

# UCA STAFF SENATE

## Minutes

July 2007 – May 2008

### Officers:

President – Shaniel Ealy

Vice-President – Carol Daves

Secretary– Judy Corcoran

Treasurer – Claye Eubanks

Parliamentarian – Georgia Younker

The UCA Staff Senate met on May 14, 2008, in Wingo with the following senators present: Peggy Braden, Judy Corcoran, Carol Daves, Shaneil Ealy, Claye Eubanks, Carole Good, Stephanie Hailey, Mark Heffington, Kasi Jones, Rick McCollum, Kerry Nichols, Patricia Smith, Trenie Stanley, and Lula Tyus.

Senators absent were David Anthes, Larry Burns, Ed Ebinger, Larry Garrison, Michael Hopper, Ashley Lyon, Hans Pfeil, Reesa Ramsahai, Reginia Thomas, Terry Williams and Georgia Younker.

### **President's Report**

President Ealy said that she had spoken to the Board of Trustees at their meeting on May 2 and reiterated the request for approval of an 80% fee waiver for staff members taking graduate courses. She said the board approved a 2% raise for staff pending a positive state budget forecast.

### **Treasurer's Report**

Senator Eubanks distributed a budget statement on the Senate's UCA account and its agency account. He said the Senate has been very responsible with its expenditures, and there are substantial balances in both accounts. Discussion was held on the balances, what to do with the excess funds, and possibly expanding the Senate's services. Senator Eubanks said he would contact the UCA Foundation for information about the endowment funds, Employee of the Year and the Staff Scholarship accounts. It was suggested that some of the excess funds could go toward increasing the principal balances in these accounts. He said he would contact Kathy Carroll and report back.

### **Committees**

#### **Courtesy**

It was suggested that cards be sent to Sandy Olson, Jennifer Olson and Georgia Younker.

#### **Election**

Senator Corcoran reported on the results of the recent elections for new senators.

Results are as follows:

ADMINISTRATIVE SERVICES, Robin Ealy, Kerry Nichols;

PROVOST, Larry Burns, Kristy Carter, Angela Onermaa;

STUDENT SERVICES, Tiffany Block;

FINANCIAL SERVICES, Leslie Knox;

GRADES 18 - 24, Melanie Epperson.

Other senators elected are:

PRESIDENT'S OFFICE, Ronda Young;

INSTITUTIONAL ADVANCEMENT, Carter Walker;

NON-CLASSIFIED, Stephanie Hailey.

#### **Social**

Senator Braden thanked everyone for their help and participation at the picnic. She extended special thanks to the Physical Plant workers for the quick set-up and assistance at the Farris Center. She said she

would send letters of thanks to companies that donated door prizes. Senator Daves mentioned that she had received a comment concerning safety issues with the dunking booth. Discussion was held and it was agreed that this would be studied in preparation for the picnic next year.

### **Commencement**

Senator Corcoran thanked those employees and senators who worked as ushers during the May 3 commencement ceremonies: Melissa Goff, Nancy Gallavan, Carole Good, Milisa Moore, Faith Hopkins, Arch Jones, Claye Eubanks, Carol Daves, Velton Daves, Reginia Thomas, Ed Ebinger, Trenie Stanley and Rick McCollum.

### **Old Business**

President Ealy reported that the plaque and gavel have been ordered. She said several senators ushered at the Melody House event and earned \$200 for the Senate.

### **New Business**

It was mentioned that some state agencies allow employees who live far away to work four-day weeks to economize on gas. Discussion was held. Senator Eubanks said that the Information Technology Department will discuss allowing staff who are taking college courses to sign up for lap top computers. The policy is that they must be taking nine hours, and it has been suggested that this course-load requirement be reduced so they can get the computers.

### **Minutes**

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

The meeting adjourned at 10:35. The next meeting will be May 28.

Judy Corcoran, Secretary

The UCA Staff Senate met on April 30, 2018, in Wingo 315 with the following senators present: David Anthes, Peggy Braden, Larry Burns, Judy Corcoran, Carol Daves, Shaneil Ealy, Ed Ebinger, Larry Garrison, Carole Good, Stephanie Hailey, Kasi Jones, Ashley Lyon, Kerry Nichols, Hans Pfeil, Reesa Ramsahai, Amy Shier, Trenie Stanley, Regina Thomas, and Lula Tyus.

Senators absent were Claye Eubanks, Mark Heffington, Michael Hopper, Rick McCollum, Terry Williams, and Georgia Younker.

### **President's Report**

President Ealy reported that Melody House has asked the Senate to provide ushers for an event on May 6 in Reynolds Hall. They will pay \$200. Several senators volunteered. President Ealy said she is scheduled to address the Board of Trustees at their meeting on May 2. She will mention the Senate's 25-year anniversary, ask that they consider granting 80% fee remission for graduate study for UCA employees, express concern about not receiving cost-of-living raises, and expanding scholarship offerings. The board meeting will be July 25, and discussion was held about asking that the graduate fee remission issue be on the agenda for that meeting.

### **Committees**

Senator Shier reported she had sent cards to the Clint Conque family, Brent Ahne, and Mary Ellen McBurnett.

### **Staff Development**

Senator Burns reported on programs for the summer.

### **Election**

Senator Corcoran reported that the election will be held on May 8 and will be available at the picnic as well.

### **Social**

Senator Braden reported that there will be no charge for providing tables and chairs for the picnic. Pepsi will donate soft drinks. She said 708 tickets have been distributed. Eight persons have been nominated to be dunked in the dunking booth.

### **Old Business**

There was no report on whether or not the Senate's plaque and gavel have been ordered. Senator Jones reported that the updated Employee of the Year plaque has been displayed in the entry foyer of McCastlain Hall. Discussion was held on the plaque and someone will check on getting a larger one. The meeting adjourned at 10:33. The next meeting will be May 14.

Judy Corcoran, Secretary

The UCA Staff Senate met on April 9, 2008 with the following senators present: David Anthes, Peggy Braden, Larry Burns, Judy Corcoran, Ed Ebinger, Claye Eubanks, Larry Garrison, Carole Good, Mark Heffington, Ashley Lyon, Rick McCollum, Kerry Nichols, Reesa Ramsahai, Trenie Stanley, Reginia Thomas, and Georgia Younker.

Absent were Carol Daves, Shaneil Ealy, Michael Hopper, Kasi Jones, Hans Pfeil, Amy Shier, Lula Tyus and Terry Williams.

Senator Corcoran presided in the absence of President Ealy and Vice President Daves. The minutes of the March 19 meeting were approved.

### **Committees**

#### **Courtesy**

Senator Shier sent the following update on cards sent:

Peggy Braden-Sister passed away

Joel Pouwels- Father and brother passed away

Mary Beene- Husband had surgery

Leigh Vernon- Husband passed away

Kathleen Whitehead- Mother Passed away

Patricia Smith- Baby Congratulations

Ruth Clayton- Surgery

Jim Shelton- Surgery

David Anthes- Father Ill

Ancil Lea- Grandmother-in-law passed away

Donna Johnson- Father-in-law passed away

Jannette Paladino-Husband Ill

Brenda Graham- Mother-in-law passed away

Dr. Garimella- Death in family

Terry Williams- Thinking of you, daughter-in-law, Amber Williams, ill

Sandy Olson- Son passed away

#### **Scholarship**

Senator Anthes reported that the committee is studying applications.

#### **Staff Development**

Senator Burns reported that a Young Professionals Development workshop was held Monday with 30 persons attending along with seven or eight administrators. He said that this series will be adopted by the university administration and will be ongoing. Senator Burns and the staff development committee were congratulated for getting this project started and seeing it through to success.

#### **Social**

Senator Braden reported that the committee has met to plan the picnic to be held on the MacAlister

lawn on May 8. The Farris Center is the rain location. The menu will be hot dogs and hamburgers with all the trimmings. Snow cone and cotton candy machines will be available. The picnic will be free, but faculty and staff must get tickets. They will be available soon from various locations on campus. Games will include an egg toss, and a cake walk, and caricature drawings will be done. The committee is soliciting donations for door prizes and various suggestions were made. There will also be a grand prize.

### **Election**

Senator Corcoran reported that the nomination process for the Staff Senate election has been announced. Nominations are needed for 12 Senate position, and they can be made on line.

Commencement. Senator Corcoran reported that volunteers will be needed for the three commencement ceremonies to be held May 3.

### **Old Business**

Senator Ebinger asked the Senate to help two staff members pay for their skilled-trades certification training and made a motion to that effect. Discussion was held on how this could be done and the many needs other staff members have for funds for travel and training. It was reported that some departments have accounts that help pay for this and some do not. It was suggested that the Senate's scholarship funds be expanded to include this type of assistance. Also mentioned was the importance of making the administration aware of the need. The motion died for lack of a second. Senator Younker moved that the Senate scholarship committee consider the issue of staff financial assistance. The motion was seconded and it passed. Senator Anthes said he would get his committee together and get back to the Senate with a recommendation.

Senator Corcoran reported that the issue of graduate fee remission of 80% for UCA employees will be on the agenda for the May 2 Board of Trustees meeting. She reported also that the Council of Deans has given support to graduate fee remission for employees' spouses.

### **New Business**

Senator Corcoran reported that Vice President Daves has proposed that the Senate purchase a plaque with a gavel and a sounding block to be used for Senate meetings. It would cost approximately \$85. This would commemorate the 25th anniversary of the UCA Staff Senate, and it would hang in the Senate's meeting room which at the present time is Wingo 315. Senator Anthes moved that the Senate purchase the gavel and sounding block. The motion was seconded and it passed.

### **Good and Welfare**

A senator reported that she has been asked to inquire about the possibility of staff getting merit raises or bonuses this year. Discussion was held and the consensus is that last year's bonuses were a one-time event.

The meeting adjourned at 10:50. The next meeting is May 14.

Judy Corcoran, Secretary

The UCA Staff Senate met on March 12, 2008, in Wingo 315 with the following senators present: David Anthes, Larry Burns, Judy Corcoran, Carol Daves, Shaneil Ealy, Ed Ebinger, Claye Eubanks, Larry Garrison, Carole Good, Stephanie Hailey, Mark Heffington, Michael Hopper, Kasi Jones, Ashley Lyon, Rick McCollum, Kerry Nichols, Reesa Ramsahai, Reginia Thomas, Terry Williams, and Georgia Younker.

Absent were Peggy Braden, Hans Pfeil, Amy Shier, Trenie Stanley and Lula Tyus. Tiffany Block was a guest.

### **Minutes**

The minutes of the meetings of February 13 and February 27 were approved as distributed.

### **New Business**

President Ealy asked for discussion about recommending that a diversity statement, similar to the one in the Student Handbook, be developed and included in the Staff Handbook because the issue was brought to her attention by another senator. The statement in the Student Handbook reads as follows:

The University of Central and its faculty and staff are committed to providing an equal educational opportunity to all students. One of the facets of the university experience includes the opportunity to learn in an environment where there are other individuals from varied backgrounds and characteristics, which include, but are not limited to, race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, disability, political affiliation and intellectual perspective. The University of Central Arkansas does not condone harassment (or other forms of inappropriate conduct) against any student. These matters are handled in the same procedural way as those involving sexual harassment. (For the procedure see the UCA Sexual Harassment Policy in this Student Handbook).

A senator remarked that the issue of employee diversity and non-discrimination is covered by federal EEOC guidelines and UCA board policies even though there is not an exact statement to that effect in the Staff Handbook. The statement can be found on page 8, the Equal Employment Opportunity Notice of Compliance. It was also reported that there is also not a statement like this in the Faculty Handbook. Another senator said that discrimination as to sexual orientation is not addressed by a board policy, and that the statement in the Student Handbook was written a few years ago to address it. It was reported that there have been a few instances in which this policy in the Student Handbook has been used. Discussion was held on whether or not this issue is covered by UCA's sexual harassment policy. After lengthy discussion Senator Burns moved that the Staff Senate recommend to the administration that a diversity statement be added to the Staff Handbook. Senator Younker seconded the motion. The motion passed with 18 for the motion and three abstentions.

After further discussion Senator Younker moved that the motion be amended to state that the Staff Senate study the issue and do research on diversity statements at other state institutions before recommending that a specific statement be added to the Staff Handbook. Senator Burns seconded the motion to amend. The vote on the amendment to the original motion was 20 in favor and one against.

The motion passed.

On another issue President Ealy reported that a staff member had contacted her about almost being hit by a car while in a crosswalk on Bruce Street. The car clearly violated the crosswalk which is a protected crossing. Discussion was held on what UCA can do to support more awareness of crossing laws and hence promote more safety in these types of situations. An additional traffic light and another speed bump were mentioned as possible solutions. Discussion was held on the need to educate students and other members of the UCA community about street-crossing safety laws. Senator Hopper of the UCA Police Department said it might be a city issue, but he would look into it and report back to the Senate.

### **Treasurer's Report**

Senator Eubanks presented information on the agency account and the regular account and said he will bill the Athletic Department for work done by staff during the basketball season.

### **Committees**

#### **Courtesy**

It was reported that Peggy Braden's sister had passed away.

#### **Scholarship**

Senator Anthes said that approximately 10 applications have been received. The committee will meet the first week of April to review and decide on scholarship awards. The deadline to apply is March 26.

#### **Staff Development**

Senator Burns reported that there is a brown bag program today at noon on "The Fred Factor." This will be conducted by the Student Orientation Staff. He said there will be a Young Professionals luncheon on April 7.

#### **Employee of the Year**

Senator Jones reported that 13 nominations for employee of the year have been received. There are seven finalists. She reported that the plaque listing all EOY recipients since the inception of the award will be displayed in McCastlain Hall.

#### **Social**

The picnic will be held on the MacAlister lawn on May 8. Election. Senator Corcoran reported that twelve positions will need to be filled during the next election.

The meeting adjourned at 10:37. The next meeting will be on March 26.

Judy Corcoran, Secretary



The UCA Staff Senate met on February 27, 2008, with the following senators present: Peggy Braden, Larry Burns, Judy Corcoran, Shaneil Ealy, Ed Ebinger, Larry Garrison, Carole Good, Kerry Nichols, Reesa Ramsahai, Georgia Younker, and Terry Williams.

Absent were David Anthes, Carol Daves, Claye Eubanks, Stephanie Hailey, Mark Heffington, Michael Hopper, Kasi Jones, Ashley Lyon, Hans Pfeil, Amy Shier, Trenie Stanley, Reginia Thomas, Lula Tyus.

The minutes of the last two meetings could not be approved because of the lack of a quorum.

### **President's Report**

President Ealy reported that the results of the picnic location survey indicate that 46% of the respondents voted to have the picnic indoors, and 54% voted to have it outside. She said she talked to Susan in the president's office about possible dates. It was decided to hold the picnic on May 8. She reported that Senator Anthes asked that she mention the possibility of the staff helping with the AAU basketball tournament scheduled to be held at UCA April 18 and 19. Volunteer workers will be paid, and this would be another fund-raising effort for the Senate. There will be seven games and six volunteers will be needed for each game. Shaneil said she would e-mail senators to gauge interest and bring this subject up at the next meeting.

### **Committees**

#### **Courtesy**

It was reported that a get well card will be sent to Ruth Clayton, World Languages.

#### **Scholarship**

Eight applications have been received. The committee will meet at the end of March.

#### **Staff Development**

Senator Burns reported that there are a couple of openings for the FISH Philosophy program which will be held today. He said that the committee is having trouble finding a place to hold the professional development seminars. President Ealy said she would check on this. He said a program is planned for April on the subject of campus safety.

#### **Employee of the Year**

It was reported that there have been many nominations. The selection committee will meet on March 14.

#### **Special Events**

Senator Younker reported that the last basketball game will be March 8. Social. Senator Braden reported that the committee will start meeting to discuss the picnic. Election. Senator Corcoran reported that there are eleven positions that will be open for next year. The nomination process will be held on line in March.

**New Business**

Senator Younker said she has had questions about raises for staff. Shaneil said she would find out.

**Good and Welfare**

Senator Ebinger mentioned a concern about the difficulty some staff members have getting permission to be away from their duties in order to attend classes at UCA. Discussion was held and President Ealy said she sent a message to senators about the Staff Handbook statement about this. Senator Ebinger said that he would speak to someone in Human Resources.

The meeting adjourned at 10:35. The next meeting will be March 12.

Judy Corcoran, Secretary

The UCA Staff Senate met on February 13, 2008 in Wingo 315 with the following senators present: David Anthes, Larry Burns, Judy Corcoran, Carol Daves, Shaneil Ealy, Carole Good, Stephanie Hailey, Regina Thomas, and Terry Williams.

Absent were Peggy Braden, Ed Ebinger, Claye Eubanks, Larry Garrison, Mark Heffington, Michael Hopper, Kasi Jones, Ashley Lyon, Rick McCollum, Kerry Nichols, Hans Pfeil, Reesa Ramsahai, Amy Shier, Patricia Smith, Trenie Stanley, Lula Tyus, and Georgia Younker.

Because there were only nine senators present the minutes could not be approved for lack of a quorum.

### **President's Report**

Ealy reported for Senator Kasi Jones that UCA Ambassador applications are being taken and asked senators to inform their student workers. President Ealy said she has spoken with the president's office about whether to hold the faculty/staff picnic inside or outside, and it was decided that President Hardin would go along with the majority of the employees' votes. President Ealy will circulate an electronic survey.

Vice President Daves said she will serve on a panel today sponsored by the Instructional Development Center for faculty. The topic is "Understanding Staff."

### **Committees**

It was suggested that a sympathy card be sent to Kathleen Whitehead in the death of her mother.

### **Scholarships**

Senator Anthes said that the committee has received six applications. Another announcement about the scholarships for staff members and for staff members' dependents will be sent by Admin. Applications are due by the end of February.

### **Staff Development**

Senator Burns reported there will be a workshop on February 27 that will be announced on the Admin.

The meeting adjourned at 10:20. The next meeting will be February 27.

Judy Corcoran, Secretary

The UCA Staff Senate met on January 30, 2008, in Wingo 315 with the following senators present: David Anthes, Peggy Braden, Judy Corcoran, Carol Daves, Shaneil Ealy, Ed Ebinger, Claye Eubanks, Carole Good, Mark Heffington, Kasi Jones, Ashley Lyon, Kerry Nichols, Hans Pfeil, Reesa Ramsahai, Regina Thomas, and Lula Tyus.

Senators absent were Larry Burns, Larry Garrison, Stephanie Hailey, Michael Hopper, Rick McCollum, Amy Shier, Patricia Smith, Trenie Stanley, Terry Williams and Georgia Younker.

### **Minutes**

The minutes of the January 9 meeting were approved as distributed.

### **President's Report**

President Ealy reported for Senator Burns on the subject of staff development. The FISH program (customer service) presented by Hank Phelps will be held on February 27 at 12 noon in the Student Center 215. It will be a Brown Bag event. A Brown Bag program is being developed for March, and the professional development programs are still being worked out.

President Ealy passed around the sign-up sheet for basketball game volunteers.

Vice President Daves reported that she will be a panelist on a "Lunch and Learn" program held for faculty on February 13 by the Instructional Development Center. The topic is "Understanding Staff." She asked for suggestions as to what issues pertaining to staff should be included for discussion. Other panelists will be Charlotte Strickland and Judi Keeth. Suggestions should be sent to Carol Daves, carold@uca.edu.

### **Fringe Benefits Committee**

Vice President Daves reported that the Fringe Benefits Committee has been meeting regularly since late fall. At the last meeting UCA Director of Health and Wellness, Jean-Claude Martin, was a guest. He explained the proposed new employee wellness program and plans to conduct a campus survey of employees. One agenda item has been discussion about graduate fee remission for employees' spouses and dependents. She reported that Director of Human Resources Rita Fleming has determined that a benefit such as that would be taxable to the employee. President Ealy said she has been doing some research on such policies at other peer universities. After discussion a motion was made by Ed Ebinger that the Staff Senate focus on increasing the graduate tuition remission for UCA employees to 80% instead of 50% for this year. The motion was seconded by Regina Thomas and it was passed. Vice President Daves will pass this on to the Fringe Benefits Committee. Ed Ebinger moved that the Senate table the issue of supporting graduate fee remission for employees' spouses. The motion was seconded and it passed.

### **Committee Reports**

#### **Courtesy**

President Ealy reported that a card should be sent to Leigh Vernon expressing sympathy in the death of

her husband.

### **Scholarship**

Senator Anthes reported that applications for the employee scholarship and the dependent scholarship have been distributed. These are for an amount up to \$200 each semester for the 2008-2009 academic year.

### **Staff Disaster Support**

Senator Eubanks reported an application form has been developed, and it will be put on the Staff Senate Web site.

### **Employee of the Year**

Senator Jones reported that the guidelines committee has received some nominations. She said the Employee of the Year plaque is supposed to be displayed in McCastlain Hall, but she was not able to find it there. She asked if anyone might know where it is.

### **Social**

Discussion was held about issues pertaining to the Christmas/Holiday Feast. Most agreed that the event went well, but that next year the selling of tickets should be centralized and handled by one person. Senator Braden reported that a date has not been set for the picnic. Discussion was held about whether or not the picnic should be held at the Farris Center because it is a larger location and would avoid the possibility of rain. Issues such as moving furniture and food service to the Farris Center were brought up. Some preferred having the picnic at the MacAlister lawn as in the past. President Ealy said she would discuss this with President's Office personnel.

### **New business**

Discussion was held on an issue brought up by a senator. The issue pertains to the staff benefit allowing a staff member to attend a class during working hours. He said he knows of a staff member who wanted to do this, but his supervisor would not allow the employee to be away from work. President Ealy said she would consult the Staff Handbook's policy on this matter and visit with Rita Fleming about it if necessary.

### **Good and Welfare**

Discussion was held on concerns that have been expressed about the changes in the Employee of the Year awards. Senator Jones said that she would be glad to respond to any questions, concerns or suggestions.

The meeting adjourned at 10:56. The next meeting will be February 13.

Judy Corcoran  
Secretary

The UCA Staff Senate met on January 9, 2008, in Wingo 315.

Twelve senators were present They were Larry Burns, Judy Corcoran, Carol Daves, Shaneil Ealy, Ed Ebinger, Claye Eubanks, Larry Garrison, Stephanie Hailey, Mark Heffington, Ashley Lyon, Terry Williams and Georgia Younker.

Fourteen senators were absent. They were David Anthes, Peggy Braden, Carole Good, Michael Hopper, Kasi Jones, Rick McCollum, Kerry Nichols, Hans Pfeil, Reesa Ramsahai, Amy Shier, Patricia Smith, Trenie Stanley, Reginia Thomas, and Lula Tyus.

The minutes of the meeting of December 12 were approved as corrected and distributed.

### **President's Report**

President Ealy reported that she had met with Rita Fleming, Director of Human Resources, about graduate fee remission for employees' spouses. Ms. Fleming said that this type of benefit is taxable for employees. President Ealy said she is looking into how other schools deal with this issue.

President Ealy reported that 31 employees responded to her request for volunteers for the staff grievance panel. She and Vice President Daves will meet today with Jack Gillean to draw five names for this panel.

President Ealy reported that the Senate files and materials have been moved from Main 206 to a room in the basement of Wingo.

### **Treasurer's Report**

Senator Eubanks distributed the financial report and said that he has billed the Athletic Department for \$3,510 for working football games but has not received payment.

### **Parliamentarian's Report**

Senator Younker distributed the new Robert's Rules of Order pertaining to motions.

### **Committees**

#### **Staff Development**

Senator Burns reported that there will be professional development workshops held in January and February. There is a seminar on safety planned for March. He asked for suggestions for future programs.

#### **Employee of the Year**

Discussion was held on the revised guidelines for conducting the nominations and selections. Senator Burns moved that they be accepted; Senator Daves seconded the motion and it passed.

#### **Special Events**

The list of basketball games to be staffed by volunteers was passed around. This week's games are

covered.

### **Angel Bear Tree**

Senator Heffington reported that there were 136 Angel Bears on the tree, and enough of them were adopted, or donations collected to buy gifts for all. There was \$160 left from the donations, and it will be deposited into the agency account to use for the next tree project.

Discussion was held about the problem with the ticket count for the Christmas/Holiday Feast. It was suggested that in the future there should be just one person who sells tickets to keep the count exact.

### **Social**

Discussion was held about the need to start planning the staff picnic in May.

### **Old Business**

Brief discussion was held on last month's Fringe Benefits Committee meeting. The minutes of this meeting were distributed to the campus electronically. The next meeting is January 18. Staff should contact Carol Daves, Georgia Younker, or Judy Corcoran with concerns.

### **Good and Welfare**

A senator asked about why the Martin Luther King, Jr. Birthday holiday is combined with the commemoration of Robert E. Lee's birthday on January 21. This was recently announced in a message to the campus. Senator Corcoran reported that UCA observes the same holidays as the state employees do, and Robert E. Lee's birthday is one of them. She referred those asking about this to the Office of Personnel Management Web site to view the list of holidays established by the state legislature [http://www.arkansas.gov/dfa/personnel\\_mgmt/opm\\_policy/section\\_100.html#2](http://www.arkansas.gov/dfa/personnel_mgmt/opm_policy/section_100.html#2)

The meeting adjourned at 10:32. The next meeting will be January 30.

Judy Corcoran, Secretary

The UCA Staff Senate met on December 12, 2007 in Wingo 315.

Senators present were David Anthes, Larry Burns, Judy Corcoran, Carol Daves, Shaneil Ealy, Claye Eubanks, Stephanie Hailey, Mark Heffington, Ashley Lyon, Reesa Ramsahai, Amy Shier, Reginia Thomas and Georgia Younker.

Absent were Peggy Braden, Ed Ebinger, Larry Garrison, Carole Good, Michael Hopper, Kasi Jones, Rick McCollum, Kerry Nichols, Hans Pfeil, Patricia Smith, Trenie Stanley, Lula Tyus and Terry Williams..

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

### **President's Report**

President Ealy introduced Carter Walker of Institutional Advancement as a guest. He has expressed interest in being elected to replace Mark Heffington whose term will end in June. President Ealy reported that she is scheduled to meet with Rita Fleming tomorrow about the graduate fee remission issue.

Senator Daves said she needs replacements for the University Housing Exemptions Committee which meets once a month. Senator Ramsahai said she would volunteer for this committee. Senator Eubanks volunteered for the University Health and Wellness Committee. Senator Daves said she would replace Senator Smith on the Fringe Benefits Committee while Senator Smith is on maternity leave.

Senator Eubanks reported on recent expenditures for the Christmas/Holiday feast.

### **Committee Reports**

Senator Shier said she sent a sympathy card to Sandy Olson. Senator Eubanks reported that the staff support committee met this morning to consider how the Senate should respond to requests for help when staff members suffer disasters and losses. He said the committee suggests that the Senate limit the scope of the aid to the loss of a home due to a disaster. An application will have to be filled out, and funds will be dispensed from the Senate's agency account.

### **Staff Development**

Senator Burns reported that events are scheduled for each month. Jack Gillean gave \$1,500 to fund a new professionals development program for employees working on masters degrees or looking to advance in higher education. The enrollment limit for the program is 50

### **Employee of the Year**

Senator Burns reported that the EOY Guidelines Committee met in September. They suggested that the three categories of awards be discontinued. Instead, they recommend that there be one \$1,000 award, and two \$250 awards. Also, the suggested policy states that the person who nominates someone must recruit the reference letters for that person. He said he would send senators the draft of the revisions for their review before the next meeting. Senator Burns said Senator Jones, chair of the EOY Guidelines



Committee, will send out a notice soliciting nominations in January. Nominations will be due February 15. The EOY Selection Committee has been chosen. The awards will be announced at the service awards program on April 17. Senator Younker moved that the Senate table discussion of the revised guidelines until the next meeting. The motion was seconded and it passed.

### **Special Events**

The invoice for working football games has been sent to the Athletic Department. The first basketball game for which volunteers will be needed will be in January. The concession stand will provide food for workers wearing usher vests at the games.

### **Angel Bear Tree**

Senator Heffington reported that there are Angel Bears left to be adopted on the tree. There have been many monetary donations to fund gifts for those not adopted. The committee members and volunteers will shop for these gifts this coming weekend. Help will be needed to wrap the gifts next week.

The meeting adjourned at 10:32. The next meeting will be January 9, 2008.

Judy Corcoran, Secretary

The UCA Staff Senate met on November 28, 2007, with the following senators present: Peggy Braden, Judy Corcoran, Carol Daves, Shaneil Ealy, Ed Ebinger, Claye Eubanks, Larry Garrison, Carole Good, Stephanie Hailey, Ashley Lyon, Kerry Nichols, Reesa Ramsahai, and Terry Williams. Absent were David Anthes, Larry Burns, Mark Heffington, Michael Hopper, Kasi Jones, Rick McCollum, Hans Pfeil, Amy Shier, Patricia Smith, Trenie Stanley, Reginia Thomas, Lula Tyus and Georgia Younker.

### **Guest**

President Ealy introduced Dr. Gayle Seymour of the College of Fine Arts and Communication who gave an update on the public art project for the flag pole circle. There will be a press conference to announce the artist who has been chosen for the project on Thursday, December 6 during X-period in the board room in Wingo Hall. She reported that the survey about the designs was well received and many staff members participated. She expressed her thanks for this involvement. She said that the chosen artist will be on campus the next day, Friday, December 7, to visit with employees about the project. An official invitation will be sent out.

### **Minutes**

Senator Williams moved that the minutes of the November 14 meeting be approved as distributed. The motion passed.

### **President's Report**

President Ealy reported that the Senate storage room will have to be moved from Main 206. She asked for discussion about how this room is presently used. Files and Christmas decorations are stored there. Senator Daves suggested that there may be room in the Wingo Hall basement for storage. President Ealy said that she and Senator Corcoran will inventory the room on December 14.

In the absence of Senator Heffington President Ealy reported that Lisa Shoemake is coordinating the Angel Bear Tree project and that so far there have been 25 angels nominated. The tree will be ready for display in the library by December 4.

### **Treasurer's Report**

Senator Eubanks asked about expenses that have been incurred and possible future encumbrances for the Christmas/Holiday Feast. The Social Committee will keep him informed.

### **Committee Reports**

Senator Eubanks reported that the Staff Support Committee (ad hoc) had not yet met. Senator Corcoran asked for volunteers for the two commencement ceremonies on Saturday, December 15.

### **Special Events**

Senator Good reported that it is possible that basketball game volunteers will not be needed at the end of December.

### **Social Committee**

Senator Braden reported on the progress for the Christmas/Holiday Feast. She said that more pine cones and battery-operated candles are needed for decorations. All plans are going well, but the committee will not be able to decorate and set up for the feast until early on the morning of December 5 because there is a function in the ballroom the night before. She asked for as many senators to help as possible. UCA's student vocal group, Acapella Mafia will perform and will be paid \$300. These funds will go toward the group's expenses to travel to a competition. UCA archivist, Jimmy Bryant, will put together a slide show to run during the event.

### **Election**

Senator Corcoran reported that the Senate elections will be coming up in early spring. Eleven vacancies will need to be filled in the following divisions: Administrative Services - 2; Financial Services - 1; Institutional Advancement/Development - 1; Provost - 3; Student Services - 1; Grades 1 through 6, Grades 18 - 24; and Non-Classified/Non-Teaching.

The meeting adjourned at 10:34, and the next meeting will be December 12.

Judy Corcoran, Secretary

The UCA Staff Senate met on November 14, 2007, in Wingo 315 with the following senators present: David Anthes, Peggy Braden, Larry Burns, Judy Corcoran, Carol Daves, Shaneil Ealy, Claye Eubanks, Larry Garrison, Carole Good, Stephanie Hailey, Mark Heffington, Ashley Lyon, Rick McCollum, Kerry Nichols, Reesa Ramsahai, Amy Shier, Patricia Smith, Trenie Stanley, Reginia Thomas, Lula Tyus, Terry Williams, and Georgia Younker. Senators absent were Ed Ebinger, Michael Hopper, Kasi Hones and Hans Pfeil.

### **Minutes**

The minutes of the October 31 meeting were approved as distributed on the Staff Senate Web site with the correction that Kerry Nichols was absent.

### **President's Report**

President Ealy reported that she had met with Major Glenn Stacks of the UCA Police Department. He said that as of January 2008 employees holding 25-year purple hang tags will not be permitted to park in the visitor parking areas, or in the metered parking spaces without putting money in the meters. The only places they will be able to park are the white, yellow and green areas on campus. Their reasoning was that as additional employees move into the 25-year rank, and they get tags, more and more of the visitor and metered spaces will be taken up, thus making it difficult for visitors to find parking. So, in essence, the basic benefit of the purple tag is that parking will be free for those employees who have them. A message will be sent campus-wide later in the semester. Before the meeting she sent to senators a draft of a survey about graduate tuition remission and said that it would be revised and sent to employees to gain their feedback about this issue.

Vice President Daves distributed a revised list of Senate and university committee members.

Treasurer Eubanks reported that the donation to an employee whose house burned recently has been delivered. He is beginning to work on expenses for the holiday feast.

### **Committees**

#### **Scholarship**

Senator Anthes introduced Marylynn Borengasser, past chair and current member of the scholarship committee. She explained that the most efficient way to handle scholarship applications is to offer them once a year, for the fall semester, because the scholarship endowment is producing enough to cover awards once a year. Requests for applications will go out in January and will be due in March. Senator Anthes said the committee recommends that the practice of awarding scholarships once a year be continued.

#### **Courtesy**

Senator Shier reported that get well cards were sent to Hans Pfeil, Teresa Bumgarner, Donna Peterson, Darrell Ward and Michele Reinold. Sympathy cards were sent to Patsy Brannan, Rhonda Roberts and Allen Roisen. A thinking-of-you card was sent to Charlene Parish.

### **Staff Development**

Senator Smith said the last seminar was held on November 8. It was “Helicopter Parents” and was well attended with 23 participants. She said the committee is now working on the professional development programs.

### **Special Events**

Senator Younker said that the home football games are over, and the basketball season is underway. Each game needs three volunteers: one ticket-taker and two Purple Circle ushers. She said the games are staffed almost through the end of December except for December 29. That game needs three volunteers. She will send a list of football-game workers to the treasurer so that a bill can be sent to the Athletic Department.

### **Social**

Senator Braden reported that the theme for the feast this year is “100 Years of Tradition,” and it will be called the Christmas/Holiday Feast. Decorations will be done in the style of the turn of the 20th century in commemoration of UCA’s 100th anniversary. She said the UCA Child Study Center is making some of the decorations. The tickets will go on sale this week and will be \$5.00. After discussion it was agreed that one-half of the ticket-sale proceeds will go toward purchasing door prizes, and one-half will go to help with the Angel Bear Tree project. She said she has had some door prizes donated already. Discussion was held about other attractions and projects for the event, and it was suggested that the committee approach Jimmy Bryant about a visual presentation.

### **Angel Bear Tree**

Senator Heffington said that the nomination form has gone out and some nominations have been turned in. November 21 is the deadline for receipt of nominations.

### **Old Business**

Discussion was held on whether or not to establish a staff handbook committee that will occasionally review the on-line handbook for updates and to make suggestions about it. It was suggested that the Senate act as a committee-of-the-whole whereas all senators would review the handbook now and then and make recommendations and bring up handbook issues at Senate meetings. President Ealy responded that this should be one of the Senate’s responsibilities.

President Ealy asked for discussion about setting guidelines for helping staff members who have suffered major losses. Senator Shier said she would check with Rita Fleming about the laws concerning reporting gifts such as these to the IRS. A committee was appointed consisting of Claye Eubanks, Lula Tyus, David Anthes and Amy Shier to study the issue and set guidelines.

### **New Business**

President Ealy reported that she received a request from Vice President Barbara Anderson that the Senate discuss establishing UCA as a smoke-free campus. The administration would like to have feedback from staff. KARK Channel 4 News reported on this possibility on the Tuesday evening news, and some senators reported on this broadcast. It was suggested that a questionnaire concerning this be

sent via an Admin message. President Ealy said she would report the comments made today to Ms. Anderson.

The meeting adjourned at 11:00. The next meeting will be November 28.

Judy Corcoran, Secretary

The UCA Staff Senate met on October 31, 2007, in Wingo 315 with the following senators present: David Anthes, Judy Corcoran, Carol Daves, Shaneil Ealy, Claye Eubanks, Larry Garrison, Carole Good, Stephanie Hailey, Mark Heffington, Michael Hopper, Kerry Nichols, Reesa Ramsahai, Amy Shier, Lula Tyus, Patricia Smith, and Terry Williams. Absent were Peggy Braden, Larry Burns, Ed Ebinger, Hans Pfeil, Trenie Stanley, Reginia Thomas and Georgia Younker.

### **Guest**

President Ealy introduced Rita Fleming of the Office of Human Resources. Concerning the Staff Handbook, Ms. Fleming said that changes are made to the handbook when there are new board or state policies. The Office of Human Resources tries to send out Admin messages when pertinent changes and updates occur. She reported on the grievance process and the desire to have more information about this and other staff issues on the Web site. President Ealy said that an inquiry was made by a staff member about the Healthy UCA program and its future. Ms. Fleming said that although the original concept of the program had been sound, many staff members considered the program confusing, and there had been some abuse of the program in the past. She said there is a new UCA director of wellness, and he is working on revamping the program so that more employees will/can participate. He is planning on surveying the campus on the major health issues that employees want addressed. The goal will be to put in place some programs specifically for UCA employees. President Ealy said that another issue of concern is the use of cell phones that are required for some campus jobs. Ms. Fleming said that this is an IRS policy. She and Paul McClendon, Vice President of Finance, are reviewing this issue to identify those employees whose cell phones are just for business. Once these persons are identified they would be given stipends in the amount of the monthly cost of the phone. She then explained how this system would work. In response to a question as to whether or not the Staff Senate should establish a staff handbook committee, Ms. Fleming said that would be helpful. It was decided that the Senate would vote on the need to establish such a committee at a later meeting.

### **Minutes**

The minutes of the October 10 meeting were approved as distributed.

### **President's Report**

President Ealy introduced new senator Stephanie Hailey who will represent the non-classified-non-teaching staff members. President Ealy said that the Senate executive officers had met and had lunch with President Hardin. At this session discussion was held about offering graduate tuition remission to employees' spouses and dependents. President Hardin seemed supportive and indicated that he would like to have more information about how many employees currently use the graduate tuition waiver. President Ealy will develop a survey to gather the employees' interest in the proposed benefit. President Hardin reported on UCA's proposal to host a presidential debate next year. He said he believes that UCA has a 50/50 chance of getting it, and we should know in about two weeks. If this event is awarded to UCA, a lot of staff assistance would be needed. President Ealy reported that she is scheduled to meet with Major Glenn Stacks of the UCA Police Department about parking for those employees who hold 25-year permits. She said she is scheduled to make remarks at the Board of Trustees meeting this coming Friday.

### **Treasurer's Report**

Senator Eubanks reported that flag pins have been ordered for a cost of \$260 to give to attendees at the Veterans Day event.

### **Committee Reports**

#### **Staff Development**

Senator Smith reported on the upcoming seminar. There are 15 persons signed up to attend. She said that she and Senator Burns had met with Jack Gillean about obtaining funds for two events on "developing professions" plus a social.

#### **Special Events**

Senator Good said that an additional five persons are needed to work the November 3 foot ball game.

#### **Social**

President Ealy reported that the holiday feast would be held on December 5 in the Student Center Ballroom. The committee has not established a menu or a meal price as yet. Discussion was held on the ticket price and how to use the funds raised by ticket sales.

#### **Angel Bear Tree**

Senator Heffington said a place for collecting all of the gifts will be needed and asked for volunteers. Senator Anthes said there is room in the Housing Department warehouse.

#### **New Business**

Discussion was held on developing guidelines by which the Senate can support UCA staff members who have suffered major losses. Senator Eubanks moved that this issue be tabled until the next meeting. The motion was seconded and it passed. After discussion was held about an immediate need, a motion was made by Senator Eubanks to make a gift of \$500 to library staff member Lee Brewer whose house burned last week. Terry Williams seconded the motion and it passed.

The meeting adjourned at 11:13.

Judy Corcoran, Secretary



The UCA Staff Senate met on October 10, 2007, in Wingo 315.

Senators present were David Anthes, Peggy Braden, Larry Burns, Judy Corcoran, Carol Daves, Shaneil Ealy, Ed Ebinger, Claye Eubanks, Larry Garrison, Carole Good, Mark Heffington, Kasi Jones, Rick McCollum, Kerry Nichols, Hans Pfeil, Amy Shier, Patricia Smith, Reginia Thomas, Terry Williams, and Georgia Younker.

Senators absent were Michael Hopper, Ashley Lyon, Reesa Ramsahai, Trenie Stanley, and Lula Tyus.

Minutes. The minutes of the meeting of September 26 were approved as distributed.

### **President's Report**

President Ealy said she had spoken to Rita Fleming about updating the Staff Handbook. Ms. Fleming will be at the next Senate meeting to discuss this. President Ealy said she plans to attend the new staff orientation program on October 18 and will solicit help with committees. Senator Braden said she would be willing to chair the Social Committee. President Ealy said she has heard of a few complaints concerning confusion as to where 25-year employees with purple hang tags can park. Some have been ticketed for parking in metered spaces without feeding the meters. She said she would be in touch with UCA Police Glenn Stacks and Jeremy Crabb to discuss the situation and how to communicate the guidelines for this type of parking. She will report on this discussion at a future meeting.

### **Treasurer's Report**

Senator Eubanks distributed reports on the Senate accounts. He said the cost of materials for the UCA United Way campaign was \$70, and the agency account was used.

### **Committee Reports**

#### **Appointments**

Senator Daves reported that there is a Senate vacancy in the non-classified/non-teaching area because of the resignation of Sandy Ahne. Terry Williams moved that Stephanie Hailey of the Housing Department be appointed to this position until the next regularly scheduled election. The motion was seconded and it passed.

#### **Courtesy**

Senator Shier reported she had sent get well cards to Jerry Jones, Pierre Antoine, Susan Adams's husband, Lisa Strom and Carole Good. Sympathy cards were sent to Jody Bridges, Billie Hill and Carol Griffith.

#### **Staff Development**

Senator Smith said the historical bus tours will occur next week. The committee is working on future programs. In December there will be a program on holiday stress; another program on emergency response and safety will be held in the spring. Senators and staff members may call her with ideas and suggestions. She said that Senator Burns will chair the committee when she has to take maternity leave.

**Special Events**

Senators Good and Younker reported on plans for the Bears game on Thursday, October 11. Senator Pfeil reported that the Veterans Day program would be held on November 12 at the flag pole at Main Hall. The Military Science Department and Staff Senate will coordinate the program, and speakers are being lined up.

**Old Business**

Senator Eubanks said that the United Way Campaign materials will be sent to UCA employees in a few days and asked for volunteers to stuff the envelopes. The deadline for pledges is November 25.

**New Business**

President Ealy said the Senate executive officers will meet with President Hardin on October 30. The issue about graduate fee remission for spouses will be discussed with him at this meeting. The officers are working on a proposal.

Senator Jones reported that the first UCA "preview day" will be President's Scholars Day on November 9, and there will be many prospective students on campus including many parents.

The meeting adjourned at 10:32. The next meeting will be October 31.

Judy Corcoran, Secretary

The UCA Staff Senate met on September 26 with the following senators present: David Anthes, Peggy Braden, Larry Burns, Judy Corcoran, Carol Daves, Shaneil Ealy, Claye Eubanks, Larry Garrison, Carole Good, Kerry Nichols, Patricia Smith, Trenie Stanley, Lula Tyus, and Georgia Younker. Senators absent were Ed Ebinger, Mark Heffington, Michael Hopper, Kasi Jones, Ashley Lyon, Rick McCollum, Hans Pfeil, Reesa Ramsahai, Amy Shier, Reginia Thomas and Terry Williams.

Approval of the minutes of the September 12 meeting will be done at the next meeting.

### **Treasurer**

Senator Eubanks reported he has prepared a standing purchase order to ARAMark for Senate needs during the year. Committee chairs should let him know when they need food ordered for various events.

### **Committee Reports**

#### **Appointments**

Senator Daves distributed a list of Senate committee members and university committee members. Some senators volunteered for empty committee slots: Larry Burns, Housing Exemptions and SEED. She also said that the Sexual Harassment Complaint Panel needs a male member from the staff. She reported that no one has volunteered to serve as a senator representing Grades 1 through 6, nor from the Financial Services Division. Staff volunteers are asked to contact Senator Daves.

#### **Staff Development**

Senator Smith said the "Historical Tour of UCA" will take place on October 15, 16 and 17 with Jimmy Bryant of the UCA Archives conducting the groups on the bus. Also on November 1 there will be a presentation on working with freshmen, and it will be a brown-bag lunch with dessert provided by the Staff Senate. Discussion was held about conducting computer technical training workshops for staff. Senator Smith said she would speak with Information Technology personnel about this. Senator Younker said she had spoken with Larry Lawrence and he agreed to have a computer installed in the Physical Plant break room for employees to use.

#### **Special Events**

Senator Younker reported on working at the recent home football games. She said the Athletic Department wants to be made aware of any problems which might develop at any of the games. She submitted a list to Athletic Director Brad Teague, and most of them have been addressed already. A few volunteers are still needed for upcoming games, and soon they will be needed for basketball games which begin in November.

#### **Old Business**

Discussion was held on the four-day work week in the summer. It was reported that nothing more has been said about it and that the Council of Deans was unanimously against it because they did not think it would be in the best interests of the summer school students.

Senator Eubanks reported he is awaiting word from the Faulkner County United Way about getting

campaign materials for UCA.

Discussion was held about the need for updating the Staff Handbook as the last handbook was issued in May 2006. Senator Daves moved that consideration of this matter be tabled until someone from Human Resources can attend a Senate meeting. The motion was seconded and it passed.

**New Business**

Senator Daves showed senators the Centennial Time Capsule which will be displayed during the Centennial Campaign. It will eventually be buried or stored somewhere on campus. She passed around the group picture of senators which will be contributed to the capsule. It was suggested that it be displayed on the Senate's Web site, and Senator Daves said she would send it to Senator Heffington.

The meeting adjourned at 10:45. The next meeting will be October 10.

Judy Corcoran, Secretary

The UCA Staff Senate met on September 12, 2007, in Wingo 315 with the following senators present: Larry Burns, Judy Corcoran, Shaneil Ealy, Ed Ebinger, Claye Eubanks, Larry Garrison, Carole Good, Mark Heffington, Michael Hopper, Ashley Lyon, Rick McCollum, Kerry Nichols, Hans Pfeil, Reesa Ramsahai, Amy Shier, Patricia Smith, Lula Tyus, Terry Williams, and Georgia Younker. Absent were David Anthes, Peggy Braden, Carol Daves, Kasi Jones, Trenie Stanley, and Reginia Thomas.

President Ealy introduced Dr. Gayle Seymour who reported on the UCA public art project planned for the flag pole circle at Mail Hall. She distributed updated information about it as well as information about the four finalists. On September 27 all four finalists will be on campus to exhibit the models and plans for their designs. Their public presentations will be in the Wingo board room and will be placed later in the Baum Gallery. These designs will also be shown on UCA's Web site. Plans are to have the project completed by summer of 2008. She reported that the trees in the circle will remain in place, but the flag pole may be relocated. She said the budget for the project is \$500,000 and will be funded by UCA, although efforts are being made to raise additional funds. The circle drive in front of Mail will be eliminated allowing only pedestrian traffic. A turn-around for Alumni Drive will be moved further east.

President Ealy introduced Rita Fleming, Assistant Vice President for Human Resources, who reported that Human Resources will go on the Banner system by January 2008. She said that all UCA employees will go on the semi-monthly payroll (15th and 30th of each month) and that there will no longer be hard-copy pay checks since UCA will go to the direct-deposit system. Eventually students will get paid this way as well. Employees will also not receive sheets itemizing salaries, deductions, sick and annual leave, although they will be available on line. Twelve-month employees will continue to report leave time once a month in the same way. In response to a question about employees and students who do not have bank accounts, Ms. Fleming said they are looking into a "pre-loaded debit card" system. Discussion was held about employees who either don't have access to computers or who do not know how to use them. How can they get help, and will there be computer training done for them? It was suggested that the Staff Senate consider doing this as a staff development project, and it was agreed that this should be done as soon as possible. Discussion was held about the need to get computers from Information Technology in places where there are none at this time. Ms. Fleming said faculty and staff should start now to get on direct deposit. She said her department plans to get this word out by October, and she will begin to schedule meetings in the Physical Plant about this change.

On the topic of health insurance, Ms. Fleming said that open enrollment meetings will be scheduled soon since UCA's plan will change somewhat. There will be a long-term care policy with the life insurance as well. She also reported that the Internal Revenue Service has determined that employer-provided cell phones are a taxable fringe benefit beginning January 1.

The minutes of the meeting of August 29 were approved with one minor correction.

### **President's Report**

President Ealy welcomed Larry Garrison as a new senator in the Administrative Services Division.

## **Treasurer's Report**

Senator Eubanks reported on the Senate's UCA Foundation endowment accounts.

## **Committees**

### **Appointments**

The Grades 1 through 6 position is still vacant and senators were asked for help in locating an employee to fill this position.

### **Staff Development**

Senator Smith reported that she is working on putting together a historical tour of the campus for employees.

### **Special Events**

Senator Younker distributed rules and procedures for football game workers. Workers wearing vests can get tickets for free meals from the concession stand. Bruce Street will be closed from Lewis Science Center to Farris Road for tailgating. Ticket-takers can leave at the beginning of the third quarter. Ushers will have a larger Purple Circle area to monitor.

### **Veterans Day**

Senator Pfeil reported that plans are being made for the campus observance, and the committee will meet before the next Senate meeting.

### **Old Business**

Senators Eubanks, Daves and Corcoran will meet to discuss obtaining tuition, travel and development assistance for staff members.

It was reported that the Council of Deans is meeting to discuss a four-day work week for summer. More information on this will be forthcoming. Senator Eubanks reported that he has made contact with Faulkner County United Way personnel and is awaiting the receipt of the materials for distribution at UCA.

### **New Business**

Discussion will be held on the Staff Handbook at another meeting due to time restraints.

The meeting adjourned at 11:40. The next meeting will be on September 26.

Judy Corcoran, Secretary

The UCA Staff Senate met on August 29, 2007, in Wingo 315 with the following senators present: Trenie Stanley, Larry Burns, Carole Good, Claye Eubanks, Tricia Smith, Reesa Ramsahai, Amy Shier, Kasi Jones, Hans Pfeil, Carol Daves, David Anthes, Terry Williams, Kerry Nichols, Peggy Braden and Judy Corcoran. Absent were Michael Hopper, Ashley Lyon, Shaneil Ealy, Sandy Ahne and Rick McCollum, Georgia Younker.

The minutes of the meeting of August 8 were approved as distributed.

Vice President Carol Daves presided in the absence of President Ealy. She welcomed new senators Trenie Stanley, Kerry Nichols and Larry Burns. She asked senators to let her know if they know of any staff member who would be willing to serve in the Grades 1 through 6 classification.

(The meeting was adjourned temporarily in order to have a group picture taken.)

Senator Corcoran reported that she had sent the revised senators list to senators. Senator Eubanks said he has established a standing order for ARAMark which can be used for all of the senate's upcoming food-related events. He said there have been no other expenditures.

### **Committee Reports**

#### **Courtesy**

Senator Shier reported she had sent sympathy cards to Karen Cagle, the estate of Luther Wilson, Charlotte Huggins, Donna and Larry Lawrence, Shaneil Ealy and Andrew and Khandra Faulkner; and get well cards to Sandra Hooper, Allen Hann, Sandra Mabry, Sondra Pugh, Brenda Graham, Judi Keeth and Shirley King. She said she will soon have to buy more cards and 2-cent stamps.

#### **Special Events**

Senator Good passed around the sign-up sheet for working football games. She said the October 11 game has been changed to October 13 and will be televised. There will be flyover before the game on October 27.

Senator Daves said there are still some vacancies on university committees.

#### **Old Business**

Senator Daves reported that she is gathering information about what types of staff development funds are needed by various UCA staff members, and about what some other peer institutions are doing in this regard to assist staff. She has had some trouble getting into some of these institutions' Web sites. She proposed that a task force or an ad hoc committee be put together to look at ways staff members can be helped financially.

#### **New Business**

Senator Pfeil asked if word had gone out to staff about a recent act passed by the 2007 Legislature (Act 1028 approved on April 4, 2007) which allows eight hours a year for parents, guardians and

grandparents to attend children's educational activities. Discussion was held on the need to inform the UCA community and to get this into the Staff Handbook. Senator Shier said that an Admin message about this was sent earlier in the year, but could be sent again. Discussion was also held on the internal hiring policy and the need for it to be entered into the handbook. Discussion was held on whether or not staff vacancies have to be advertised and if so, how they are advertised, and on the emergency hiring policy. It was stated that emergency hires can only be for six months; then the position has to be advertised publicly. Discussion was held on filing grievances. Discussion was held on recent problems with the campus e-mail system, and Senator Pfeil said he would gladly help anyone on how to archive e-mails.

Senator Wilkes announced that he must resign his Senate position. This leaves a one-year vacancy in the Administrative Services division.

### **Good and Welfare**

Discussion was held about yesterday's address to the staff by President Hardin. It was reported that the enrollment figure of 12,300 does not include the number of concurrent enrollment students who do not pay tuition. A question had to do with what was meant by "equity" in terms of the president's remarks, and it was agreed that this term applies to the problem of salary compression in the staff classifications. Discussion was held about the accuracy of the statement that some employees received 6% raises. All classified employees got cost-of-living raises of 2% across the board, but when these raises were factored in with the one-time bonuses given this summer, the figure could go to 6% in some cases. A senator asked about the status of the proposal for getting graduate tuition remission for spouses.

The meeting adjourned at 10:57.

Judy Corcoran, Secretary



The UCA Staff Senate met on August 8, 2007, in Wingo 315. Present were David Anthes, Judy Corcoran, Carol Daves, Shaneil Ealy, Ed Ebinger, Claye Eubanks, Carole Good, Mark Heffington, Kasi Jones, Vicki Simmons, Amy Shier, Patricia Smith, Lula Tyus, Terry Williams and Georgia Younker. Absent were Sandy Ahne, Peggy Braden, Michael Hopper, Ashley Lyon, Rick McCollum, Hans Pfeil, Reesa Ramsahai, and Reginia Thomas.

The minutes of the meeting of July 25 were approved as distributed.

### **President's Report**

President Ealy reported that the officers met last week with Director of Human Resources Rita Fleming and Executive Vice President Barbara Anderson concerning a couple of issues that had been brought to the Senate. One issue of concern to classified employees was salary compression which occurs when a new employee is hired in at the same grade level as a long-time UCA employee at a higher salary than the long-time employee. The issue of fairness when this happens was discussed. Ms. Fleming said that the state sets the guidelines and pay scales for classified employees and UCA has to comply with them. She said the only way to move into a higher salary is for the employee to gain more skills and/or apply for another position at a higher grade. Another issue discussed was how to train staff to use the various insurance plans and benefits that are available. Ms. Fleming explained that her office would like to conduct workshops, but they don't have the staff to do so. It was suggested that the Staff Senate could do these workshops as staff development projects.

President Ealy reported that the campus health service now has a full-time doctor, and the clinic now has an x-ray machine. Their hours of operation for UCA employees will be 8:00 to 12:00 and 1:00 to 4:45. The clinic will only be open for students after 4:00. The charge for a visit to the clinic will be \$10 plus the cost of supplies and medications, if any. The staff will also do women's health examinations and tests for students, and these will be done by appointment only. The health clinic staff will provide women's health procedures for students and can look into offering the services for staff if they receive a response from staff to investigate insurance coverage of those procedures. There will be an ongoing health advisory committee, and Amy Shier has volunteered to serve on that committee as the staff senate representative

President Ealy reported that the free purple parking hang tags have been sent to UCA employees with 25 or more years of service. She explained that they will allow the employee to park anywhere, including in metered spaces and visitor spaces, except reserved spaces and handicapped spaces.

President Ealy reported she found out that the health service fee has been waived for employees who are enrolled in college courses.

President Ealy appointed Claye Eubanks, Judy Corcoran and herself to a committee to develop the United Way campaign on campus this fall.

### **Treasurer's Report**

Senator Eubanks reported that some of the scholarships awarded for the fall semester have been returned as not needed. He urged senators to let him know well ahead of time if funds are needed for any Senate projects.

### **Committee Reports**

#### **Appointments**

Senator Daves reported that she recommends that Kerry Nichols be appointed to the vacant Administrative Services position for a year, and that Larry Burns be appointed to the vacant Provost division position for a year. This was so moved by Senator Corcoran and seconded by Senator Shier. The motion passed. Senator Daves asked senators to let her know if they know of anyone in grades 1 through 6 who will be willing to be appointed to this position.

#### **Courtesy**

UCA employees needing cards sent to them should contact Amy Shier.

#### **Staff Development**

Senator Smith said President Hardin will address the staff on August 28 at 9:00 AM in Ida Waldran. Senators will be introduced. She has spoken to ARAMark staff about refreshments.

#### **Special Events**

Senator Younker reported that 18 ushers and six ticket takers will be needed for the home football games. Ushers will only be needed in the Purple Circle area which has been expanded. Workers wearing the vests will get a free meal at the concession stand and at the tail gates. The sign-up sheet for the games was passed around. For basketball games only three workers will be needed. Senators Younker and Good will be at each game to provide assistance and answer questions if needed. Workers can bring their children to work the games only if they are 18 or older.

#### **Old Business**

Senator Ramsahai sent word that she had found funding for the T-shirts for the sexual assault program. Senator Younker said the fringe benefits committee will meet next Tuesday. She will report on this meeting on August 29.

Senator Daves suggested that the Staff Senate's theme for this year should be "UCA Staff: A Century of Service." Senator Simmons moved that this theme be adopted. Senator Younker seconded the motion and it passed. President Ealy said she would ask Susan Lilly to send an Admin announcement concerning the new theme.

The Staff Senate has been asked to submit an article for the time capsule which will be buried as a part of the Centennial Celebration on September 27. Senator Daves suggested that the senators have their photograph taken and submit it for the capsule. Senator Heffington said he would ask Mike Kemp to take the group's picture before the next meeting, August 29, in front of Wingo Hall.

**New Business**

President Ealy said that the issue of tuition assistance for staff pursuing degrees was discussed at the meeting with Ms. Fleming and Ms. Anderson. President Ealy brought this to the Senate for discussion: What can the Senate and/or the university do to help the lowest paid employees gain additional skills? Discussion was held about completely waiving tuition, and fund-raising for this effort, and establishing a "professional development fund." It was suggested that information is needed before this can be discussed further. Such information would include what types of training or assistance various staff members need, the costs of these programs, programs at other Division I schools, and how UCA assists faculty with the Faculty Development Fund. Senator Daves said she would get information about the latter. This will be discussed at the next meeting.

The meeting adjourned at 11:11. The next meeting is August 29.

Judy Corcoran, Secretary

The UCA Staff Senate met on July 25, 2007, in Wingo 315 with the following senators present: Sandy Ahne, David Anthes, Peggy Braden, Judy Corcoran, Carol Daves, Shaneil Ealy, Ed Ebinger, Carole Good, Mark Heffington, Kasi Jones, Hans Pfeil, Reesa Ramsahai, Reginia Thomas, Ed Wilkes, Georgia Younker and Vicki Simmons. Absent were Claye Eubanks, Michael Hopper, Ashley Lyon, Rick McCollum, Amy Shier, Patricia Smith, Lula Tyus, Dustin Ward and Terry Williams.

### **Minutes**

Senator Anthes moved that the minutes of the meeting of July 11 be approved. The motion was seconded and it passed.

### **President's Report**

President Ealy reported that the Senate executive committee had met to discuss issues and goals for the coming year. Among items discussed were:

#### **Focusing on staff development**

President Ealy said that Patricia Smith has volunteered to chair the staff development committee and wants to have one workshop/seminar a month.

Advocating for graduate tuition remission for UCA employees' dependents, and waiving certain extra fees for employees enrolled in college courses. President Ealy said she would speak with Tricia about these.

Increasing funds in the UCA Foundation Employee of the Year account.

Salary compression for classified employees. President Ealy plans to coordinate a meeting for the Executive Board to speak with Rita Fleming and Barbara Anderson to discuss university and state policies which might have an impact on this issue.

President Ealy said she would speak with Tricia about how and when the parking hang tags for 25-year employees will be distributed.

### **Committees**

A sign-up sheet for Senate committees was passed around. When the committees are filled senators will get a list of members for their files.

### **Courtesy**

Amy Shier has volunteered to perform this function this year. Senators and staff members should contact Amy at 450-3181 if they know of faculty and staff who should be sent get-well, congratulations, sympathy, or thinking-of-you cards.

### **Elections**

Nanette Fitzhugh (Provost Division) has resigned her position on the Senate. Senator Corcoran said she

would check the files on the election held in May to see what other staff members were nominated for this position.

#### Social

Senator Younker will chair this committee and asked for volunteers to help with the holiday feast and the picnic.

#### Staff Development

Senator Thomas passed around a list of comments from participants in the last staff development program concerning multi-cultural communication. She said it was well attended with 48 present.

#### Commencement

A sign-up sheet for the August 10 ceremony was passed around.

#### Special Events

Senator Younker will chair the football game sub-committee and reported that there will be five home games this year. Each game will require 15 or 16 ushers and a couple of ticket-takers. The first game will be September 15, and workers will get a free meal provided by ARAMark. A sign-up sheet will be available at the next Senate meeting. Anyone wanting to volunteer can contact Georgia Younker at 450-3413.

#### Veterans Day

Senator Pfeil said he will coordinate this event. Veterans Day will be on Sunday, November 11.

#### Angel Bear Tree

Senator Heffington said he would chair this project.

#### **Old Business**

Discussion was held on Senator Ramsahai's request for funds to purchase T-shirts for students who attend the September 27 program on date rape. She is requesting \$1,000 from the Staff Senate. She already has funding commitments from the Housing Department, but she has been told the Student Government Association does not fund clothing for students. Discussion was held on other possible funding sources. Senator Simmons volunteered to work on this project to solicit funds. This request will be on the agenda for the August 8 meeting.

#### **New Business**

Senator Younker said that she is on the university fringe benefits committee and reported on their recent discussions such as the high medical insurance rates for the family plan and the need for reaching out to employees with informational programs on insurance plans and coverage. A senator recommended that the committee look into possible participation in the state employees' insurance plan.

President Ealy asked senators to suggest a theme for the coming year, and it will be discussed at the next meeting. Senator Daves said the deadline for including an item in the time capsule in celebration of UCA's centennial is September 15. It will be ceremoniously buried and then will not be opened for 50 years. Senators should suggest staff-related items to be included. Senator Wilkes announced that the Athletic Department will host a luncheon for game operations personnel (Physical Plant and Police Department employees) on October 16, and asked that we get the word out to them.

The meeting adjourned at 10:50. The next meeting will be August 8.

Judy Corcoran, Secretary

The UCA Staff Senate met on July 11, 2007, in Wingo 315 with the following senators present: Sandy Ahne, David Anthes, Peggy Braden, Judy Corcoran, Carol Daves, Shaneil Ealy, Ed Ebinger, Claye Eubanks, Nanette Fitzhugh, Carole Good, Hans Pfeil, Patricia Smith, Regina Thomas, Ed Wilkes, and Georgia Younker. Absent were Mark Heffington, Michael Hopper, Kasi Jones, Ashley Lyon, Rick McCollum, Reesa Ramsahai, Amy Shier, Lula Tyus, Dustin Ward and Terry Williams. Guests were former senators Marylynn Borengasser and Dennis Strom.

### **Treasurer's Report**

Former senator/treasurer Marylynn Borengasser reported that there is a balance of \$4,550.96 in the agency account, and the regular UCA account will start with \$4,000 (this account started with \$2,500 last year). She said all bills have been paid. She distributed information on various expenditures by Senate committees during the past year to let new senators know about possible upcoming expenses for the Senate's projects and activities.

### **Committee Reports**

Former senator Dennis Strom reported that the Athletic Department has expanded the Purple Circle for football games through the entire center upper level of the west side of the stadium. This will require an additional two ushers for each game (a total of 10 each). Six ticket-takers will be needed. He said the contact person in the Athletic Department will be Darrel Walsh, and the department will have a meeting before each game. There will be five home games with the first one on September 15. Athletics will pay \$25 per person for ushering and ticket-taking for each game. He said that the tail-gating area will be expanded all the way down Bruce Street to Buffalo Hall.

### **Election of Officers**

Senator Smith presented a proposed slate of officers: Shaneil Ealy, president; Carol Daves, vice president/president-elect; Judy Corcoran, secretary; Claye Eubanks, treasurer; and Georgia Younker, parliamentarian. Senator Anthes moved that the slate of officers be approved by acclamation. Senator Thomas seconded the motion. The motion passed. Senator Smith turned the meeting over to President Ealy.

President Ealy said that sign-up for committees will be held at the next meeting. When all committee seats are filled a list of the committees and their members will be distributed to senators. She said Vice President Daves will chair the Appointments Committee which is charged with staffing the Senate's committees.

### **New Business**

Budget. A proposed budget for the coming year was passed around. President Ealy will meet with Paul McClendon to discuss the funds for the Employee of the Year awards. Discussion was held. Senator Smith moved that the budget be accepted. Senator Thomas seconded the motion and it passed. Ex-officio Senator. Senator Smith submitted her resignation (she has one more year to serve on the Senate). Senator Daves moved that Patricia Smith be appointed ex-officio senator; Senator Younker seconded the motion, and it passed. Senator Eubanks moved that Vicki Simmons (Academic Outreach)

be appointed to serve out Ms. Smith's one-year term (to represent the Provost division). The motion was seconded and it passed. Commencement. President Ealy announced that summer commencement will take place on August 10 and at least six ushers/assistants will be needed. A sign-up sheet will be passed around at the next meeting, and staff members are urged to volunteer for this university service. Staff Development. Senator Thomas reported that there will be a brown-bag seminar on July 13 in the Student Center 215. The topic will be intercultural communication, and the speaker will be Lynn Schaefer of the Intensive English Program. An allotment of \$660 has been authorized for expenses for this program. Scholarships. Marylynn Borengasser asked the Senate to approve \$2,250 in scholarship awards recommended by the Scholarship Committee. She said all those who applied, and were deemed qualified, were awarded funds. Senator Daves moved that these funds be approved. Senator Thomas seconded the motion and it passed.

Senator Eubanks asked that the Staff Senate consider conducting the United Way campaign this year. Discussion was held. This project will be discussed at a future meeting.

Senator Thomas presented a letter to the Senate from Senator Reesa Ramsahai, who was not able to attend, in which she requests that the Senate provide funds for the purchase of T-shirts for students for the date-rape program. Discussion was held, and this will be discussed later.

### **Old Business**

Discussion was held on the proposed amendment the Staff Senate Bylaws, Article VII that was presented to senators at the last meeting. Senator Corcoran moved that the bylaws be amended as follows: Article VII. The only standing committee required will be an Appointments Committee. Other standing committees can be established as deemed necessary to carry on the work of the Senate. The Appointments Committee will be composed of a minimum of three (3) staff senators and is charged with the responsibility of appointing staff members to various university committees, and appointing staff members to vacant Staff Senate positions. Other tasks may be assigned to the committee by the Senate president as needed. The Appointments Committee will designate a chairman at the time the committee is formed. The motion was seconded Discussion followed and Senator Eubanks moved that the phrase "appointing staff members to vacant Staff Senate positions" be changed to "nominating staff members for vacant Staff Senate positions." The motion to amend was seconded by Senator Daves, and it passed. A vote was held on the original motion and it passed.

The meeting adjourned at 10:45. The next meeting will be on July 25 at 10:00.

Judy Corcoran  
Secretary



