

UCA STAFF SENATE

Minutes

July 2006 – June 2007

Officers:

President – Patricia Smith

Vice-President – Carin Dehmer

Secretary– Judy Corcoran

Treasurer – Marylynn Borengasser

Call to Order: Meeting Called to order at 10:04am

Senators present: Marylynn Borengasser, Judy Corcoran, Felicia Leonard, Sherry Matthews, Calvin Mosley, Hans Pfeil, Amy Shier, Patricia Smith, Ed Wilkes, Georgia Younker

Senators Absent: Shaneil Ealy, Claye Eubanks, Jan Fortney, Mark Heffington, Sandy Ahne, David Anthes, Rick McCollum, John Merguie, Terry Starnes, Dennis Strom, Reginia Thomas.

Officers' Reports

President: President Smith passed around and went through the proposed budget for next year.

Treasurer: Senator Borengasser reported that we have \$5130.16 in our account. Funds for plaques, retiring senators, and end of the year luncheon money still have to come out. She also reported that we have \$2139.09 in our staff senate scholarship fund, \$292.89 in our Employee of the year award, and \$11411.42 in our Staff Senate Employee of the Year Endowed fund.

Committee Reports

Elections: Senator Corcoran reported that everyone has been contacted who was elected. We had one person to decline their position. Another person has agreed to take their place. She also reminded all senators that June 28th from 11-1 is the staff senate luncheon, and new senator orientation. The New Senators are as follows: Carol Daves, Nanette Fitzhugh (Provost), Carole Good and Michael Hopper (Presidents Office), Ashley Lyon (Financial Services), Kasi Jones (Enrollment/Admissions), Terry Williams, David ANthes, Ed Ebinger, and Shawn McClure (Administrative Services), Reesa Ramsahai (Student Services), Dustin Ward (Grades 1-6), Lula Tyus (Grades 7-12) and Peggy Braden (Grades 13-17).

Scholarship: Senator Borengasser reported that the Scholarship committee met and that we have over 20 applications. So far 10 staff qualified and 5 dependents qualified. Applicants will be looked at after all their financial aid has been awarded to make sure we don't over award them.

Old Business

MLK-Holiday: President Smith reported that she has received the memo from Rita Fleming. The memo was read to the senators. The memo is as follows:

To: Staff Senate

From: Rita Fleming, Office of Human Resources

Date: May 21, 2007

Subject: Dr. Martin Luther King Holiday Observance

Thank you for sharing the issues of the UCA staff as relayed to Staff Senate members concerning the January 15th observance of the Dr. King holiday. This is a staff holiday, and while UCA doesn't observe all state holidays on the same day as the state observance, President Hardin did determine that UCA should observe this holiday on the same day as other Arkansas agencies and higher education

institutions. This holiday will be observed on the same day as the state observance from this point forward. As with any holiday where the university is closed, there are key individuals who are not able to take off that particular day and are given that holiday off at a later time. This is my understanding as having happened on that day. Those offices with prior obligations remained open and those that were able closed in observance of the day.

The winter break will fluctuate each year depending upon what days Christmas Eve and Christmas fall. Each year supervisors have been encouraged to work with their staff in scheduling time off during this period. President Hardin has been very supportive of employees earning comp time to cover those days that are in addition to the holidays when the university is closed during the break at Christmas. I have not had any indication that this will change in the future.

I do agree that the university calendar needs to be kept more current than in previous years and this is a goal of the Human Resources' office (HR). Currently, the calendar is being more closely monitored and HR will keep it updated on a rotating basis as opposed to posting a new one at the beginning of each year only. This should provide at least a few more weeks notice when holidays are set. Thank you for allowing me the opportunity to address these issues.

Staff raises and Merit Pay Clarification

Classified Staff:

There has been some confusion about salary increases for the upcoming fiscal year. The General Assembly approved a 2% cost of living adjustment (COLA) for all classified staff. The 2% increase is effective July 1.

In addition, UCA is providing merit bonuses for the upcoming June paycheck based upon your last year's performance evaluation completed by your supervisor. If you scored "above average" you will receive a 2% bonus; if you scored "exceeds standards" you will receive a 4% bonus. Based on the performance evaluations, the majority of you will receive these bonuses.

In summary, all classified staff will receive the 2% COLA for the entire upcoming 2007-08 fiscal year, plus up to an additional one-time 4% bonus, which means many of you will see a 6% increase shortly over the next two months.

Even though the state is not realizing raises above 2%, President Hardin is taking every budgetary action available to reward your hard work. You will be hearing more about this from your supervisor; however, now that the Board of Trustees has approved next year's budget and we are reconciling our current year budget, we believe that this bonus should take place immediately.

Non-classified Staff:

Pursuant to the Board of Trustees' approval of our budget for the 2007-08 fiscal year, salary increases are as follows. All non-classified staff will receive a 2% cost of living adjustment (COLA) effective July 1. In addition, you will receive a \$1,000 one-time bonus on your July paycheck. Although the state has only funded a 2% COLA, President Hardin feels it is imperative to recognize your hard work and contributions to this great University. Also, a significant number of non-classified employees have been given

substantial increases in the last three years based on your Department Head's recommendation and we will continue to reward individual achievement on a case by case basis.

Good and Welfare

Senator Corcoran suggested writing to each senator and asking them to attend the meetings because important information will be voted on.

Adjournment: Meeting adjourned at 10:45am

Call to Order: Meeting Called to order at 10:03am

Reading and Approval of Minutes

Senators present: Sandy Ahne, Judy Corcoran, Claye Eubanks, Sherry Matthews, Calvin Mosley, Felicia Leonard, Hans Pfeil, Amy Shier, Patricia Smith, Terry Starnes, Ed Wilkes.

Senators Absent: David Anthes, Marylynn Borengasser, Shaneil Ealy, Jan Fortney, Mark Heffington, Sherry Matthews, John Merguie, Dennis Strom, Reginia Thomas, Georgia Younker.

Officers' Reports

President

President Smith gave a heartfelt thanks to everyone for their participation with the staff Picnic. It was discussed that we have it in the Farris Center every year but not so close to commencement.

Treasurer

In her absence, Senator Borengasser sent in the balance. We have \$5150.64 in our regular account.

Committee Reports

Courtesy

It was suggested that courtesy cards be sent to Sheryl Lyons, Beth Workman, Debbie Edgmon, and Robert Connor.

Elections

Senator Corcoran stated that elections were held yesterday (May 8th). She thanked those who helped her work the event. The ballots have been counted and all positions have been filled. The results are as follows: Carole Good, Michael Hopper (Presidents Office), Ashley Lyon (Financial Services), Kasi Jones (Enrollment/Admissions), Reesa Ramsahai (Student Services), Keith Abrams, David Anthes, Ed Ebinger, Shawn McClure (Administrative Services), Dustin Ward (Grades 1-6), Lula Tyus (Grades 7-12), Peggy Braden (Grades13-17). All winners were informed that they won. Senators who will continue to serve include: Amy Shier and Ed Wilkes (Administrative), Claye Eubanks, Rick McCollum(Financial Services), Mark Heffington (Institutional Advancement), Gerogia Younker, Judy Corcoran, Patricia Smith, Shaneil Ealy (Provost), Reginia Thomas (Student Services), Hans Pfeil (Grades 18-24), and Sandy Ahne (Non-Classified/Non-Teaching).

Scholarship

President Smith reported that Senator Borengasser stated that they have stopped receiving applications. Grades should be available today to check today. The money we raised at the staff picnic will go to the scholarship fund.

Social (Campus Picnic)

Senator Shier expressed another thank you for all those who helped with the staff picnic.

Staff Development

President Smith stated that there will be one more staff development event this summer. The date is to be announced later.

Old Business**MLK Memo**

President Smith reported that Rita Fleming is still working on a response to the MLK Memo.

Staff Raises

President Smith reported that the 2% was set by the state for both classified and non-classified positions (the merit pay for classified staff is per OPM regulations and any amount for non-classified is restricted to the line-item max). In addition Barbara Anderson sent in an e-mail to President Smith the following information: Pursuant to the Board of Trustees' approval of our budget for the 2007-08 fiscal year, salary increases are as follows. All non-classified staff will receive a 2% cost of living adjustment (COLA) effective July 1. In addition, you will receive a \$1,000 one-time bonus on your July paycheck. Although the state has only funded a 2% COLA, President Hardin feels it is imperative to recognize your hard work and contributions to this great University. Also, a significant number of non-classified employees have been given substantial increases in the last three years based on your Department Head's recommendation and we will continue to reward individual achievement on a case by case basis.

New Business**T-Shirts**

Senator Eubanks stated that we are ready to put out a public announcement for another t-shirt order.

Ex-Officio Position

President Smith announced her intention to follow in the footsteps of Past President Kevin Hamilton and serve in an Ex-Officio Position after her term is up this year. Senators will vote on this in the upcoming year.

Good and Welfare

Senator Corcoran asked about a nominating committee for Staff Senators Officers for next year.

Adjournment: Meeting adjourned at 10:26am

Call to Order: Meeting called to order at 10:00am

Reading and Approval of Minutes

Officers' Reports

Treasurer: Senator Borengasser reported that fifty dollars was allocated for the staff picnic. A two hundred and fifty dollar donation was made to UCA. It was deposited in our account. A requisition was made out to Amy to use for the staff picnic. \$4902.37 is currently the balance of our account.

Committee Reports

Courtesy: It was reported to Senator Matthews that Chris Collins (physical plant), Beth Workman (Housing), and Brad Wolf (Housing) need courtesy cards sent to them.

Elections: Senator Corcoran reported that we have nominations in every category. The nominations close tomorrow (April 26). The new election date is Tuesday May 8th from 8:30am-4:30pm. The location will be the lobby area in the Student Center across from the book store.

Scholarship: Senator Borengasser reported that we currently have 20 applications.

Social (Campus Picnic): Senator Younker reported that the staff picnic is next Thursday (May 3rd). Staff Senators who are working were asked to be there that morning at 8:30am to work and they would be able to eat at 11am. Senator Younker reported that we have about \$4900 in prizes. Due to the number of tickets that have gone out Senator Younker has increased the food order and the serving lines will increase from 4 to 8.

Special Events

Commencements: President Smith went over the commencement times. They are 10am, 1:30pm and 5pm. A sign up sheet was passed around for senators to sign up.

Old Business

MLK Update: President Smith reported that Rita Fleming has yet to get the memo to Patricia.

Staff Raises: President Smith reported the results from Paul concerning staff raises. It is as follows: Faculty 3% base adjustment and a merit pool of 2%. Classified 2% base as allowed by the state and a merit pool of 2.5%. This merit pool will create different increases since it is ranked depending on the evaluations. We have not decided when and what form the amount will be allocated for the merit portion. It will not be added to the base. Non classified will receive a 2% base and any merit will require presidential approval.

Good and Welfare

Attendance of Staff Senators was brought up as a concern.

Adjournment: Meeting adjourned at 10:25

Meeting called to order at 10:00am

Senator's Present:

Sandy Ahne, David Anthes, Judy Corcoran, Claye Eubanks, Jan Fortney, Mark Heffington, Sherry Matthews, Rick McCollum, Calvin Mosley, Patricia Smith, Terry Starnes, Dennis Strom, Reginia Thomas, Georgia Younker

Senators Absent:

Marylynn Borengasser, Shaneil Ealy, Felicia Leonard, John Merguie, Hans Pfeil, Amy Shier, Ed Wilkes

The minutes of the March 28th meeting were approved as read.

Officers' Reports

President

President Smith reported that she met with Paul McClendon concerning the budget committee. These items will be covered more in the New Business discussion.

Treasurer

President Smith reported that we did get \$350 from SGA for the no-smoking signs. We have \$4702.02 in our agency account and -91.05 in our regular account.

Parliamentarian

Senator Strom reported that the No-Smoking signs are being placed at the entrances to all the buildings. They are having trouble with people taking a razor blade and cutting the "NO" off the signs. They are not being placed on the Residence Hall Doors until after closing.

Committee Reports

Courtesy

Senator Matthews received the names of individuals to send courtesy cards to. These staff members are Theresa Huff and Vicki Simmons (Academic Outreach), Amy Shier and Cheryl Lyons.

Elections

Senator Corcoran stated that announcements have gone out on Admin. list this morning. She mentioned that she is trying to get a location in the student center for the election table. It was noted that elections were taking place during finals week and senator Corcoran is considering moving elections to another date.

Social (Campus Picnic)

Senator Younker stated that the Campus Picnic Committee should have tickets today or tomorrow so they can start going out. Larry Lawrence is paying for the tables, chairs and stage. Gifts will be picked up on April 25th. They have collected 36 prizes thus far. Set up will be the morning of May 3rd. Senators were asked to come out and help set up if they can.

Staff Development

Senator Thomas reported that Lynn Shafer has offered to do a workshop on Cultural Differences this summer. She has met with Jayme Stone about doing a presentation about the differences between faculty and Staff so that we will be able to communicate and work together better. Charlotte Strickland is trying to make sure that she can do this program around the same time as the professional development sessions are going on. The survey is still out there. So far there have been over 200 responses. The date will probably be extended to get more responses.

New Business

Salary Compression

President Smith gave a report on salary compression. A concern was brought to her by a staff member. Salary Compression is hiring someone new in a position and the salary is higher than the previous person who left the position. It was explained by Senators Strom and Starnes that it is based on Labor Market Rates.

Budget Report (\$1,500)

President Smith reported that she met with Paul McLendon and asked him to consider a \$1500 increase for Staff Senates operating budget. He said that he would take it under advisement.

Staff Raises

President Smith reported that Paul McLendon stated that the COL is 2% per statute and that they are still working on a bonus pool amount.

EOY Fund (\$1,500)

President Smith has talked to Jack Gillean about the Employee of the Year Fund and he agreed to take \$1500 out of his budget to support the three individuals who win Employee of the Year.

MLK Update

President Smith reported that Rita Fleming has received the memo and she will be writing one back to President Smith.

Staff Handbook revision

Senator Corcoran asked President Smith if she could mention to Rita Fleming that the staff senate would like to be involved in the revision of the Staff Handbook.

Banner

Senator McCollum stated that we have gone live with banner. There have been issues, but they are working on those. One major accomplishment was that they were able to register over 2000 students. Training sessions are still ongoing.

Meeting Adjourned at 10:56am

Meeting called to order at 10:02am

Reading and Approval of Minutes

The minutes of the last staff meeting were approved as distributed

Officers' Reports

President

President Smith stated that the Centennial Campaign Update-letters have been printed. They just need to be stuffed. The memo indicating staff concerns about the 2007 Martin Luther King holiday we be delivered to Rita Fleming and Jack Gillean.

Treasurer

It was reported that the balance is still the same as the last time the Staff Senate met. There is \$1103.67 in the agency account and the regular account has a negative balance of \$105.34

Committee Reports

Courtesy

It was suggested to send a card to Wendelene Smith for her retirement.

Elections

Senator Corcoran stated that we hope to go on-line by Thursday April 5th. An E-mail was sent out on admin this morning. She reported that Grades 1-6 are the ones we have trouble filling. It was also stated that if you are in one division you can not nominate someone from another division, but staff members can only nominate person's from their own grade category. Senator Younker is also contacting Larry Lawrence to see if he wants to nominate them. Nominations can go on until April 16. Elections will be on May 2nd. President Smith talked about having a meet and greet to invite Staff and the Current Staff senators and the ones who are running for a position so staff can meet the potential senators.

EOY Guidelines

President Smith reported that all decisions have been made. On April 19th at the annual Service Awards Program the winners will be announced.

Scholarship

President Smith reported on behalf of Senator Borengasser that 18 applications have been received.

Social (Campus Picnic)

President Smith and Senator Younker met with President Hardin's secretary and they got financial support for a grand prize. Senator Younker announced that she got a dinner for two on the Arkansas Queen, and a free drill from Lowes. Vendors that work for Larry Lawrence will be asked donate \$300 each. Other announcements and updates included: Mike Kemp is going to take group photos, Russ Hancock has donated the balloons, and Distribution of the tickets will be done the same way it was done for the winter feast.

New Business

Senator Ealy asked if scholarships could be provided for UCA Staff who go to other universities because UCA Doesn't offer the program. President Smith stated that she would take it to the scholarship committee. Patricia is taking it to the scholarship committee.

Pres. Smith asked if we could think about how we wanted to award the scholarship money. Do we want to award the scholarship money to two or three people in larger amounts or give it to all eligible applicants in smaller amounts.

Senator Eubanks stated that more people have expressed interest in ordering shirts.

Meeting adjourned at 10:50am.

Meeting Called to order at 10am

Minutes were approved as distributed.

Senators present:

Sandy Ahne, David Anthes, Judy Corcoran, Shaneil Ealy, Claye Eubanks, Jan Fortney, Mark Heffington, Felicia Leonard, Sherry Matthews, Calvin Mosley, Amy Shier, Patricia Smith, Georgia Younker, April Smith (Visitor)

Senators Absent:

Marylynn Borengasser, Rick McCollum, John Merguie, Hans Pfeil, Wendelene Smith, Terry Starnes, Dennis Strom, Reginia Thomas, Ed Wilkes

Officers' Reports

President

President Smith reported that the letter for the Centennial Campaign Update is ready and will be going out the week before Spring Break.

Vice President

Senator Mosley urged senate members to continue to attend and serve on university committees they have been assigned to or signed up for.

Treasurer

Senator Borengasser reported that there is \$1103.67 in the Agency Account and the Regular account has a negative balance of \$105.34.

Committee Reports

Courtesy

A Courtesy card will be sent to Michelle Anderson in the housing department. Her Grandmother is in the hospital.

Elections

Judy Corcoran

EOY Guidelines

President Smith reported that according to Kevin Hamilton: The committee has been finalized and the interviews have been held.

Scholarship

Senator Borengasser via an e-mailed report, reported that she has received seven SS Scholarship applications and the deadline is March 23

Social (Campus Picnic)

Senators Younker and Shier reported that the Campus Picnic date is May 3rd. The rain location will be in McCastlin Hall Ball Room. A dunking booth will be donated from the Conway Police Dept. The menu has been set. Door prizes are still being worked on.

Old Business

Staff T-shirts-Senator Eubanks reported that the T-shirts are done. Payment has not been received from everyone. If senators ordered shirts please make payments to Clay. Checks should be made out to staff senate. Shirts are \$7 (T-shirt), \$10(Long Sleeve) and \$15(Polo's)

New Business

Senator Eubanks posed a Question about Centennial Campaign donations: Is there an additional form that we use for making donations to the centennial campaign? President Smith stated that there wasn't.

Meeting adjourned at 10:30am

The UCA Staff Senate met on February 28, 2007 with the following senators present: Sandy Ahne, David Anthes, Marylynn Borengasser, Judy Corcoran, Shaneil Ealy, Jan Fortney, Amy Shier, Patricia Smith, Terry Starnes, Dennis Strom, Regina Thomas, Ed Wilkes, and Georgia Younker. Senators absent were Claye Eubanks, Mark Heffington, Felicia Leonard, Sherry Matthews, Rick McCollum, John Merguie, Calvin Mosley, Kevin Hamilton and Hans Pfeil.

President Smith introduced Rosalie Lovelace who is forming a team for the Relay for Life. This is an event held once a year sponsored by the American Cancer Society. It has been held at UCA for ten years. The next one will be April 28 at the UCA Estes Stadium from 6:00 PM to 6:00 AM. The race is an ACS fund raiser, and luminaries to honor someone may be purchased for \$5. Throughout the night there will be games, music, items and food for sale, and prizes. Each team is encouraged to raise \$1,000. Rosalie said that anyone interested in forming a team can contact her.

President's Report

President Smith reported that the letter to staff members about the Centennial Campaign is ready to be sent, and she will do so in a week or two.

Treasurer's Report

Senator Borengasser distributed information about the agency account and the UCA account. Discussion was held on projected income and expenses, possible fundraisers and the senate's UCA Foundation endowment accounts (the Employee of the Year fund and the Staff Senate Scholarship fund). The Employee of the Year fund very much needs additional monies to fund the three yearly awards. President Smith said that the executive committee will take a second look at the budget and see where there are places to cut expenses. Senator Strom said that there will be upcoming Centennial Campaign events for which senators and staff can volunteer to work and earn money for the senate's accounts. He suggested that Linda Long and Don Bingham be contacted about this.

Committee Reports

Courtesy

Several suggestions for sending cards were made.

Elections

Senator Corcoran reported that an announcement will be made soon alerting staff to the positions that have to be filled. The new senator orientation luncheon will be held in the president's dining room on June 28. President Smith asked senators for suggestions about what information should be given to new senators in addition to the notebooks.

Employee of the Year

President Smith reported that 25 staff members were nominated for the three awards. Nominees have been notified and forms are being sent to the committee. They are due Friday.

Scholarships

Senator Borengasser reported that four applications have been received so far.

Social

Senator Shier said the picnic committee has met and they have suggested the main entree be barbecue brisket and chicken. The committee has not settled on a date as yet. She also reported that the president wants the event to take place before the faculty get away from campus, thus early in May. However, the committee has been unable to find a date for a rain location although McCastlain is available on May 22. Senator Shier said they will try to get a meeting with the president to discuss dates and locations.

Staff Development

Senator Thomas reported that she has received a lot of good feedback about yesterday's speaker on "Staff: The Backbone of the University." Approximately 130 persons attended the two events. She said the committee plans to survey the staff about future program suggestions.

Special Events

The last basketball game will be Saturday and one more worker is needed.

No Smoking Signs

Senator Strom said the signs have been received. The cost for them was \$589.64. He said Physical Plant personnel will probably start installing them on building doors soon. Senator Strom moved that the bill for \$589.64, which is an increase over the projected cost, be paid. The motion was seconded and it passed.

President Smith reported that she had met with Paul McClendon this week about fees owed by staff who are taking courses. He indicated he would research this and see if they can be reduced.

Internal Hiring Policy

President Smith said UCA has established an internal hiring policy that allows a supervisor to indicate whether he/she would like an open staff position advertised just internally. She said Rita Fleming told her that the Staff Handbook would be revised later this year, and this policy will be in it. A senator requested that the language of this policy be communicated to the staff before it is included in the handbook.

Public Art Committee

President Smith asked for a volunteer to serve as a staff representative on this committee which is studying the placement of public art on campus. Ed Wilkes volunteered.

Graduate Tuition Remission for Spouses

President Smith reported that she has spoken with Paul McClendon about a policy to offer half-tuition to spouses of staff members, and he is going to look into it.

Martin Luther King Holiday

President Smith reported that she has not received a reply from Human Resources concerning this issue. She said she will send a memo listing all of the comments and concerns to Rita Fleming this week.

The meeting adjourned at 11:30.

Judy Corcoran, Acting Secretary

The UCA Staff Senate met on Wednesday, February 14, 2007, in Wingo 315 with the following senators present: Sandy Ahne, Marylynn Borengasser, Judy Corcoran, Claye Eubanks, Katherine Hambuchen, Mark Heffington, Felicia Leonard, Calvin Mosley, Hans Pfeil, Amy Shier, Terry Starnes, Dennis Strom, Regina Thomas, Ed Wilkes and Georgia Younker. Senators absent were David Anthes, Shaneil Ealy, Sherry Matthews, Rick McCollum, John Merguie, Patricia Smith, and Wendelene Smith.

In the absence of President Smith, Vice President Mosley presided at the meeting.

Minutes: The minutes of the meeting of January 31 were approved as distributed.

President's Report: Vice President Mosley reported that he has updated the list of committees and will send it to senators before the next meeting.

Treasurer's Report: Senator Borengasser distributed a detailed budget spreadsheet and reported that there is a balance of \$99.06 in the UCA account, and a balance of \$3,413.88 in the agency account. Discussion was held on future expected expenses and income.

Senator Strom reported that the no smoking signs are being made and should arrive in a few days. It is possible that they will be installed during spring break.

Committee Reports:

Election: Senator Corcoran reported that 13 new and replacement senators will be elected during spring Senate elections.

Employee of the Year: In the absence of Kevin Hamilton, it was reported that the EOY selection committee has been constituted and the award recipients should be chosen by April 1. The winners will be announced at the annual service awards program. Kevin is requesting an additional \$100 be allocated to the committee for expenses. Senator Shier moved that the Senate allot \$100 to the Employee of the Year Selection Committee. The motion was seconded and it passed.

Scholarships: Senator Borengasser reported that she has received three applications for the scholarships. Another announcement will be sent out. The deadline for applying for the dependent scholarship and the employee scholarship is March 23. She said the application form includes a statement that working games is a requirement of the recipients.

Social: Senator Younker reported that she has lined up a number of door prizes. Discussion was held on what games to play and possible expenses.

Staff Development: Senator Thomas reported that on February 17 from 11:30 to 1:30 in McCastlain Hall there will be a speaker to address staff on "Staff: The Backbone of the University." Funds in the amount of \$3,000 for this event have been provided by the president's office. Senator Thomas said that two Hollywood producers will visit campus on February 22 at 5:00 PM for the purpose of discussing student

internships. UCA employees are invited to attend.

Special Events: Senator Starnes reported that workers are needed for the basketball games on February 24 and March 17.

Old Business: Senator Wilkes reported that the parking survey document will be ready by the end of the month.

Senator Eubanks reported that he is working on the T-shirt orders. The minimum order is 13 in order to get the price break as advertised.

New Business Senator Wilkes reported that the Senate's suggestion box is located in the break room at the Physical Plant and asked if it needs to be taken to another location for staff to provide feedback. It was suggested that it be provided for employees at the staff development event on February 27 in McCastlain.

Good and Welfare: Senator Pfeil said that the Information Technology Department will try to solve the e-mail issues this coming Friday night. This might take as long as six hours.

The meeting adjourned at 10:40 AM. The next meeting will be February 28.

Meeting called to order at 10:04

Senators Present: David Anthes, Marylynn Borengasser, Judy Corcoran, Claye Eubanks, Jan Fortney, Felicia Leonard, Sherry Matthews, Hans Pfeil, Patricia Smith, Dennis Strom, Reginia Thomas, Ed Wilkes, Georgia Younker, Calvin Mosley

Senators Absent: Sandy Ahne, Shaneil Ealy, Katherine Hambuchen, Mark Heffington, Rick McCollum, John Merguie, Willie Morris, Amy Shier, Wendelene Smith, Terry Starnes

Minutes: The minutes of the meeting of January 10, 2007 were approved as distributed.

Officers Report:

President: Centennial Campaign Update: President Smith said thank you to those who sent ideas for the letters. Kelley Erstine has approved the rough draft.

Treasurer: Senator Borengasser reported that \$200 was awarded to Academic Outreach for Staff Development. We have a balance of \$3635.74 in our agency account and \$3026.91 (Minus 99.06 for Holiday Feast) in our regular account.

Parliamentarian: No Smoking Signs: Senator Strom passed around a copy of the no smoking sign decals. There were two proofs. President Smith reported that there was a committee that former President Elect, Carin Dehmer served on that had a budget for this and would be willing to pay for half of the decals. Motion was made to spend up to 400 dollars towards the decals with the notion of receiving half of the money back from the committee Carin Dehmer served on. It was seconded and passed. It was also suggested to ask Faculty Senate and SGA to contribute funds.

Committee Reports

Courtesy: Senator Matthews reported that Courtesy cards have recently been sent to Debra Miller, Laura McNew, and Robbie Fulmer.

Elections: Senator Corcoran reported that she has gotten a count of all the employees in each division. The numbers will stay the same. We will need to elect 12 positions in the coming election in the spring.

Employee of the Year Guidelines: President Smith reported that Kevin Hamilton now has a full committee and is meeting next week with them to get started on the process. The winners will be announced in April.

Scholarship: Senator Borengasser reported that the scholarship applications are posted. So far two applications have been turned in.

Social

Campus Picnic: Senator Younker reported that she is sending out the letters for donations next week. She expressed a need for Staff Senate Letterhead and postage. She mentioned that she received approval from the library to make any long distance calls that were necessary to confirm or ask for donations. Senators Fortney, Eubanks, Strom and Starnes all volunteered to help. It was suggested that the committee look at what centennial events are going on when deciding on a date for the picnic, and to decide on a rain location.

Staff Development

Centennial: Celebrating Staff/Guest Speaker: Senator Thomas reported that the Staff Development Committee is looking at two different speakers: Paul Vitale, Michael Anderson. At the present moment we are leaning towards Michael Anderson. The program will most likely take place on Feb. 27th. Everything will be finalized in the next few weeks.

Special Events

Angel Bear Tree: Senator Borengasser reported that the reimbursement for the Angel Bear Tree did go through.

Basketball Games: Senator Strom Dennis went through how many vacancies we have for the remainder of the season and passed around the sign up sheets again.

Special Committee on Faculty/Staff Parking: Senator Wilkes reported that he has a meeting with Dr. Cone and by next meeting that he will have a prototype of the questionnaire.

Old Business

Staff T-Shirts: Senator Eubanks reported that he has only gotten one request so far. Senator Thomas suggested that we kick off the shirt project at the speaker series event in February. Senator Eubanks suggested that we only use one logo for the first run. Cost is \$64 all together to have some available at the Speaker Series event in February. Motion was made to spend the \$64 on the six shirts. It was seconded and passed.

Silver Parking Decals: President Smith reported that the final word on this is that we will go with a retiree decal. The decal will be free to employees employed with the university for at least 25 years. They will have the same parking privileges as the silver parking decal. The decal will be purple.

New Business

Staff Tuition Remission and fees: President Smith reported that after the last staff senate meeting a staff member had a question as to why staff members who are taking classes still have to pay the athletics fee and the HPER Center fee when they pay tuition. President Smith is working with SGA to try to rectify this because staff already enjoy these activities as fringe benefits.

Martin Luther King, Jr. Holiday: President Smith reported that she has been getting phone calls and e-

mails about the MLK Holiday and the fact that we received the day off. She reported that the problems centered on the fact that staff members weren't consulted and that it was done on such short notice. The University Calendar wasn't posted until after the holiday and UCA Staff didn't know that the MLK Holiday was taken away from them for the Christmas Break Holiday (leaving us a day short during the break). President Smith stated that if senators get any responses to please send them to her. She will then give them to Rita Fleming.

Good and Welfare

Adjournment: Meeting adjourned at 11:20am

Meeting called to order at 10:00am

Senators Present: Sandy Ahne, David Anthes, Marylynn Borengasser, Judy Corcoran, Carin Dehmer, Shaneil Ealy, Claye Eubanks, Katherine Hambuchen, Mark Heffington, Felicia Leonard, Sherry Matthews, John Merguie, Willie Morris, Calvin Mosley, Hans Pfeil, Amy Shier, Patricia Smith, Wendelene Smith, Terry Starnes, Dennis Strom, Reginia Thomas, Ed Wilkes, Georgia Younker.

Senators Absent: Jan Fortney, Rick McCollum

Minutes: The minutes of the meeting of December 13, 2006 were approved as distributed

Officers Report:

President:

Revised Budget: President Smith passed around a revised budget for the 2006-2007 academic year that gave our actual and projected Expenditures/Income, Agency Account balance and Regular Account Balance.

Centennial Campaign: President Smith and Pass President Kevin Hamilton together wrote a letter to UCA Staff on behalf of Staff Senate encouraging them to pledging support to the Employee of the Year Foundation and the Staff Senate Scholarship Fund. This letter was passed around to allow Senators to see the actual document that will be going out to UCA Staff.

Vice President:

In lieu of a new job, Vice President Carin Dehmer will no longer serve on Staff Senate. Senator Wilkes motioned that Senator Mosley serve as Interim Vice-President until the next elections at the end of the Spring Semester. Senator Mosley accepted. The motion was seconded and passed. Senator Mosley will now serve as Secretary and Interim Vice-President.

No Smoking Signs: In lieu of Senator Dehmer's new Job, Senator Strom will now take over the responsibilities of the no smoking signs.

Treasurer:

Senator Borengasser passed around activity reports for our UCA Staff Senate Scholarship Fund and our UCA Employee of the Year Fund. She also reported the balance for our Agency Account is \$3835.74 and Regular account is \$2927.85 (Minus \$99.06). She reported that we have 7 scholarships for a total of \$900.

Committee Reports

Elections: Senator Corcoran plans to ask Valerie Nicholson for a complete list of all new employees before February 1st.

Employee of the Year Guidelines: Past President Kevin Hamilton reported that we are on target with

Employee of the Year selection process. Casey Jones from Admissions is going to serve as the chair for this committee. He, however, reported that he still needs two more people to serve on this committee.

Scholarship: Senator Borengasser reported that the applications are out there and are posted on the internet.

Campus Picnic: Senator Younker and Shier reported that they will be asking for volunteers to help with the campus picnic soon. Senator Matthews volunteered to help.

Staff Development:

Centennial: Celebrating Staff/Guest Speaker. President Smith reported that we are trying to organize some of the programs that are already happening on campus for staff development. In addition to that, the Staff Development committee is also looking to bring in a motivational speaker.

Special Events

Angel Bear Tree: Senator Hambuchen reported that the process was great this year. However, there were a lot of angels not taken and about 8 were taken and not brought back. All in all there were 42 families represented and 140 angels

Basketball Games: Senator Strom reported that we have two games this week. One on Thursday and one on Saturday. He then reported that we are covered for the Thursday game but we have 5 openings for the Saturday game. A sign up sheet was passed around.

Old Business

T-Shirts: Senator Eubanks suggested offering 3 types of shirts: T-shirts, long sleeved t-shirts, and polo's priced at \$7 \$10 and \$15 respectively. He also suggested that we offer them in either grey with purple printing or purple with grey printing and that we establish a minimum order quantity of 15 and do a test order made up of interested Staff Senate members after the next meeting.

Silver Parking Decals: Working with Glenn Stacks. President Smith reported that Glen has run the idea past Jack Gillian and feels very optimistic that it will pass.

New Business

Graduate Tuition Remission for Spouses: President Smith reported that right now spouses get 80 percent for undergraduate tuition paid for and nothing for graduate tuition. She suggested the reason for this has something to do with the tax laws with the University.

Merit Raise: Senator Wilkes inquired about Staff getting merit raises. It was mentioned that staff doesn't get merit raises; we get cost of living raises. Much discussion continued on the matter and it was suggested to invite Jack Gillian to our next staff senate meeting.

Good and Welfare

Adjournment: Meeting Adjourned at 11am

Meeting called to order at 10:01am

Senators Present: Sandy Ahne, Judy Corcoran, Carin Dehmer, Shaneil Ealy, Claye Eubanks, Jan Fortney, Katherine Hambuchen, Mark Heffington, Felicia Loenard, Rick McCollum, Willie Morris, Calvin Mosley, Hans Pfeil, Amy Shier, Patricia Smith, Dennis Strom, Reginia Thomas

Senators Absent: David Anthes, Sherry Matthews, John Mergui, Wendelene Smith, Terry Starnes, Ed Wilkes, Georgia Younker

Minutes: The minutes of the meeting of November 29, 2006 were approved as distributed

Officers Report:

Guest: Dr. Gayle Seymour presented on the Public Art for Alumni Circle. This project would involve an artist or artist team that will be selected through a National Design Competition to re-design Alumni Circle into a Pedestrian Plaza. The Competition Phase will take place from 1/1/07 – 11/07. This project's purpose is to commemorate UCA's centennial and to create a pedestrian plaza that is interactive in function and aesthetically pleasing in design.

President: President Smith expressed a heart felt thank you to the Winter Feast Committee, Aramark, and Student center staff who worked hard to put everything together. Other senators reported many positive comments via e-mail, in passing and by thank you cards.

Vice President: Senator Dehmer reported that a couple of catastrophic leave forms were picked up at the Winter Feast. Those people who donate to this will be recognized with a thank you note or other form of thank you.

Treasurer: President Smith reported that Senator Borengasser is back. However, she is now swamped with work after being out so long. She will resume being treasurer in the spring. Senator Eubanks reported that we have the money transferred over from the President's Office. He then reported that he still doesn't have the figures to request the money from the football season. Senator Strom informed Senator Eubanks of how to get those funds from the President's office. This money will go into the agency account.

Committee Reports

Courtesy: Senators reported that Luther Wilson, Paula Strack needed courtesy cards sent to them.

Elections: Senator Corcoran noticed that there is a new division on the organizational chart. She contacted Human Resources and there are 19 employees in this new division. As per the constitution that division needs a staff senator. President Smith reported that this person will be added for the next election in March. She also stated that as it stands now we will have 12 vacancies on the Staff Senate at the time of the elections in the spring.

Employee of the Year Guidelines: Past President Kevin Hamilton reported that the process is ready to go. He then reported that he has contacted the award winners from last semester. He's looking for a person to chair the committee. He asked if any senators were interested in serving on this committee. Senators were also asked to go back to their divisions and ask for volunteers. He finally reported that he wants the process to start by Jan. 9th and finish by March. It's a committee of 7 with a non-voting chair.

Scholarship: President Smith stated that Senator Borengasser reported to her that once the grades come out next week, we'll award the scholarships based on the student's application when they applied.

Social

Holiday Feast

Debriefing: Senator Fortney reported that they did have to pay for the quartet and plaque. They sold every ticket except for one. A total of \$1730.00 was collected for the Feast. A donation of \$25 was given from the New Wal-Mart after the feast.

Campus Picnic: President Smith reported that Senator Younker and Senator Shier will co-chair the picnic in May.

Staff Development: Senator Thomas reported that our December 5th kick off luncheon, featuring Jimmy Bryant's presentation on the history of UCA, went well. There were 13 staff members present.

Angel Bear Tree: Senator Hambuchen reported that all is going well with the Angel Bear Tree. There are, however, still quite a few bears on the tree. She reported that \$655 in donations has been given.

Commencement: President Smith reported that 6 volunteers are needed at each graduation ceremony on December 16th.

Basketball Games: Senator Dehmer reported that at the last basketball game someone was looking for an usher because an accident occurred. The question was asked as to who is responsible for such accidents. Senator Strom stated that the Police and game operations persons are suppose to be responsible for such incidents. Another sign up sheet was passed around asking for volunteers.

Old Business

T-shirts: President Smith reported that she is still working with Rick Burton on ordering the shirts. She asked if there was someone willing to look at different options of venders and gather details so Staff could order shirts. Senator Eubanks volunteered.

Silver Parking Decals: President Smith reported that she is working with Glen Stacks and Glen is in favor of the idea of awarding the Silver Parking Decal to UCA Staff Members who have reached 25 years of service. She then reported that the Staff Members who receive it will still have to pay for it, but one added perk is that they will not have to feed the meter in metered parking spaces. President Smith then stated that we want to award these parking decals at the award banquet in the spring. This motion still

has to be approved by President Hardin before it is final.

Loading Zone at Main Hall: President Smith reported that she is working with Larry Lawrence on this project. Senator Starnes Terri reported that there will actually be two loading zones back there, marked out side of Torreyson and Main Hall. Signs should be in today. Vehicles will be allowed to park and load for 20 minutes maximum.

URSA Training: Senator Younker went to the training that took place on December 5th. Senator Pfeil asked if senators had logged on yet. Senators were urged to log on and play around with the site and to give feedback.

New Business:

Leave: Senator Strom reported that there is a Staff Member who ends up losing vacation (20-24 days) each year because their supervisor doesn't want to back them up. Can they donate their leave or just be paid. President Smith stated that that time can definitely be donated.

Public Art Committee: President Smith asked for volunteers for the Public Art Committee. Senator Strom volunteered to serve on this committee

Vickie Payne: Claye Eubanks made the motion to donate \$500.00 to Vickie Payne and her family. Her house burned down in December. Sandy Ahne seconded it. The motion was then voted on and passed. It was voted on via e-mail on 12/18/2006.

Adjournment: Meeting adjourned at 10:59pm

Meeting called to order at 10:04am

Senators Present: Judy Corcoran, Shaneil Ealy, Jan Fortney, Mark Heffington, Sherry Matthews, Calvin Mosley, Amy Shier, Patricia Smith, Terry Starnes, Dennis Strom, Regenia Thomas, Ed Wilkes, Gerogia Younker, Willie Morris

Senators Absent: Sandy Ahne, David Anthes, Marylynn Borengasser, Carin Dehmer, Claye Eubanks, Katherine Hambuchen, Felicia Leonard, Rick McCollum, John Merguie, Hans Pfeil, Wendelene Smith

Minutes: The minutes of the meeting of November 8, 2006 were approved as distributed

Officers Report

President: President Smith reported that Senator Eubanks sent an e-mail out about the budget. In the e-mail it was stated that we have a negative balance. President Smith then reported that he found the budget from the former staff club who had actually closed their account. So the negative balance was from last year and not this year. President Smith then stated that we, however will have to cover that negative balance this year by possibly dipping into our football allocations.

Committee Reports

Courtesy: Senator Matthews reported that sympathy cards have been sent to Erin Burkholder, Gale Garrison, Chris Riggins, Baberly Waters. Get well cards have been sent to Jan Strange, Pat Otto and Dr. Maurice Lee. Senators suggested that cards be sent to Verna Morris and Tom Bertram.

Employee of the Year Guidelines: Former President Kevin Hamilton passed around the guidelines for Employee of the Year. He also passed around the time line for the selection process.

Holiday Feast

Due to staff concern President Smith proposed the question of what shall this event be called in the future. After much discussion Senator Starnes motioned that the event be called Holiday Feast beginning next year. The motion was seconded and passed. Starting 2007 it will be called the Holiday Feast.

The next question that was proposed by President Smith was "Should we have charity/service tables for catastrophic leave, angel bears, and scholarship/Employee of the Year Donations? It was suggested that President Smith Make an announcement that those tables are available during the Winter Feast. Senator Fortney will reserve the room for the tables. Senator Shier will get the catastrophic leave forms. Senator Fortney then reported that two greeters and two ticket takers will be needed. Senator Wilkes, and Matthews volunteered to be ticket takers and Senators Morris and Mosley volunteered to be greeters. Senator Fortney concluded by announcing that there are around 85 tickets left for the Winter Feast.

Staff Development: Senator Thomas reported that Charlotte Strickland is still doing the staff survey.

She'll have it ready soon. Our first event will be the Speaker series on December 5th at noon with Jimmy Bryant and the History of UCA. The event will be held in the Student Center room 214. It will last approximately an hour.

Special Events

Angel Bear Tree: Senator Heffington reported that to date there are about 20 Angels that have been collected thus far.

Commencement

President Smith reported that for the December 16th Graduation we will need 8 volunteers for the 9:30am Ceremony and 1:30pm Ceremony. A message will be sent out to UCA Staff asking for volunteers.

Basketball Games: Senator Starnes reported that we have 20 games left. Sign up sheets were passed around. Senator Starnes stated that every one needs to work at least two games. President Smith asked the senators to ask other people in our departments to volunteer to work the games.

Old Business

T-Shirts: President Smith reported that we now have an ordering book from Rick Burton. Next we'll pick the shirts out we want and advertise for UCA Staff to start placing orders.

Silver Parking Decals: President Smith reported that we are waiting to get more info from Glen Stacks. Loading Zone at Main Hall- President Smith reported that she is working with Larry Lawrence on this project. She has called him, but got no answer.

Suggestion Box: Senator Wilkes reported that the suggestion box in the Physical Plant maybe needs to float around the university. He stated that right now it's in the Physical plant break room and is really not being used. It was suggested to bring it to the Winter Feast.

Soul Food Café: It was reported that no one collected the boxes from the Physical Plant. It was mentioned to contact Sandy Ahne to get the boxes picked up.

New Business

URSA Pilot: President Smith reported that everyone should have received the URSA information through campus mail. She brought extras for those who didn't get them.

URSA Volunteer: President Smith reported that on December 5th, 6th and 7th there is training for the URSA Pilot Program. Senator Younker volunteered to attend the training.

Fair Labor Standards Act: Senator Shier passed around two handouts concerning the Fair Labor Standards Act. The handouts illustrated exemptions under the Fair Labor Standards Acts and State and Local Government under the Fair Labor Standards Act.

Meeting called to order at 10:02am

Senators Present: Judy Corcoran, Carin Dehmer, Claye Eubanks, Jan Fortney, Katherine Hambuchen, Mark Heffington, Felicia Leonard, Sherry Matthews, Rick McCollum, John Merguie, Calvin Mosley, Hans Pfeil, Amy Shier, Patricia Smith, Wendelene Smith, Dennis Strom, Georgia Younker

Senators Absent: Sandy Ahne, David Anthes, Marylynn Borengasser, Shaneil Ealy, Willie Morris, Terry Starnes, Ed Wilkes

Minutes: The minutes of the meeting of October 25, 2006 were approved as distributed

Officers Report:

President: President Smith reported that the suggestion box has been placed in the break room at the physical plant. It was also noted that we have one on-line. President Smith then passed around the new Organizational Chart that has Staff Senate listed.

Vice President: Senator Dehmer reported that she is still looking for different places to actually make the non-smoking signs. Some places were suggested to her. These places include: American Sign Shop and UALR printing Department. Senator Dehmer reported that there is a Fringe Benefits summit that has been called by Jeff Young, chair of the UCA Fringe Benefits Committee, and the President of the Faculty Senate for Friday November 10th @2pm to discuss the handling of Fringe Benefits issues at UCA.

Treasurer: Senator Eubanks reported that we have all the outstanding invoices submitted. There is a balance of \$4219.74 in the Agency account and \$1903.70 in the UCA regular account.

Committee Reports

Courtesy: Senator Matthews reported that cards have been sent to Scott Hollingsworth, Casper Zimmerebner, Jaime Zambrono, and Paula Strack. Senators suggested card to be sent to Erin Burkholder, Patt Otto, and Sherry Matthews.

Social

Holiday Feast: Senator Fortney reported that the committee just met and the name will be changed to "Winter Social." The theme is "Let it Snow." It was reported that there will be a wreath decorating contest for the spirit award. An e-mail will be sent out to admin-one concerning the Winter Social. The menu will also be a part of the e-mail. The following individuals will be responsible for selling the tickets: Debbie Edgemon(Physical Plant) Georgia Younker (Torreyson Library) and Amy Shier (Wingo Hall). Tickets will also be available at the Police Department. Discussion was held about having a place where employees can sign up to donate to the catastrophic leave bank and bringing the left over angels from the angel bear tree to Winter Social. The committee is looking into making that a part of the Winter Social.

Staff Development: Senator Thomas reported that she received some information from Kirsty Carter in Academic Outreach about the programs they offer. These would serve as Staff Development ideas for UCA Staff. They are: Project management, stress management, marketing, computer applications, personal financial planning, and real world Spanish etc.

Angel Bear Tree: Senator Hambuchen reported that the application form went out on Friday November 10th. It is due the week of November 20-25th. November 27th is the day the Angels will be placed on the tree.

Football Games: Senator Strom reported that 3 more workers are needed for the November 11th football game. Workers should arrive by 11:15am. Workers are also needed to work the Basketball Game that night.

Veterans Day Ceremony: Senator Merguie reported that the flags have arrived. The committee was unable to get a fly-over for the ceremony. Senator Merguie stated that they were definitely looking at having a fly-over for next year's program and that it needs to occur prior to the game instead of at half time. The Flags will be handed out by the ticket takers.

Old Business

T-Shirts: President Smith talked to Rick Burton in the book store about staff t-shirts being ordered in the book store. He suggested using the same vendor they use for bookstore apparel orders. It was decided to do that and that way we (Staff Senate) could then just take orders and place one big order for the Shirts.

Silver Parking Decals: A question was asked about the proposal to give Silver Parking Decals to long-time UCA employees: "Is it going to be for UCA Employees while they were here at UCA or if they worked for the state and may have transferred to UCA?" The answer was that it would only be for UCA Employees.

Catastrophic Leave Rollover: President Smith reported that she spoke with Rita Fleming about this issue. She said that state policy mandates how leave can be donated. It was then reported that they do send out notices to eligible staff at the end of the year to let them know how to donate excess sick leave to the UCA leave bank.

New Business

Web Form Submission-Loading Zone, insurance: A concern of a loading zone being placed outside of Main Hall was brought up by a UCA Staff member. It is being looked into.

UCA united Way Campaign: President Hardin asked if Staff senate would take on the united way campaign. It was discussed among the senators and was decided that right now we don't have the man power to devote to it with everything we have going on. Motion was made to deny the request. It was

seconded and passed.

Adjournment: Meeting adjourned at 11am.

Meeting called to order at 10:10am

Senators Present: Calvin Mosley, Sherry Matthews, Sandy Ahne, Felicia Leonard, Amy Shier, Hans Pfeil, David Anthes, Jan Fortney, Shaneil Ealy, Judy Corcoran, Mark Heffington, Carin Dehmer, Dennis Strom, Terry Starnes, Tricia Smith, Ed Wilkes, Willie Morris, Clay Eubanks.

Special Guest: Syed Rizvi

Senators Absent: Regenia Thomas, Marylyn Borengasser, Katherine Hambuchen, Rick McCollum, John Merguie, Wendelene Smith, Georgia Younker

Minutes: The minutes of the meeting of Oct. 11, 2006 were approved as distributed

Officers Report

President: President Smith reported that the New Staff Orientation presentation went well. Specifically she presented on what staff senate was and how they could be involved. A question was asked if Declining Balance machines could be set up at the football games. She passed it on to Aramark and they are checking on it for the future. Next President Smith informed the senators that the breakfast with President Hardin went well. All five requests that were asked for were granted. These requests included \$2000 for the holiday feast, support for the internal hiring policy, \$300 for Veterans Day, an organizational chart listing staff senate on it, and approval for non-smoking signs. Vice President Dehmer is looking into getting the clear non-smoking signs that sticks to doors. She is trying to have them posted by the time the "Great American Smoke Out" happens in November.

Vice President: Senator Dehmer reported that she is currently looking for the adhesive stickers (4 by 7 inches in size). She reported that Health Promotions and Wellness as well as several other offices will help with the cost of the stickers.

Secretary: Senator Mosley reported that he has received several names for the Staff Grievance Committee. They included Jeremy Crabbe, Laura Gardner, and Barbara Jackson. The number of years of service is not known that they will have to serve on the committee.

Treasurer: There is a balance of \$4219.74 in the Agency account and \$1903.70 in the UCA regular account.

Committee Reports

Courtesy: Senator Matthews thanked Senator Wilkes for bringing her some postage stamps to mail the courtesy cards with. Names given to Senator Matthews for courtesy cards included Lynette Long, Ray Stalls from the Physical Plant, and Henry Barrow.

Social

Holiday Feast: Senator Fortney reported that the next meeting will be held on November 8th before the Staff Senate Meeting. Tickets will still be \$5.

Staff Development: Senator Thomas, in her absence, sent in her report. It is as follows: "The Staff Development Committee is working on collecting staff development ideas. Charlotte Strickland attended our meeting and we have a follow-up meeting scheduled for Friday October 27th at 3:00 in Bernard 308 to discuss using some of the resources that we already have on campus (people who can speak on or teach certain subjects) to give the staff some of the developmental opportunities that they want. We're checking previous surveys and reports to see what recommendations have been made and figure out what goals to set for short term and long term staff development initiatives." It was suggested by Senator Corcoran that Jimmy Bryant do a program on the History of UCA for one of our events.

Special Events

Football Games: Senator Strom reported that we still need one more person for the football game on Nov. 4th.

Veterans Day Ceremony: President Smith once again reported that Athletics and President Hardin are each giving us \$300. The Fly Over that was originally planned has been tentatively disapproved. Senator Pfeil has applied for a waiver to get it approved. President Smith asked if an agenda has been done. The committee is finalizing it.

Basketball games: Senator Strom informed the senators of a change in seating: the West side of the stadium will be reserved seating only. He also stated that we may have to increase the number of ticket takers. A sign up sheet was passed around for the November 3rd basketball game.

Old Business

Suggestion Box: President Smith asked what was the best way to get the word out to the physical plant that we have a suggestion box. Senator Strom stated that doing a flyer and posting it in the break room is a good idea.

Centennial Campaign: President Smith passed around a handout informing senators of the payroll deduction process for the centennial campaign.

New Business

T-Shirts: The question was asked if Staff Senate could pay the set up fee and put forth a design and then staff members could just order shirts. President Smith suggested putting an order form on the website.

Good and Welfare

Senator Starnes reported that some staff members have made the following suggestions: (1) Silver parking decals: These are decals that allow individuals to park in any parking space on campus

(Handicap, Metered and Reserved spaces not included). It was suggested to Senator Starnes that employees with over 20 years of service to UCA be given one of these. (2) Sick Leave: There currently is a 960 hour limit for our sick leave accrual. It was suggested to Senator Starnes that any hours over that limit be automatically placed into "Catastrophic leave bank" without having to complete the paperwork to do so.

Adjournment: Meeting adjourned at 10:58am.

Meeting called to order at 10:04am

Senators Present: Sandy Ahne, Judy Corcoran, Shaneil Ealy, Clay Eubanks, Katherine Hambuchen, Mark Heffington, Felicia Leonard, Calvin Mosley, Patricia Smith, Wendelene Smith, Reginia Thomas, Ed Wilkes, Georgia Younker.

Senators Absent: David Anthes, Carin Dehmer, Jan Fortney, Sherry Matthews, Rick McCollum, John Merguie, Willie Morris, Hans Pfeil, Amy Shier, Terry Starnes

Minutes: The minutes of the meeting of September 28, 2006 were approved as distributed

Officers Reports

President: President Smith reminded the officers of the Breakfast with President Hardin that is scheduled for tomorrow (October 12). She reported that the speech to the Board of Trustees went very well. She also reported that she has been working on the hiring policy.

Treasurer: Since Senator Borengasser is out, Senator Eubanks agreed to take her place and handle the treasurer's business.

Committee Reports

Courtesy: It was asked that a card be sent to John Price.

Employee of the Year: Kevin Hamilton reported that the committee met yesterday (October 10th) and reviewed the guidelines. He is making changes to the over all process. President Smith stated that Senator Wilkes had a suggestion about changing the name of the "Service Award" to the "Skilled Professionals Award".

Staff Development: Senator Thomas reported that she will be scheduling a meeting with the Staff Development committee next Wednesday (October 18) to discuss Staff Development initiatives for the remainder of this academic year.

Special Events

Football Games: Senator Wilkes passed along a message from Senator Strom and Senator Starnes stating that there is a need for people to work the other football games. A List was passed around for senators to sign up. Senator Wilks then stated that if game volunteers can't work a game thy must find replacements to work for them. They must also call and report the substitution to Dennis Strom or Terry Starnes.

Veterans Day: It was reported that the Veterans Day Committee met last week and talked about ordering flags. Senator Corcoran checked around for flags and got a quote for .42 cents a flag. It was mentioned that we probably won't be able to order flags for everyone in attendance. Senator Younker mentioned that there might be some flags we could order from Oriental Trading. It was also mentioned

that we have \$300 allotted to Veteran day. Another suggestion was made to get bigger flags and align them along the football field sideline prior to the ceremony and then take them up after the ceremony was over.

Special Committee on Faculty/Staff Parking: Senator Wilkes informed us that the Faculty senate appointee contacted him the day before the meeting and informed him that they will review the policy and get back with him

Old Business

Suggestion Box: President Smith stated that we now have a key to the suggestion box. She asked the senators to think about where we wanted to place it; either in the Library or the Physical Plant.

Centennial Campaign: Senator Hambuchen reported that we can't provide or offer gifts to those staff members who donate. She then stated that she would find out the percentage of senators who contribute to the UCA foundation and let the Senate know. President Smith and Past President Kevin Hamilton are working on a letter to all staff concerning the Centennial Campaign. They anticipate that the letter will go out prior to the Thanksgiving Holiday Break.

Meeting Adjourned at 10:36am

Meeting called to order at 10:04am

Senators Present: David Anthes, Marylynn Borengasser, Judy Corcoran, Carin Dehmer, Shaneil Ealy, Claye Eubanks, Jan Fortney, Katherine Hambuchen, Mark Heffington, Sherry Matthews, Rick McCollum, John Merguie, Willie Morris, Calvin Mosley, Hans Pfeil, Amy Shier, Patricia Smith, Dennis Strom, Ed Wilkes, Georgia Yonker, Kevin Hamilton

Senators Absent: Sandy Ahne, Felicia Leonard, Rick McCollum, Wendelene Smith, Terry Starnes, Regina Thomas,

Minutes: The minutes of the meeting of September 13, 2006 were approved as distributed

Officers Report:

President: President Smith reported that she has been working with Rita Flemming on an Internal Hiring Policy. Rita has taken the policy to President Hardin and gotten it pre-approved. Now the policy just has to be written. President Smith also reported that the idea is to grow our staff for higher level positions at UCA. It's also to make it very obvious to who they want to hire for the positions. Next President Smith introduced the operating budgets for the Staff Senate Committees. She made it clear that the money we are raising this year is for next year's budget and the money we are currently spending is coming out of this year's budget. A question was raised concerning the Faculty Senate donating money for the Holiday Feast. President Smith stated that we'll ask President Hardin if he would be willing to donate money for the Holiday feast and pending his response we may approach the faculty senate. A Motion was made to approve the budget. It was 2nd and passed.

Secretary: Secretary Mosley reported that he received an invoice for the staff senate letter head and envelopes. He will deliver it to Treasurer Borengasser's office.

Treasurer: Senator Borengasser reported that there is \$4219.74 in the Agency account and \$1903.70 in the UCA regular account.

Committee Reports

Appointments: Senator Dehmer reported that she will send out an updated list of the committees and who the chair person is. She also asked that we add Senator Amy Shier to the social committee roster.

Courtesy: Senator Matthews reported that cards were sent to Jan and Jimmy Bryant, Brenda Stone, and Melissa Crawford. Senator Dehmer asked that a card be sent to Deloise Mowdy

Employee of the Year: Past President Kevin Hamilton reported that he has the guidelines for the Employee of the Year and would like to set up a meeting date with the committee members after the staff senate meeting.

Social Committee: Senator Fortney informed us as to what was going to be on the menu for the Holiday Feast. The feast will be held in the Student Center Ball Room on December 6, 2006 @ 11:15am.

Special Events:

Angel bear Tree: Senator Hambuchen reported that the dates have been set for nominations. They will go out on November 1st. Angels will go on the tree on November 27th. They don't have to be in until December 13th. President Smith introduced the idea of possibly setting up the Angel Bear as a foundation account for staff who want to give to it when ever they wanted.

Football Games: Senator Strom asked that everyone who is going to volunteer to work the football be at the stadium by 12:15pm. He also extended a special thanks to those who worked the first home game.

Veterans Day: Senator Merguie reported that Veterans Day fell on a Saturday this year. He reported that after talking to ROTC they felt that it should be celebrated on that Saturday at the football game. He has also talked to the band and athletics and they have agreed to let those with a military id enter the game for free. He reported that they are also trying to get an air plane to do a fly over during half time. He will ask President Hardin to speak. The band has agreed to play "America the Beautiful," during their half time show. He is looking into buying flags, putting an announcement in the game program, and having it announced during the first and second quarter of the game for fans not to leave their seats before the presentation.

Old Business

Soul food café: Senator Eubanks reported that we had two shopping carts full of items that were donated. It was reported by Senator Dehmer that there were still items in the HPER Center. Senator Eubanks stated that he would have someone come and pick those items up. He also stated that he would put out a call for departments to pick up their boxes.

Suggestion Box: President Smith reported that we don't have a key to the suggestion box. She's going to work on getting the lock cut off and putting another one with a key on it.

Smoking Public Service Announcement: Senator Wilkes reported that he has sent everyone the items they needed for the PSA's and he hasn't heard anything back from them.

Physical Plant: President Smith reminded senators of the Physical Plant Employee Meeting that will be held on September 28th from 3-4pm in LSC 100. All senators were asked to attend and to get there early if they could.

Centennial Campaign: President Smith asked for ideas of how we want to encourage staff to contribute to this. Past President Hamilton and President Smith will write a joint letter to UCA Staff asking them to contribute and telling them about what accounts Staff Senate has. Senator Younker suggested providing some sort of incentive. Senator Wilkes suggested having some type of special pin for everyone who donated money to wear. Senator Shier suggested having some type of plaque for the departments who donate money. Senator Hambuchen stated that the foundation will already be giving incentives to who

ever donates money. A Letter will be sent out before thanksgiving concerning the Campaign.

New Business

Shirt Orders: President Smith stated the options for staff senate shirts and asked all senators who were interested in buying them to please let Senator Sherry Matthews know. The options were: Long sleeve oxford shirts (\$34.64) Short sleeve, white or deep purple (19.49).

URSA Sub-committee: President Smith reported that URSA is looking for volunteers to serve on the committee. Senator Younker volunteered.

The Meeting was adjourned at 11:11am.

The UCA Staff Senate met on September 13, 2006 with the following senators present: Sandy Ahne, David Anthes, Marylynn Borengasser, Judy Corcoran, Carin Dehmer, Shaneil Ealy, Claye Eubanks, Jan Fortney, Katherine Hambuchen, Mark Heffington, Felicia Leonard, Sherry Matthews, Rick McCollum, Willie Morris, Hans Pfeil, Amy Shier, Patricia Smith, Terry Starnes, Dennis Strom, Reginia Thomas, Ed Wilkes and Georgia Younker. Absent were John Merguie, Calvin Mosley, and Wendelene Smith.

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

President's Report. President Patricia Smith reported that she has been invited to breakfast with President Hardin on October 12.

Committee Reports. Appointments. Senator Dehmer said there are still some vacancies on a few university committees which need staff representation. Concerning the Fringe Benefits Committee, Senator Younker said that she had not been contacted about any meetings. Discussion was held on the proposed changes with the health insurance. Senator Dehmer reported that there will probably be a 4.5% increase in premium amounts, and UCA will probably go back to Delta for dental insurance with a decrease in premium amounts. President Smith said she would check with the Fringe Benefits Committee chair to make sure the staff representative is informed about future meetings. A question was asked about why UCA's health insurance premiums are so high, and the answer was that there is a high level of usage on the part of UCA's employees. Other suggestions were made: developing a benefit for employees who don't use their insurance during a certain period of time; encouraging employees to use the UCA Health Service; getting a discount card (like the discount card for campus food service) to use with the health service. Senator Dehmer reminded senators that this is why UCA has initiated the wellness program for faculty and staff. It was announced that UCA is looking into having a full-time physician on staff next year. The open enrollment sessions for the health insurance have not been scheduled.

Courtesy. Senators Matthews asked senators and staff to let her know of any staff members that she should send cards to. Elections. Senator Corcoran reported that the staff will have to elect senators to fill eleven vacated positions, representing five divisions, at the next election for senators in the spring. Social. Senator Fortney reported that the committee had met and decided on a theme for the holiday feast. It will be "Let It Snow," and the tentative date is December 6. She said she would check with President Hardin on the date. The committee has reserved the Student Center ballroom. The committee is considering having the "Christmas Card" contest like ones that were held a few years ago. The committee has not yet met with the campus dining service about a meal price. Staff Development. Senator Thomas said that the Counseling Center wants to conduct a workshop about body mass, and they are requesting monetary help with the refreshments up to \$100. She moved that the Staff Senate provide up to \$100 to help with this program. The motion was seconded and it passed.

Special Events. Senator Strom reported that the football team's opening game is this coming Saturday. He said that all persons attending must obtain tickets, regardless of whether or not they have season passes or they are students, faculty or staff and get in free. Tickets can be obtained before the game by

contacting Ticket Central. On game day UCA students can get tickets on the east side of Estes Stadium. Any students who enter on the west side should be sent to enter and sit on the east side. The will-call window will be located on the west side. Ushers will be needed to work at the Purple Circle seating section. Purple Circle tickets will have the word "reserved" printed on them. The rope to the PC section will be up at all times, and ushers must ascertain that persons wanting to sit there have the proper tickets. If a fan leaves the Purple Circle section, he must be told to present the ticket stub when he goes back to his seat. There will be handicapped seating on the east side. Ushers and ticket takers will be given vouchers for free food at the concession stand. There will be UCA policemen in the stands if situations arise in which they can assist workers. Workers are urged to bring their cell phones to use.

Veterans Day. Senator Pfeil reported that this holiday is on a Saturday this year. Senator Corcoran will contact Senator Merguie about the arrangement for the commemoration.

Faculty/Staff Parking. Senator Wilkes reported he had spoken with the president of the Faculty Senate about the parking survey. He plans to attend the next Faculty Senate meeting next week and should have feedback from the faculty by the next Senate meeting.

No Smoking Signs. President Smith said she expects this to be a topic of discussion at the breakfast with President Hardin she will attend on October 12. A senator asked how to request that cigarette butt urns be placed in certain areas and was told to contact the Physical Plant.

Soul Food Café Donations. The deadline for donating to this effort is September 15. Campus personnel will go around and empty the boxes of donated goods. These items will be delivered to the Soul Food Café personnel early next week.

Suggestion Box. President Smith gave the key to the Senate's suggestion box to Senator Younker. An Admin message will be sent to employees announcing the availability and location of the box for employees to submit suggestions.

Public Service Announcement. President Smith said Senator Wilkes has drafted an announcement about the campus no smoking policy for display on the jumbo screen. It was approved by the Senate. Senator Wilkes said he would submit it to the person in charge of the screen.

Meet with Physical Plant. President Smith said that the Staff Senate will be on the agenda for the September 28 Physical Plant employees meeting and asked senators to be there if possible.

Centennial Capital Campaign. President Smith asked if anyone had received feedback about her comments concerning the university's upcoming capital campaign. Many reported that they had heard from some staff members. Discussion was held on how the Senate needs to be involved in this effort. President Smith asked that senators give her their ideas before the next meeting. Senator Hambuchen said that there would be rewards for employees who participate.

Holiday Schedule. A senator reported that he has heard from some staff members about the change in

the schedule for the winter break in terms of how staff members can use the compensatory time they have already accumulated. President Smith said she would discuss the issue with Rita Fleming of Human Resources. She said she is collecting comments and concerns and will present them to the Calendar Committee. Discussion was held about how supervisors deal with employees requesting time off to use comp time. President Smith asked senators to submit comments to her.

The meeting adjourned at 11:07. The next meeting will be on September 27.

Judy Corcoran

Meeting called to order at 10:00 am

Senators Present: David Anthes, Marylynn Borengasser, Judy Corcoran, Shaneil Ealy, Claye Eubanks, Mark Heffington, Felicia Leonard, Rick McCollum, Calvin Mosley, Hans Pfeil, Patricia Smith, Dennis Strom, Regina Thomas, Ed Wilkes, Georgia Younker.

Senators Absent: Sandy Ahne, Carin Dehmer, Jan Fortney, Katherine Hambuchen, Sherry Matthews, John Merguie, Amy Shier, Wendelene Smith, Terry Starnes

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

Officers Report:

President: President Smith thanked all the senators who were able to attend the President's Address on Aug. 29th. President Smith also asked to duly note that Senator Leonard was in fact present at the President's Address and was not present on stage with the other senators due to the fact that she was accidentally left off the Staff Senate distribution list and didn't know about the roll call. President Smith also extended a special thank you to Aramark for catering for the event. Senator Corcoran suggested that we send them a thank you card for their services. President Smith agreed and asked the senators if they had any more ideas to let her know.

Treasurer: Senator Borengasser reported that we will have provided for us, a treasurer's report at the 2nd meeting of every month. She also reported a balance of \$4319.74 in our Agency Account and \$1903.70 in our University Account.

Committee Reports

Courtesy Report: Senator Matthews sent in a report stating that she has sent courtesy cards to the following individuals: Jack Klotz, Emma Lafferty, Brenda Stone, and Matt Weston. She also received a thank you card from Emma Lafferty. There were no other suggested names from the senators for additional courtesy cards to be sent.

Employee of the Year: Past President Kevin Hamilton reported that he discovered the State of Arkansas has an EOY Program. He is working on getting ours in sync with their program and finding out the deadlines for submission of candidates.

Social Committee: President Smith reported that Senator Fortney has accepted the position as chair for the social committee.

Staff Development. Senator Thomas reported that she is putting together a series of workshops for her dept and she wants to do something similar for UCA Staff and Staff Senate. More details to come.

Special Events: Senator Strom reported that he will be out for the first game and that Senator Starnes will be out as well. He reported that he has talked to Kevin Hamilton and Calvin Mosley about covering for him. Currently there are 4 more people who are needed to work the first game. The process of when volunteers need to arrive, where general seating is, and where the purple circle is, was explained. He then explained that we will need at least two ticket takers at each gate, and 14 ushers. Part of Bruce

Street will be blocked off due to tailgating. Drivers will be able to come in from the Donaghey end but not the Farris Street end onto Bruce Street. Farris Parking Lot will be used for parking. The parking lot in front of Stadium Park will be used for tailgating.

Special Committee on Faculty/Staff Parking: Senator Wilkes reported that he has a meeting with the Faculty Senate President to discuss their position on this issue.

Martin Luther King, Jr. Holiday Survey: Senator Mosley reported that the final results were sent out to all UCA Staff via E-mail.

Old Business

No Smoking Signs: President Smith reported that she has the proposal and will run it by Larry Lawrence. Once it is approved it will go to the administration for final approval

New Motto: President Smith reported that Senator Dehmer asked her to ask the Senators if we in fact want to change it. Motion was made by Senator Eubanks to keep it the same. The motion was seconded and passed.

Soul Food Café: Senator Eubanks reported that the physical plant has been picking up the boxes and collecting the items. It was asked that if senators knew of other boxes that need picking up, to please let him know. Final date is 3rd week in September. to donate items. Senator Corcoran requested a box to be placed in Irby Hall.

Suggestion Box: President Smith reported that the suggestion box is now located in the library.

No Smoking Public Service Announcement: Senator Wilkes reported that he went to talk to individuals at the radio station, channel 6, the student center, and the jumbo tron. It was discussed also to send the message out via the Admin. List. Senator Wilkes is getting together a list of what all needs to be included in the Public Service Announcement. President Smith announced that she will work on scripting the message once she finds out what the guide lines are.

New Business

Physical Plant meeting. President Smith reported that the Physical Plant will be meeting on September. 28th from 3-4pm in LSC 100. She presented us with the idea of attending this meeting and making it one of our meet and greets. She posed the question of whether or not Staff Senate would want to provide the food for this meeting. It was denoted that we would split the cost of food with the Physical Plant for this event. Senator Wilkes expressed concern about the fact that this may be the safety meeting and that some of the physical plant workers might leave after and not stick around for the meeting. Senator Strom stated that this may not be the safety meeting. President Smith then reported that she will ask Larry about the agenda and ask for a couple of minutes to speak with the Physical Plant workers. It was asked that the Senators please put 3-4 in their calendars as a tentative meeting time with the Physical

plant workers. Senator Younker then made a motion for Staff Senate to pay up to \$175 for the food for this event. The Money will come from the Regular UCA Account. The motion was seconded and passed.

Holiday Break: Senator Eubanks expressed concern over what another UCA Staff Member brought to his attention. A UCA Staff member brought to his attention that the holiday break has been shortened and expressed concern about the fact that meant they weren't going to get to use their comp time due to the fact that they had to be there during the time the campus was open. President Smith stated that she would talk to Rita Fleming about this matter and would also express the concern to the calendar committee about the holiday break being shortened.

Concurrent Credit: Senator Ealy briefly talked about the Concurrent Credit initiative that Academic Outreach is currently involved in. She asked if Staff Senate would mind being involved in welcoming the students. Senator Ealy was asked to get the Senators the dates and that they would definitely help out where needed.

Name Badges: Senator Younker asked if senators will be getting a name badge for Staff Senate. President Smith reported that those will actually be purchased by the individual senators' departments and have to be ordered through them.

Senator Ealy asked if shirts would be given to us for the games. Senator Strom reported that he will check on it and let us know.

President Smith reported that we do have Staff Senate shirts we wear to the meet and greets. It was then stated that we will do another order for the new Senators this year. President Smith then asked if we want to do t-shirts to sell to staff as a fund raiser, or use for prizes for various events. Senators were asked to think about it and we'd discuss it at our next meeting.

Meeting adjourned at 10:58am.

Meeting called to order at 10:03 am

Senators Present: Sandy Ahne, David Anthes, Marylynn Borengasser, Carin Dehmer, Claye Eubanks, Mark Heffington, Felecia Leonard, Sherry Matthews, Rick McCollum, Willie Morris, Calvin Mosley, Hans Pfeil, Amy Shier, Patricia Smith, Wendelene Smith, Terry Starnes, Dennis Strom, Regina Thomas, Ed Wilkes, Georgia Younker.

Senators Absent: Judy Corcoran, Shaneil Ealy, Jan Fortney, Katherine Hambuchen, John Merguie.

Minutes: The minutes of the meeting of July 26th were approved as distributed

Officers Report:

President: President Smith reported that currently she is working with the President's Office to schedule the Presidents Address in August. Secretary: Reported that the final tally's are in for the MLK Survey. A complete list of the results will be e-mailed to all the senators and discussed at the next staff senate meeting. Treasurer: Treasurer Marylynn Borengasser reported that there is \$4, 752.02 in the agency account, and \$2,442.70 in the Staff Senate regular account. A motion was made suggesting that Staff Senate pay for the staff orientation lunch. Motion was second and passed.

Committee Reports

Appointments: Senator Dehmer reported that there are currently 17 vacancies on University Committees that we need senators on. A sign up sheet was passed around asking senators to sign up for the vacant committees. President Smith added that these are university committees and not social committees. Courtesy: Senator Matthews reported that courtesy cards were recently sent out to Sondra Burns (Purchasing), Norma Tio Farthing (Undergraduate Studies) and Kaye Talley (Library). Suggestions were then taken from other Senators and it was decided to send additional courtesy cards to Matt Weston (IT), Emma Lafferty (Financial Aid), Brenda Stone (Physical Plant) and Jack Klotz (Faculty-Graduate Studies).

Social Committee: A sheet listing all the social committees was passed around and senators were asked to sign up. It was reported that there is currently was no Chair Person for the Social Committee. It was suggested that Senator Fortney be asked if she would be willing to serve as the chair for the committee. Senator Younker reported that she has already gotten started on the prizes. Staff Development: President Smith reported that we have no one signed up for that committee. President Smith gave a brief list of the duties of the Staff Development Committee and Senator Thomas, President Smith and Senator Mosley signed up for the committee.

Special Events: Senator Strom and Starnes both agreed to work with the special events committee again this year. Senator Strom passed around a sign up sheet for this year's football season. He reported that two of the games would be played at 1:00 pm in the afternoon. If volunteering for these games senators will need to be present at 11am. The first game is September 16th. Senator Strom reported that one of the games will be played in Little Rock and we will not have to work that game. A football schedule was passed around. Senator Strom explained the number of ushers and ticket takers it takes to work the game. Assignments will be worked out at the game. 14 people are needed to work each game. Pay will

be 25 dollars per person per game. Each staff senate member is asked to work 2 games. Senator Borengasser was asked to get a football schedule to the scholarship recipients. Veterans Day Ceremony Committee: Senator Pfeil and Corcoran both volunteered for the committee. It was suggested that Senator Merguie would once again chair the committee.

Angel Bear Tree: Senators Hambuchen, Heffington, and Ealy all volunteered to serve on this committee. Faculty staff parking: Senator Wilkes suggested that we rotate senators on this committee. He made a motion that Senator Mosley take his place on the committee. The motion was second and passed. Senator Wilkes and President Smith would serve as alternates if Senator Mosley couldn't make it.

Old Business

No smoking signs: President Smith reported that at the July 26th meeting purple signs, window cling, and sticker were some suggestions to use. A motion was made to place no smoking signs on campus. It was second and passed. New motto: President Smith reported on the list of mottos from the July 26th meeting. The mottos included: Staff Senate: Reaching Out, Staff Senate: A Banner Year, Staff-Centered, Student-Focused, Together, To Accomplish, To Succeed, To Excel, Staff Senate: Taking it back to you!, Celebrate UCA Staff, A motto that has something to do with the centennial celebration.

Senate committee sign up. President Smith stated that all interested Senators should sign up for University Committees after the meeting. She stated that she will have a list of all the committees.

Soul food café: Senator Ahne reported that boxes are ready for buildings. It was suggested that we continue doing it through mid September. The Physical plant will be picking up the items and storing them. Senator Ahne stated that we want them to be in the high traffic areas, but don't want to forget about the other areas outside of main campus. President Smith stated that she will have a list sent out to the Admin. List to let Staff know where the boxes will be placed.

Amendment to the bylaws: Senator Pfeil proposed an amendment to Article IV of the UCA Staff Senate Bylaws. Currently Article 4 states, "The officers of the organization shall be a president, a president – elect (who will serve as the vice president), secretary, treasurer, and a parliamentarian. Each elected officer shall serve a term of one (1) year or until a successor is elected. No officer shall be eligible to serve more than one consecutive term in the same office. An officer who has served more than six (6) months is considered to have served a full term in that office. The officers of the Senate shall be elected by a vote of the elected members of the Senate before July 15 of each year. The Amendment proposed that the treasurer will provide a written financial report at each Staff Senate Meeting, and a full financial report every month. Senator Pfeil made a motion that the amendment be accepted. It was seconded. Discussion: A question was raised asking if it would be based on the most recent report. Senator Borengasser stated it would be. Senator Pfeil explained that the motion was made to get a clear picture as to what was actually in the staff senate account. A Point of concern was raised by Senator Eubanks: He asked if that info is necessary for all senators. It was noted that all financial issues are voted on by

staff senate and thus are necessary for all staff senators to have. No more discussion was on the matter and the motion was voted on and the motion was passed.

Suggestion Box:

Senator Younker stated that a suggestion box was brought to her but she wasn't able to get into it. President Smith stated that she thinks she has the key. A question was asked if we were doing that this year. President Smith asked the senators if they would like a suggestion box. Senator Starnes suggested that we get one. President Smith stated that she will create a link-on line so UCA Staff can give suggestions. Senator Heffington stated that there s already a form on- line. Senator Heffington stated that he will check to make sure and will make sure it will be sent to the president.

Senator Wilkes asked if everyone would be interested in spending money with the echo to raise consciousness and publicizing the soul food café. Senators were asked to think about that for the next meeting. It was also suggested that we use the campus radio station. A question was asked to see when the first edition of the Echo would be released. Senator Wilkes stated that he will find out info about the cost of the article and when the first issue would be released for the fall semester. Senator Wilkes also stated that he will check with the radio station and the public TV station.

Meeting adjourned at 10:36 am.

The UCA Staff Senate met on July 26, 2006, with the following senators attending: Sandy Ahne, David Anthes, Marylynn Borengasser, Judy Corcoran, Carin Dehmer, Shaneil Ealy, Claye Eubanks, Jan Fortney, Katherine Hambuchen, Mark Heffington, Sherry Matthews, Rick McCollum, Willie Morris, Hans Pfeil, Amy Shier, Patricia Smith, Wendelene Smith, Reginia Thomas and Felicia Leonard. Senators absent were: John Merguie (A), Calvin Mosley, (AE), Kevin Hamilton (AE), Terry Starnes (AE), Dennis Strom (AE), Ed Wilkes, (A) and Georgia Younker (A).

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

Vice President and chair of the Appointments Committee, Carin Dehmer, reported that the committee recommends that Felicia Leonard of the Athletic Department be appointed until the next Senate election to the vacant position in the President's Office division. She moved that the appointment of Felicia be approved. The motion was seconded and it passed.

Treasurer Marylynn Borengasser reported that there is approximately \$3500 in the agency account and \$2500 in the UCA account. She is attempting to get access to the Senate's accounts in the new Banner system. This will allow her to submit requisitions on these accounts and to view their status at any time.

Committee Reports. Appointments. Senator Dehmer said that the Senate will soon need to make appointments to various university committees on which staff members serve. She is waiting to receive a list of these positions from the Faculty Senate. Courtesy. Senator Matthews said she has not sent any cards to staff members lately. She will draft a memo to be sent to staff members about making reports to her about the UCA community and the need for cards to be sent. President Smith reported that Kevin Hamilton has agreed to serve as chair of the Employee of the Year Guidelines committee. Scholarship. Marylynn Borengasser will chair this committee. Special Events. President Smith said that volunteers are needed to work commencement on August 11.

Old Business. President Smith reported the latest results of the Martin Luther King, Jr. Holiday survey that staff can complete: To date 325 have voted against observing the holiday (getting the day off) on its date in January, and 116 have voted for observing the holiday on its date in January. She said she has received hard-copy votes, but they have not been tabulated yet.

President Smith passed around pictures of no-smoking signs at Arkansas State University. She reported on the history of this issue and that the Staff Senate had received many complaints that the "no smoking within 25 feet of buildings" policy was not being observed. President Smith asked senators to let her know which signs they like within the next week so that a recommendation on this issue can be submitted to the administration before the fall semester starts.

New Business. President Smith said she is taking suggestions for a Staff Senate motto for the coming year. Senators should make suggestions to her, and this will be decided at the next meeting.

President Smith passed around a sign-up sheet for senators to volunteer for Senate committees. She

said senators should go to the UCA Web site, Faculty Senate page, for a list of university committees to see which ones require staff representation and which ones they would be interested in serving on.

President Smith reported that it has been suggested that the Senate sponsor a food drive to help the Soul Food Café Mission. Discussion was held and Claye Eubanks and Sandy Ahne volunteered to coordinate this effort.

Senator Pfeil suggested that the Article IV of the Senate bylaws be amended by adding the following paragraph:

The treasurer will provide a monthly written financial report to the senate for each account. The report will provide as a minimum the beginning balance, deposits, expenditures and an ending balance. Each senator will be provided a copy of the report on the second meeting of the month.

Discussion was held. This amendment will be voted on at the next meeting.

Good and Welfare. Senator Corcoran asked senators to try to get volunteers from the staff to serve on Senate committees and work on projects they might be interested in.

The meeting adjourned at 10:35. The next meeting will be August 9.

Judy Corcoran, Acting Secretary

The UCA Staff Senate met on July 12, 2006, in the president's dining room in Christian Cafeteria. The following senators were present: David Anthes, Marylynn Borengasser, Judy Corcoran, Carin Dehmer, Shaneil Ealy, Claye Eubanks, Jan Fortney, Mark Heffington, Sherry Matthews, Sandy Ahne, John Merguie, Willie Morris, Calvin Mosley, Hans Pfeil, Amy Shier, Patricia Smith, Wendelene Smith, Terry Starnes, Dennis Strom, Reginia Thomas, Ed Wilkes, and Georgia Younker. Absent were Katherine Hambuchen (AE) and Rick McCollum (AE).

The minutes of the meeting of June 28 were approved as distributed.

President's Report. President Hamilton reported he has samples of no smoking signs.

Treasurer's Report. Senator Corcoran reported there is approximately \$3500 in the agency account after requesting \$1750 for the Employee of the Year fund. The beginning balance in the UCA account is \$2500.

Committees. Courtesy. Senator Matthews reported she sent a thinking of you card to Tim Decker, get well cards to Mike Murphy and Jack Klotz, and sympathy cards to Kevin Hamilton in the death of his grandfather and to Ann Mattison in the death of her son.

Elections. Senator Starnes moved that Patricia Smith be elected president. The motion was seconded and it passed. President Smith reported that the appointments committee nominates two persons for vice president/president-elect: Carin Dehmer and Calvin Mosley. Each nominee spoke a few words about why they would like to serve as Senate president-elect. A vote was held by secret ballot, and Carin Dehmer was elected vice president/president-elect.

Senator Corcoran asked for a vote on the Staff Senate bylaws amendment which she proposed earlier by e-mail: "Article IV. The officers of the organization shall be a president, a president-elect (who will serve as the vice president), secretary, treasurer, and a parliamentarian." The motion was seconded and it passed. President Smith announced that Marylynn Borengasser is willing to be nominated for treasurer. Marylynn was nominated and a motion was made that she be elected treasurer. The motion was seconded and it passed. President Smith nominated Calvin Mosley to be secretary and moved that he be elected. The motion was seconded and it passed. President Smith nominated Dennis Strom to be parliamentarian. A motion was made that he be elected. The motion was seconded and it passed.

Scholarship. Senator Borengasser reported that ten scholarships were awarded and she has received notes of thanks from some of the recipients.

Faculty and Staff Parking. Senator Wilkes reported that the committee is waiting for responses on this issue from the Faculty Senate. The function of this committee and the survey to be conducted were explained. Senator Mosley reported on the survey concerning the observance of the Martin Luther King, Jr. Holiday. He said the survey is just to get feedback from the staff about whether the holiday should be observed by getting a day off on the official day in January or by observing it during the winter break as

it is now done. The survey will be done on line, but hard copies of the survey question will be given to those employees who don't have access to e-mail. Discussion was held on how long to conduct the survey, and the need for a very good response. The suggestion was made that the survey be done on line for two weeks and for one month by hard copy. Senator Mosley said the announcement to staff about the survey will go out on the AdminL listserv by the end of the week.

Operating Budget. President Smith said she is working on a proposed budget for the fiscal year. She will get a detailed analysis about how the Senate's money was spent and the amounts deposited during the last fiscal year. Senator Matthews asked that the courtesy committee budget be increased so she can purchase supplies at the first of the year.

New Senators. The new senators were introduced: Reginia Thomas, Student Services; Claye Eubanks, Financial Services; David Anthes, Administrative Services; Shaneil Ealy and Georgia Younker, Provost; Amy Shier, Administrative Services; and Wendelene Smith, Grades 7 through 12.

Ex-Officio Member. It was explained that the Senate constitution allows the Senate to elect an ex-officio, non-voting member for one year. Senator Starnes nominated Kevin Hamilton for this position. The motion was seconded and it was passed.

The meeting adjourned at 11:55. The next meeting will be held on July 26 at 10:00 in Thompson 331.

Judy Corcoran, Secretary

