committee members (Katherine Hambuchen, Bobby Tucker and Dot Carden). Senators said to let them know when the committee needed help for this project, such as doing the shopping and wrapping the gifts. The suggestion was made to develop the guidelines for this year and get them in writing. Lisa said her plan is to get the trees set up just after Thanksgiving and deliver the gifts by December 18.

Good and Welfare. Senator Kevin Hamilton asked that the Senate take a stand in favor of conducting diversity training workshop for all of the university community: faculty, staff and administrators. A

senator read the Admin e-mail message entitled "Update on diversity training issue" dated September 28, 2004, and reported that many staff members were upset that faculty members seem to have been singled out for exclusion from the workshops. Kevin expressed his opinion that all UCA employees need the tools for dealing with students in all types of situations and that all of us must work together on acquiring those tools. Some senators expressed dismay that the Staff Senate was not consulted on the matter as was the Faculty Senate. Senator Barnett moved that 1) Kevin Hamilton and Brent Passmore be appointed to meet with Vice President Jack Gillian and ask for clarification of the e-mail message; and 2) that the provost's office be contacted and asked to speak to the Staff Senate about the diversity issue. The motion was seconded and it passed. Senators suggested that this meeting take place as soon as possible.

Adjournment and Next Meeting. The meeting adjourned at 10:55. The next meeting will be October 13.

Judy Corcoran, Secretary

The UCA Staff Senate met on September 15, 2004, in Thompson 331 with the following senators present: Jim Bemis, Marylynn Borengasser, Peggy Braden, Dot Carden, Judy Corcoran, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, James Hayes, Bettye McClendon, John Merguie, Brent Passmore, Adrian Roark, Bob Rutledge, Brenda Singleton, Terry Starnes, Dennis Strom, Bobby Tucker and Sharon Wilkes. Ann Barnett (AE) and Sherry Matthews (AE) were absent.

The minutes of the meeting of August 25, 2004 were approved as distributed.

Committee Reports. Courtesy. Senator Wilkes reported that sympathy cards had been sent to Delois Mowdy in the death of her father, Mathilda Hulett and Gene Hatfield in the death of Nicole Hatfield. Get-well cards were sent to Margaret Wallace, Ruby Burroughs, and to Jim Bemis's son. Special Events. Senator Tucker reported that 16 staff members worked at the first home football game as ticket-takers and ushers. He said, however, that 16 is not enough to make the process go smoothly and avoid delays. The new ticketing process requires that everyone must have a ticket to get in; students and faculty and staff can no longer show their ID cards in place of tickets. This has caused long lines to form, and that is why more ticket-takers are needed. Senator Tucker urged students, faculty and staff to get their tickets prior to the games at the Reynolds Hall box office and at the Student Center. Staff are urged to volunteer to help with the future games on September 25, October 9, October 23 and November 6. He also invited everyone to the pre-game tailgate party on September 25 sponsored by the Staff Senate and said ARAMark is providing food for 400 persons. The tailgate will start at 3:00 PM at the football practice field across from Buffalo Hall. Senator Tucker announced that a golf tournament to benefit the Robert Moore medical expense fund will be held on October 4. Volunteers are needed to help with this and they can contact Senator Tucker at bobbyt@mail.uca.edu. This tournament is to raise funds for medical equipment needed for Robert Moore, a student who was injured at a baseball game earlier this year. Senator Tucker explained that Robert is paralyzed but is making slow progress. He needs the equipment to get around and continue to improve. His goal is be able to teach. A UCA Foundation account (the Robert Moore Fund) has been established and donations are welcome. Senator McClendon chairs the special events sub-committee for the basketball games. She said only one person will be needed as a ticket-taker for each game because we no longer have to sell tickets. She will bring the work schedule to the next meeting. Discussion was held on splitting the time period for working each game: one person to work two hours and another to work the last two hours.

President's Report. President Passmore announced that the staff meeting with President Lu Hardin will be Tuesday, September 28, from 1:40 to 2:30 in Ida Waldran Auditorium. On October 8 President Passmore will make his address to the UCA Board of Trustees.

New business. Senator Braden reported she had received concerns from some staff members about the feral cats on campus. She suggested doing a survey to gain input about how the UCA community feels about this issue. Discussion was held and Senator Starnes reported that this matter had been addressed a couple of years ago in cooperation with UCA's Humane Society. Feeding stations were set up in various locations on campus. The objective was to have more control over the cats. During discussion it was revealed that some Physical Plant workers have been scratched at times performing their jobs. It was

suggested that the Staff Senate develop a statement to present to the administration, and urge that a policy to deal with campus feral cats be adopted. President Passmore appointed a committee to discuss the issue and come up with a statement. On this committee are Bobby Tucker, Bettye McClendon and John Merguie. The committee decided to meet immediately after the meeting.

Old Business. A senator reported he had checked with Dr. Ron Toll's office about using the jumbo screen behind the Math/Tech building for public service announcements. All requests must be cleared through that office. Also, more information can be obtained from Scott Meadors at Channel 6. Senator Starnes said he would start working with the College of Natural Sciences and Mathematics on getting messages on the screen.

Adjournment and Next Meeting. The meeting adjourned at 10:35. The next meeting will be September 29 at 10:00 AM.

Judy Corcoran, Secretary

UCA Staff Senate - August 25, 2004

The UCA Staff Senate met on August 25, 2004, in 331 Thompson with the following senators present: Ann Barnett, Jim Bemis, Peggy Braden, Judy Corcoran, Katherine Hambuchen, Kevin Hamilton, James Hayes, Rita Mackintosh, Sherry Matthews, John Merguie, Brent Passmore, Adrian Roark, Terry Starnes, Dennis Strom, Bobby Tucker. Senators absent were Marylynn Borengasser (AE), Dot Carden (AE), Jan Fortney (AE), Bettye McClendon (AE), Bob Rutledge (AE), Brenda Singleton (AE) and Sharon Wilkes (AE).

The minutes of the meeting of August 11 were approved as distributed.

President's Report. President Passmore reported that he and Senator Tucker attended the board meeting on August 6. He will speak at the next meeting which will be in October. He said a new campus smoking policy was adopted which states that persons cannot smoke closer than 25 feet from a building entrance. The university is leasing some property at Farris Road and Dave Ward Drive to Hilton hotels, and excavation has already started. The Strategic Thinking Initiative has been approved, and it will be posted on line. President Passmore announced that Senator Rita Mackintosh is retiring from the university effective September 10. President Hardin will meet with the staff on September 28 in Ida Waldran Auditorium during X-period.

New Business. Senator Hambuchen said she is in charge of UCA's annual Phonathon and is recruiting volunteers. It will be held September 21 through October 6. The organization that volunteers workers will earn \$10 per person per night. Senator Tucker moved that the Staff Senate volunteer for this event on September 30. The motion was seconded by Terry Starnes and it passed. President Passmore reported he got a call from a staff member in Mashburn on the first day of classes concerning the lack of parking near Mashburn. (The parking lot at Mashburn has been closed because construction is due to start on the new dormitory.) Another concern was the lack of staff/faculty parking at the HPER Center as 20 spaces have recently been designated as metered parking. He asked Senator Merguie to respond to this. Senator Merguie said the administration has had complaints from students parking in the HPER Center lot, thus causing a shortage of parking spaces for persons wanting to use the center. That is the reason for the metered parking. He also reported that the shuttles are operating and the shuttle schedule is on UCA's Web site. Mashburn parking will be opened up, but this will be temporary until the dormitory construction begins. Discussion was held on the excessive cost of building and maintaining a parking deck, such as the poor ground structure in the area and the expense involved in just building a foundation. A senator asked why there is so much handicapped parking on Alumni Circle. The response was that this is strictly governed by ADA requirements. Discussion was held on other parking matters. A suggestion was made to put up signs indicating alternative exit routes at the parking area near the baseball field. Senator Starnes said he would contact someone about putting information on the jumbo screen.

The recently-adopted campus smoking policy was discussed. It was reported that a number of ash trays which will sit on posts have been ordered and should arrive in four to six weeks. They will be installed at least 25 feet from buildings.

Kevin Hamilton, chair of the social committee, asked for discussion about the best time to have the Holiday Feast. Senators voted to have it on December 15.

A senator asked if an employee's family members (spouse, child) can use the UCA health services, and discussion was held.

Senator Tucker announced that the Staff Senate would host a free tailgate party for faculty, staff and students at the practice field on September 25. ARAMark will donate food for 400 persons, and the Physical Plant will supply the tent. He said the Senate must provide 16 workers for the first game, September 4. The Athletic Department will pay \$25 per person for this service.

The meeting adjourned at 10:45. The next meeting is September 8.

Judy Corcoran
Secretary

UCA STAFF SENATE

August 11, 2004

The UCA Staff Senate met on August 11, 2004, in Thompson 331. Senators attending were Ann Barnett, Marylynn Borengasser, Peggy Braden, Dot Carden, Judy Corcoran, Jan Fortney, Katherine Hambuchen, Kevin Hamilton, James Hayes, Rita Mackintosh, Sherry Matthews, Brent Passmore, Adrian Roark, Brenda Singleton, Terry Starnes, Dennis Strom, and Bobby Tucker. Senators absent were Jim Bemis (AE), John Merguie (AE), Bettye McClendon (A), Bob Rutledge (A), and Sharon Wilkes (AE).

Minutes. The minutes of the meeting of July 28, 2004 were approved as distributed.

Treasury. Senator Corcoran reported that the balance in the regular account is \$1,817.27 after the telephone bill of \$17.73 was paid. The balance in the agency account is \$3,446.00 after paying the bill to ARAMark of \$230.99 (orientation luncheon), and paying \$66.17 for the August 3 brown bag luncheon refreshments.

President's Report. President Passmore reported that the work at the August 6 commencement went smoothly with Ramona Sitz, Judy Corcoran, Katherine Hambuchen, John Merguie, Sherry Matthews, Jan Fortney, James Hayes, and himself serving as ushers/assistants. He thanked them for their service. He asked the workers to contact him if they had any suggestions or comments about this. He then introduced the Senate's guest, Rita Fleming, Human Resources Director. Ms. Fleming said that she was aware of some of the comments and questions from staff members that were brought up at the last meeting. She explained how the recent raises for classified staff were allocated, and said the process was dictated by state guidelines. In effect, raise percentages decreased as the salaries went higher. She discussed the pay grade levels for classified staff and labor market salary rates. She said that a higher entry-level salary for an "exceptionally well qualified employee" must be approved by the state Office of Personnel Management. Discussion was held with senators asking about salary compression (new employee hiring in at a salary at or near the level of a long-time employee), getting positions reclassified, merit raises, the CLIP program, classified personnel performing administrative duties, and the major differences between non-classified and classified pay scales. Ms. Fleming remarked that there is not much leeway in working with classified salaries because they are tied to state regulations, and there is more flexibility in the non-classified ranks. The Legislature has not made much progress in the area of classified salary reform in recent years. Comments were made about employees at the lower grades who can't afford health insurance, have to have welfare assistance, or have to work two jobs. Discussion was held on the poverty level statistics, and Ms. Fleming said she had been studying them and has discussed the problem with UCA's representative at OPM. She said state officials monitor staffing areas to see where recruiting of employees has been hindered by the low pay levels. This has not been a critical problem at UCA. A senator asked if all of UCA's positions have been rated as "labor market." Ms. Fleming said supervisors look at their budgets to see if they can afford labor market salaries. She suggested going to the Office of Personnel Management Web site for additional information. A senator asked if there are some departments that are more aggressive than others about

requesting reclassifications for their employees. Ms. Fleming said this does depend upon the supervisor's willingness to do this. On another matter Ms. Fleming was informed that some employees have complaints about reimbursements from flexible-spending accounts (AFLAC). She said there have been complaints and that she is reviewing the system. She said that AFLAC actually makes its money by signing up employees on their other policies (cancer, disability, etc.), and UCA is considering other companies. Another system may be in place by January. Discussion was held on the difference between how faculty and non-classified employees were notified about their raises (sealed envelopes as opposed to folded and stapled memos). Ms. Fleming suggested that the folding-and-stapling was probably considered to be less costly. When asked if there was a UCA policy that requires that all position openings be advertised, Ms. Fleming explained that the president has the authority to hire non-classified staff. For classified staff there is a governor's directive that openings must be advertised for anywhere from five to seven days. She explained the difference between hiring "externally" and "internally." She said that the listing of openings on the Human Resources Web site has generated many applications, and that in many cases departments do not have to advertise anywhere else. A senator remarked that some staff members do not have adequate access to computers in order to check this Web site. There have been complaints because some employees have missed these opportunities. A senator said that library circulation desk staff will assist anyone with this. Ms. Fleming said she would discuss the posting of open positions with her staff and will endeavor to make this process more accessible. When asked if state-mandated classified salaries could be supplemented by university funds, Ms. Fleming this could not be done. She added that attempts have been made in the past to persuade the Legislature to allow this. She said she wants to continue pursuing the reclassification of positions as was started by the former Human Resources Director.

In closing Ms. Fleming said she is available by e-mail at any time of the day, and employees should not hesitate to contact her this way. President Passmore thanked Ms. Fleming for her time.

The meeting adjourned at 11:10 AM. The next meeting will be August 25.

Judy Corcoran, Secretary

The UCA Staff Senate met on Wednesday, July 28, 2004, in Thompson 331. The following senators were present: Marylynn Borengasser, Peggy Braden, Dot Carden, Judy Corcoran, Jan Fortney, Katherine Hambuchen, James Hayes, Rita Mackintosh, Sherry Matthews, Bettye McClendon, John Merguie, Brent Passmore, Adrian Roark, Brenda Singleton, Terry Starnes, Dennis Strom, Bobby Tucker, and Sharon Wilkes. Senators absent were: Jim Bemis (AE), Ann Barnett (AE), Kevin Hamilton (AE) and Bob Rutledge.

Minutes. Secretary Corcoran read the minutes of the July 14, 2004 meeting. They were approved as read.

Committee Reports. Courtesy. Senator Wilkes reported that cards have been sent to Mrs. Maurice Miller, sympathy in the death of her husband; Mrs. Agnes Schlientz, sympathy in the death of Chris Schlientz; Margaret Wallace, get well. Special Events. Senator Tucker said he would distribute a sign-up sheet for working the football games. He explained that the Athletic Department has requested that the staff provide 16 persons to work each home game. Cashiers will not be needed because the ticket-selling process will be computerized, but volunteers will serve as ticket-takers and ushers. In turn, the Senate will earn more money for this service. The main job of the ushers will be to man the Purple Circle area as well as to assist persons in finding their seats. He urged senators to help with this fund-raising effort and to recruit volunteers from the staff. Bettye McClendon will chair the sub-committee which will coordinate workers for the basketball games. She will get a list of ballgames by the end of the week. Commencement. President Passmore said he had met with the registrar about staffing commencement ceremonies. Twelve ushers/assistants will be needed for each event beginning on August 6. The summer event will be a test run of new procedures which will include not only greeting visitors and distributing programs, but directing visitors to handicapped seating and to the restrooms, and assisting graduates. He said there will be a training period before commencement. A sign-up sheet for volunteering was passed around, and they will have to be at the Farris Center by 5:30.

President's Report. President Passmore thanked Marylynn Borengasser for volunteering to manage the Staff Senate Web site. He said the executive committee (the Senate officers) met yesterday to discuss various issues. Employee of the Year guidelines and the selection process were discussed, and James Hayes said he would chair the EOY guidelines committee. Senator Hayes said he welcomes comments and suggestions about improving the process. President Passmore asked that chairs of committees contact their members and begin meeting to set objectives for the year. Reports of committees will be on the agendas of the meetings, and he asked that chairs submit to him their reports, if they have any, by the Friday before each meeting.

New Business. Senator Braden, chair of the Staff Development Committee, asked the Senate for \$100 for the staff development Brown Bag program on August 3. She also asked for a budget of an additional \$400 for future Brown Bag programs. Senator Tucker moved that this request be granted, both for \$100 for August 3 and for a \$400 budget. The motion was seconded and it passed.

Senator Borengasser, chair of the Scholarship Committee, reported that in spring of 2004 the Senate awarded seven scholarships for a total of \$450. For Fall 2004 eight have been awarded for a total of

\$600. She asked for \$600 for the spring 2005 semester and \$600 for the fall 2005 semester, a total of \$1,200. Discussion was held on how much money is usually set aside for scholarships. It was mentioned that funds generated from working the basketball games are usually used for these awards. Senator Tucker said the goal is not to touch the funds in the UCA Foundation scholarship account, but to use money from the games, to let the account grow. It was decided that the announcement will go out at the beginning of October with a deadline of November 1 for applying. The subject of how much money to allocate will be on the agenda of the next meeting. Senator Borengasser also reported that she spoke with Financial Aid personnel about students cashing out scholarship funds and was told that all a student's forms of financial aid go into one pot from which his/her college expenses are paid. The book scholarships don't have to be used at the university bookstore.

Good and Welfare. President Passmore announced that this would be an agenda item for each meeting, and it would give senators a chance to make announcements, report on campus events, and to bring up issues and concerns expressed by staff members. Senator Braden reported on a couple of concerns expressed to her by constituents. She said some staff members were dismayed at how the salary increase notices were distributed, i.e., folded over and stapled instead of enclosed in confidential envelopes. Discussion was held and Senator Carden reported that in the Financial Affairs division each department is now in charge of their own budget, and it could be that department had decided to cut back on envelope usage. Senator Mackintosh questioned the lack of information in the notices as to how increases were calculated on different salary levels. She said she inquired and was told that employees earning less than \$20,000 got the larger increases. Senator Singleton inquired about the reclassification of positions process and whether or not it is still being considered, as was reported to the Senate by Steve Wood in March. Discussion was held on this and the fact that some employees cannot afford to purchase health insurance. The suggestion was made to invite the Human Resources Director to the next meeting to address these issues. Senator Fortney said she had heard from a staff member concerned about how long it takes to receive a reimbursement for child care expenses under the flexible-spending plan (AFLAC). President Passmore said he would contact the Human Resources Director. Senator Braden asked when the minutes of the last few meetings would be posted on the Senate Web site. President Passmore said he would meet soon with Senator Borengasser about putting things on the Web site.

Adjournment and Next Meeting. The meeting adjourned at 10:40. The next meeting will be August 11, 2004.

Judy Corcoran, Secretary