

UCA STAFF SENATE

Minutes

July, 1999 – June, 2000

Officers:

President – Sharon Russell

Vice-President – Sandra Hooper

Secretary – Judy Corcoran

Parliamentarian – Cindy Cope

Minutes - June 28, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, June 28, 2000. Senators present were Sharon Russell, Judy Corcoran, Janice Austin, Shirley Garrett, Leigh Vernon, Joyce Hayes, Laverl Terry, Terri Canino, Valerie Nicholson, Sandy Olson, Sandra Hooper, Charlene Benton, Lisa Shoemake, Kathleen Whitehead, Ann Criswell and Art Lichtenstein. Senators absent were Tom Pilgreen (3), Terry Love (3), Steve Wood (6) and Lisa Murphy (1).

Minutes. The minutes of the meeting of June 14 were approved as distributed.

President's Report. President Russell presented a final accounting of the Senate's budgets. There is \$44.58 in the M & O account. She said she had coordinated this with Margaret Wallace of the Budget Office. There is \$1,112.95 in the agency account and these monies will transfer into the new fiscal year. The balance in the Senate Scholarship Fund is \$13,003.93, and this reflects a \$150 donation made by Dr. Joe Hatcher. She urged senators to keep the new Senate president, Sandra Hooper, aware of any expenses to be charged to the Senate accounts so that good budget records can continue to be kept. She reported that the executive committee had several discussions with the administration concerning the promised classified employee bonuses.

Committee Reports. Appointments. Senator Garrett reported the new chair of this committee will be Peggy Sublett. Elections. Senator Austin said this committee should start early in the new year to get on-line voting for the Senate elections. Scholarship. Senator Terry reported that the committee would have its final meeting this week. She said the Senate awarded more scholarships this past year. Special Events. Senator Whitehead reminded the Senate that a decision must be made on the date for the Veterans Day observance (November 11 is on a Saturday this year). Courtesy. Senator Benton reported that cards to various staff members. Staff Development. Senator Hayes reported that there had been an increase in the number of seminar offerings during the past year (three per semester). She asked for suggestions for programs for the coming year. Social. Senator Hooper reported a good attendance at both the holiday feast and the staff picnic this year. Staff Affairs (Ad Hoc). Senator Corcoran distributed a draft of a proposal for establishing a standing Senate committee to address matters brought to the Senate by staff members. The proposal included a procedure to be followed for responding to such concerns and issues. The committee recommends that senators review the draft and make suggestions, then adopt the plan, or one similar, during the coming year. [See draft of plan in "Announcements" section of the Senate Web site.]

Old Business. Discussion was held about the revised staff handbook and the need for distributing it to the staff as soon as possible.

New Business. President Russell welcomed three new senators to the meeting: Jeff Pitchford, Paula Strack and Deloise Mowdy. She presented thank-you gifts to all senators and certificates to the retiring senators.

Other. President Russell turned the meeting over to the new Staff Senate President, Sandra Hooper (Library). Senator Hooper presented President Russell with a clock with an engraved message that expressed appreciation to Sharon Russell for her hard work and tireless dedication during the past year.

Adjournment and Next Meeting Date. The next regular meeting will be July 12, 2000.

Judy Corcoran, Secretary

Minutes - June 14, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, June 14, 2000. Senators present were. Judy Corcoran, Sharon Russell, Janice Austin, Kathleen Whitehead, Leigh Vernon, Joyce Hayes, Ann Criswell, Sandra Olson, Sandra Hooper, Lisa Murphy, Shirley Garrett, Terri Canino, Terry Love and Lisa Shoemake. Senators absent were Art Lichtenstein (AE), Steve Wood, Laverl Terry (1), Valerie Nicholson (1), Tom Pilgreen (2), and Charlene Benton (AE).

Minutes. The minutes of the meeting of May 10, 2000 were approved as distributed.

President's Report. President Russell reported that a university Commission on Governance was authorized by the UCA Board of Trustees in March of 1999. The president of the Staff Senate must serve on it, and since the group will not convene until the new academic year, Sandra Hooper, the incoming president, will serve. Discussion followed on the commission's function. Its charge reads, "...to prepare a report with its [the commission's] recommendations for: a participatory governance structure that furnishes all of the university's constituents with equal and effective opportunities to be heard, and that provide efficient processes and procedures leading to timely recommendations; and a single handbook or consistent set of handbooks that clearly and accurately present(s) requisite information to all of the university's constituents." The commission will study these issues and prepare a report for the President who will present the report to the Board. President Russell reported a balance of \$1,112.55 in the agency fund and \$90.58 in the M & O account. Her written report listed the Senate's income and expenses for the year. Discussion was held about having refreshments at the final meeting of the year (June 28) and how to pay for them. Senator Olson moved that the Senate authorize an expenditure of not more than \$50 for this purpose. The motion was seconded and it passed. New senators will be invited to this meeting as it will serve as an orientation for them. President Russell announced that the Senate has procured a room in Irby that can be used to store records and any other Senate materials that need storage.

Committee Reports. Appointments. Senator Garrett said her committee has developed a prospective slate of officers for the new Senate to vote on in July. She reminded the senators that an ex-officio senator will also need to be elected, and a chair is needed for the appointments committee. President Russell thanked Senator Garret for her hard work on this committee. Special Events. President Russell thanked Senator Whitehead for her patient work on this committee which involved staffing football and basketball ticket sales. Discussion was held on a date to hold the Veterans Day commemoration since November 11 is on a Saturday this year. Graduation. Senator Vernon passed around a list of commencement workers for the past year and asked that names be added if any are missing. Staff Development. Senator Hayes read the list of brown bag workshops held this year, and President Russell thanked her for her hard work on this successful project. Employee of the Year. Senator Corcoran reported that Pam Snider indicated she would present a report on the Employee of the Year selection process at the next meeting.

Old Business. President Russell reported she had asked Steve Wood to report on the bonuses for staff. However, he was not present. Discussion was held about the many rumors among employees which have been generated by confusion and the lack of communication on the subject. President Russell said she would contact someone in the administration to schedule a meeting to discuss this. She will contact senators when she knows something.

New Business. Discussion was held on the recommendation by the Fringe Benefits Committee that employees be offered tuition waiver on graduate courses and that employees no longer be required to forfeit vacation days or a week's pay during the fall semester in order to take courses during the day. Senator Olson moved that the Senate endorse this recommendation. The motion was seconded and it passed. A letter will be sent accordingly to Paul Jensen, chair of the committee.

Discussion was held about future meetings of the Arkansas Staff Senate Council. There has been no further word about this and President Russell said she was under the impression that UALR was supposed to host a retreat in the fall. Further discussion centered on hosting a conference for all the state-supported universities' staff senates. Many felt that this would generate sharing of information on a wide range of topics with invited speakers and small-group discussions.

Adjournment and Next Meeting Date. The meeting adjourned at 11:00. The next meeting is June 28, 2000.

Judy Corcoran, Secretary

Minutes - May 31, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, May 31, 2000. Senators present were Janice Austin, Joyce Hayes, Leigh Vernon, Laverl Terry, Terri Canino, Valerie Nicholson, Charlene Benton, Lisa Murphy, Sandy Olson, Judy Corcoran and Sandra Hooper. Senators absent were Ann Criswell (AE), Art Lichtenstein (AE), Lisa Shoemake, Terry Love, Sharon Russell (AE), Kathleen Whitehead, and Shirley Garrett (AE).

Minutes. Since there was not a quorum, approval of the minutes could not be considered.

President's Report. Vice President Sandra Hooper presided in the absence of President Russell. She reported that an e-mail had been received from Paul Jensen, chair of the Fringe Benefits Committee, which outlines a recommendation that the committee intends to make to the Board of Trustees in August. The recommendation is as follows: "The Fringe Benefits Committee...is recommending the following changes to tuition waiver benefits: 1) Include graduate hours for tuition waiver for employees, spouses and their dependents at a 50% remission rate. The current 300 hour maximum limit will remain in effect. 2) Eliminate the

requirement for staff employees to pay a fee (currently 7% of base salary) or give up one week of vacation when taking classes during the fall or summer sessions. The fringe benefits committee feels strongly that there is little, if any cost associated with these changes. The university should strive to provide, particularly where the cost is minimal, an environment that encourages educational advancement among its employees. Currently, staff employees do not have to pay the cost identified in #2 above if the classes are taken during the spring semester. The same decision making processes that are established for determining spring semester class eligibility for employees should be used during the summer and fall sessions. Although the work loads during the summer and fall sessions may be heavier, the decision makers are capable of assessing their own departmental situations on an individual basis without burdening their employees with additional fees. Including graduate hours for tuition fee remission adds little cost to the university and could actually provide a small amount of revenue if enrollment increased. Graduate classes are generally smaller than undergraduate classes and no impact on class scheduling is envisioned due to this change. It appears there is a tax liability issue for the employee. Publication 520 states that 'a tuition reduction for graduate education is tax free if the reduction is provided by an educational institution to a graduate student who performs teaching or research activities for that institution.' It appears that income may need to be imputed to the employee for that amount of tuition reduction. This issue will be resolved prior to implementation."

Committee Reports. Graduation. Senator Vernon reported that even though additional volunteers were needed during the May 13 commencement ceremonies, some people did double duty, and they got by. However, there were not enough volunteers to man the side doors at all times. Social. Senator Hooper reported that 319 tickets were sold for the May 17 picnic. The cake walk produced \$68, the cutest baby contest brought in \$19, and the doughnut and coffee auction raised \$150. Special thanks were extended to Delois Mowdy and to everyone who helped make the picnic a success. Staff members who did the cooking were Joe Phillips, Larry Garrison, Larry Lawrence, Ron Smith, and Roger Lewis.

Old Business. In response to a question, it was reported that letters to staff members about the one-time bonuses to be paid at the end of June 2000 will be mailed out soon.

New Business. Discussion was held about the style of shirts to be sold next year.

Adjournment and Next Meeting Date. The meeting adjourned at 10:25. The next meeting will be June 14.

Judy Corcoran, Secretary

Minutes - May 10, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, May 10, 2000. Senators present were Kathleen Whitehead, Janice Austin, Shirley Garrett, Joyce Hayes, Sandy Olson, Sandra Hooper, Lisa Shoemake, Valerie Nicholson, Terri Canino, Tom Pilgreen, Laverl Terry, Leigh Vernon, Lisa Murphy, Terry Love, Sharon Russell and Judy Corcoran. Senators absent were Art Lichtenstein (AE), Ann Criswell (AE), and Charlene Benton (AE).

Minutes. The minutes of the meeting of April 26, 2000 were approved as distributed.

President's Report. President Russell welcomed Jeff Pitchford, newly elected senator for 2000-2001 as a guest. She read a thank you note from Hilda Malpica, recipient of the Employee of the Year award: "Thank you for the very nice plaque and generous check for Employee of the Year. Knowing the excellent quality of people on staff at UCA, and specifically the other finalists, makes me even more grateful for this award. I appreciate this from the bottom of my heart. I know to some extent the time and work all of you devoted to this project. Working to earn those funds took a lot of people's volunteering for extra work beyond normal hours. Then the committee for this project devoted a tremendous amount to time and thought to carry out the process smoothly. You are all to be commended. Again, thanks to each of you. It is a joy for me to work with you at UCA." She also read thank you comments from several staff members for the tokens of appreciation for 20-plus years of UCA employment, the candy jars that were distributed at the Service Awards Program last week. Board of Trustees Meeting. One-time merit bonuses will be made in separate checks at the end of June to 62% of the classified staff. Letters explaining these bonuses will be sent to all staff and will solicit feedback. Classified staff will receive a 2.8% salary increase on July 1 as required by the State Legislature. The revision of the Staff Handbook was approved and will be distributed to all staff when decisions are made about binding. An amendment to Policy 516 was made which provides for benefits-eligible retirement after 28 years of employment rather than the 30 years of employment that was previously required. UCA's policy for retirement is now consistent in this regard with other state retirement policies such as Public Employees Retirement and Teacher Retirement. The policy continues to allow for benefits-eligible retirement for those with ten years of continuous employment and who are 59.5 years of age or older. The bookstore operations will be taken over by Barnes and Noble Books. President Russell inquired about continuation of the 20% discount for employees and was assured that the new company will offer approximately the same benefits and is attempting to utilize the existing bookstore staff.

Committee Reports. Scholarship. Senator Terry announced that 12 applications have been received and the committee will meet soon. Special Events. Senator Whitehead said that this year Veterans Day is on a Saturday and there has been discussion about when to hold the annual commemoration on campus. Graduation. Senator Vernon said that one usher/assistant is needed on the morning of May 13 and five are needed for the afternoon event. Social. Senator Hooper said that the picnic will be held May 17. Door prizes are needed. She asked for discussion about giving complimentary tickets to Dr. and Mrs. Thompson. Senator Olson moved that the Senate provide free tickets accordingly; the motion was seconded and it passed. Tickets will be sold in the Student Center on May 10.

Old Business. An inclement weather policy draft for the library has been distributed and the administration is gathering feedback on it.

Announcements, Concerns, Etc. Senator Hayes said that she had heard many comments from staff members thanking the Senate for offering reduced-price tickets for the picnic. Many tickets have been sold at the Physical Plant.

Adjournment and Next Meeting Date. The next meeting will be on May 31 and Vice President Hooper presiding. The meeting adjourned at 10:29. The group enjoyed refreshments and showered Senator Pilgreen with baby gifts for his soon-to-arrive baby girl.

Judy Corcoran, Secretary

Minutes - April 26, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, April 26, 2000. Senators present were Sharon Russell, Judy Corcoran, Ann Criswell, Janice Austin, Laverl Terry, Terri Canino, Valerie Nicholson, Sandra Hooper, Lisa Murphy, Art Lichtenstein, Sandy Olson, Joyce Hayes, Kathleen Whitehead, Terry Love, Shirley Garrett, Charlene Benton, and Tom Pilgreen. Senators absent were Steve Wood, Lisa Shoemake (AE) and Leigh Vernon (AE).

President's Report. President Russell thanked everyone who worked at the Pizza Inn fundraiser Tuesday, April 25. She said a total of \$425 was raised from tips and percentage of sales. The manager of the restaurant commended the Staff Senate for having one of the best groups they have ever had. Those who worked were Sharon Russell, Sandy Olson, Lisa Murphy (and her daughter Elizabeth), Laverl Terry, Leigh Vernon, Tom Pilgreen, Judy Corcoran, Janice Austin, Shirley Garrett, Sandra Hooper, Art Lichtenstein, Jane Andis and Becky Rasnick. She also thanked the UCA Alumni Association (Mathilda Hatfield) for donating pom poms and balloons, and Harvest Foods for donating the door prize which was won by Peggy Schneider.

President Russell reported she had sent letters to staff who would receive the gifts of appreciation for 20-plus years of service to UCA and she has already received two letters of thanks. The amount spent on these is \$544. They will be presented at the service awards program on Thursday, May 4. Discussion was held on how many retirees there will be this year, and Senator Terry said she would try to find out. There is a balance of \$407 in the Senate's M & O budget and \$1,707 in the agency account. President Russell distributed information on the two funds in the UCA Foundation: UCA Employee of the Year Fund, and the UCA Staff Senate Scholarship Fund.

Committee Reports. Election. Senator Austin announced the results of the recently-held election for new senators: Administrative Services - Deloise Mowdy (Computer Services); Peggy Sublett (Financial Services); Institutional Advancement - Lisa Shoemake (International Programs); President's Office - Paula Strack; Provost - Sandra Olson (Library); Grades 7 - 12 - Lisa Murphy (Library); Grades 13 - 17 - Janice Austin (Computer Services); Non-academic/Non-teaching - Jeff Pitchford (President's Office). These senators will assume their duties July 1, 2000. Courtesy. Senator Benton reported she had sent cards to Larry James, Delmo Cain, Barry Droke, Loretha Hendrix, Janell Kelly, and Laura McNinch. Staff Development. Senator Hayes reported the next brown bag seminar would be on Thursday, April 27 at noon on the topic of soy foods. Social. Senator Hooper reported that flyers announcing the staff picnic would be mailed this week. Tickets will cost \$2.50 for staff and \$4.50 for non-staff. They will be available at two locations: the Library circulation desk and the Physical Plant office (Donna Murphy). The committee is also offering a ticket delivery service, and they will go on sale for one day (May 11) in the Student Center from 11:00 to 2:00 PM. Harvest Foods has donated a barbecue grill as a door prize.

Old Business. Flag. President Russell announced that the University Police have repaired the rope on the flag pole in front of Main Hall and have installed a US flag and an Arkansas flag. Handbook. President Russell said the executive committee has reviewed the final draft of the Staff Handbook which was provided by Steve Wood, Human Resources. After conferring with all senators, the committee agreed to accept the handbook so it can be presented to the Board of Trustees on May 5 for adoption.

New Business. Discussion was held on selling staff shirts next year. Sandy Olson, Janice Austin and Sandra Hooper will do this. President Russell said she has received the agenda book for the Board of Trustees' meeting on May 5. There is a proposal on the agenda for distribution of one-time bonuses for classified staff who qualify for merit (rated "Exceeds Standards" on their performance evaluations) to be paid in the June 30 paychecks. The information states that the administration has accomplished 101 upgrades and position adjustments in the past year. Comments were made about the way in which this issue was originally announced. There are other items of interest in the agenda book, and it is available for review by anyone interested. Contact Sharon Russell, 45002.

Adjournment and Next Meeting Date. The meeting adjourned at 10:35. The next meeting is May 10 in BBA 220.

Judy Corcoran, Secretary

Minutes - March 29, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, March 29, 2000. Senators present were. Judy Corcoran, Sharon Russell, Ann Criswell, Janice Austin, Shirley Garrett, Leigh Vernon, Joyce Hayes, Tom Pilgreen, Art Lichtenstein, Lisa Shoemake, Terri Canino, Laverl Terry, Valerie Nicholson, Sandy Olson, and Steve Wood. Senators absent were Charlene Benton (4), Lisa Murphy, (AE), Terry Love (AE) and Kathleen Whitehead (AE).

The meeting was delayed until 10:10 to await enough senators to comprise a quorum

Minutes. The minutes of the meeting of March 8 were approved as distributed.

President's Report. President Russell reported she contacted Jack Gillean and Melissa Rust regarding the Senate's concern about staff members listed as eligible to be elected to the Faculty Senate in the Senate's recent election. They told her there is not a clear definition of staff and staff who teach part-time. President Russell then wrote a memo to Dr. John Mosbo, Provost, expressing the Senate's concern about the possibility of dual representation in this matter. He responded that he, Don Whistler, Faculty Senate president, and Gaylon Ross, Faculty Senate president-elect, had discussed this matter and concluded that there is not a clear answer to "what is faculty and what is staff" at this point. They decided that "when in doubt, err on the side of possible mistakes," and to recommend that both senates study the matter during the next academic year.

Employee of the Year at UALR. President Russell said she had been asked by staff at UALR to help with the selection of their employees of the year. UALR has three categories of awards for staff with a \$1,000 prize for each. She described the criteria they use and their application and selection processes. She suggested that the Staff Senate might wish to study their procedures.

Memorial Day Service. President Russell said that a suggestion has been made to conduct a brief service and a moment of silence around Memorial Day in May in remembrance of those faculty, staff and students who have passed away during the past year. Discussion was held on an appropriate time to do this: before the students are gone, during the Service Awards program, etc. Suggestions are welcome. Discussion was also held on recognizing retiring staff members.

Committee Reports. Elections. Senator Austin reported that nominations for eight Staff Senate positions are due on Friday and the date for the election is April 18. Absentee voting will be held in Irby 120 and at the Physical Plant office. She is asking that all senators sign up to work the ballot box on that day. Discussion was held on the location for the election. Staff Development. Another brown bag workshop will be held today with Jean Irion of the Physical Therapy Department conducting a presentation on ergonomics in the workplace. Social. Senator Hooper reported she had spoken with the manager of the Pizza Inn about having a fund-raiser there in the near future. She said it must be done on a Tuesday evening and there must be from 12 to 15 workers. Volunteers will help serve customers and bus tables, and will earn 10% of the buffet sales and all the tips. Work will be from 5:30 to 8:30 PM, and they will train volunteers on the night before. Discussion was held on when to hold the event and the need to recruit enough workers. Ad Hoc Committee. Senator Corcoran reported that she and Senators Vernon and Shoemake had met to discuss establishing a Staff Senate standing committee to address issues and concerns brought to the Senate by staff members. The committee will meet again before the Senate retreat on April 12.

Old Business. Staff Handbook. Senator Wood reported that the new handbook is at the top of his list of priorities and will be on the agenda of the Board of Trustees at its meeting in May. He will submit to the Senate a true, final copy of the handbook before that meeting. Staff Senate Retreat. The retreat will be held from 12:00 to 4:00 PM on Wednesday, April 12, in the Student Center, room 213. President Russell said she had invited Jack Gillean and Melissa Rust. Lunch will be potluck and a sign-up sheet is being circulated among senators. She said the format will be an open forum with casual discussion of several topics on the general theme, "What is the Staff Senate, what is its purpose and its mission, and what does it want to do?"

Staff Personnel Issues. Senator Wood reported that he had received a memo from Senator Corcoran asking for clarification on UCA's holiday observances and citing the fact that the recently distributed list of holidays for calendar 2000 includes 10 holidays instead of 11. To explain why some of the holiday observances of 1999 occurred when they did, he said that state guidelines stipulate that if a holiday falls on a Saturday it should be celebrated on that Friday before. Then if a holiday falls on a Sunday it should be observed on the Monday after. Thus, he said Christmas breaks dates will vary from year to year. He said further that in the future the administration could possibly look at the practicality of shutting down the university for a whole week during the Christmas break, thus requiring that staff who want to be off take vacation days. He said that since the list of holidays has been announced this is now a non-issue.

In reference to the proposed bonuses for classified employees, Senator Wood reported that the administration had done extensive research into the laws which would allow UCA to give the bonuses. According to legislative Act 899 bonuses for classified state employees can only be given on the basis of merit. The only way UCA has of calculating merit is the performance evaluation which is done each year prior to the employee's anniversary date. Mr. Wood said his office is still gathering all the performance evaluation information, so there is no final count yet on how many classified employees will receive one-time merit bonuses. Neither is there an estimate of what the amounts will be. It will be an item on the agenda of the May meeting of the Board. It was mentioned that there is speculation that probably no more than 60% of employees will receive this payment. Discussion was held, and the question about the number of faculty members receiving the increase was asked. Senators requested that staff be informed as soon as possible about the process.

Adjournment and Next Meeting Date. The meeting adjourned at 11:10. The next meeting will be the retreat on April 12 at 12:00 in the Student Center 213.

Judy Corcoran, Secretary

Minutes - March 8, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, March 8, 2000. Senators present were. Sharon Russell, Judy Corcoran, Janice Austin, Shirley Garrett, Kathleen Whitehead, Ann Criswell, Valerie Nicholson, Terry Canino, Leigh Vernon, Joyce Hayes, Terry Love, Lisa Murphy, Sandra Hooper, Sandy Olson, Lisa Shoemake, and Art Lichtenstein. Senators absent were Laverl Terry (AE), Tom Pilgreen (AE), Charlene Benton (3), and Steve Wood.

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

President's Report. President Russell reported that the matter of the inclement weather policy for the Library is under personnel review, according to University Counsel Melissa Rust. It is expected that a report will be given at the next Senate meeting on the following issues: holidays and enrollment of employees in classes during working hours. She said she also wants an update on the staff handbook revision so that senators may receive a final draft before the end of March. It was revealed that staff members who also (or occasionally) teach part-time after hours have recently been declared eligible to vote for Faculty Senate representation. A discussion followed about a conflict because of possible dual representation, and senators requested clarification on this issue as soon as possible because the Staff Senate elections will be held soon. President Russell said she would pursue it.

President Russell reported that the Senate will receive a check for \$625 for working the basketball games which will be deposited into the agency fund. A donation to the scholarship fund was received from Liz Bass. President Russell submitted a budget report as follows: With no outstanding bills the total in the agency fund is \$869.48, and the total in the M & O account is \$952.83. It was pointed out that to date the volunteer efforts of staff members have raised approximately \$1200 during the fiscal year.

Committee Reports. Election. Senator Austin reported that the project to establish electronic voting for this year's Senate elections must be put on hold because of the shortness of time for working out all of the details. Nomination ballots and eligibility lists will be mailed to staff soon. Staff Development. Senators Hayes and Vernon reported that the stress management seminar held on February 24 was a success and was well-attended. Senator Love presented the seminar and he received thanks and a round of applause from senators. The next Brown Bag seminar will be on March 29 and will feature Jean Irion of the Physical Therapy Department with a presentation on ergonomics in the work place. Social. Senator Hooper reported that she has contacted management at Pizza Inn and they are willing to sponsor a Senate fund-raiser like the one held last year. She will determine a date for this event for this year. Regarding the staff picnic to be held May 17, she reported that the executive committee has met and decided to charge \$4.50 per person for faculty and students and \$2.25 per person for staff members. This will amount to a \$2.25 per staff member subsidy to be funded by the Staff Senate. The possibilities for entertainment were discussed and various suggestions were made.

Old Business. President Russell reported that the gifts for the 20+ awards have been ordered. They will be presented at the Service Awards Program on May 4.

New Business. A date of April 12 has been set for the Staff Senate retreat. It will be held in the Student Center room 213 from 12:00 noon to 4:00 PM. President Russell reported she had talked with President Thompson and requested that staff senators be given time to attend by their supervisors. He agreed. There will be a potluck lunch first. The main topic of discussion will be "What is the UCA Staff Senate and What Does It Do?" President Russell outlined the tentative agenda, and it will be distributed to senators before the retreat. She has invited John Smith, Jack Gillelan and Melissa Rust to come to the retreat.

The next Arkansas Staff Senate Council meeting will be held at UAMS on March 22. The UCA Senate will be represented.

Adjournment and Next Meeting Date. The meeting adjourned at 10:45. The next meeting is March 29 in BBA 220.

Judy Corcoran, Secretary

Minutes - February 23, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, February 23, 2000. Senators present were Sharon Russell, Ann Criswell, Judy Corcoran, Janice Austin, Terry Love, Kathleen Whitehead, Leigh Vernon, Joyce Hayes, Steve Wood, Lisa Murphy, Sandra Hooper, Sandy Olson, Valerie Nicholson, Terri Canino, Lisa Shoemake, and Laverl Terry. Senators absent were Tom Pilgreen (AE), Charlene Benton (3), Shirley Garrett (AE), and Art Lichtenstein (AE). Linda Fast and Cassandra McCuien-Smith were guests.

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

President's Report. President Russell reported on the meeting of the UCA Board of Trustees held on February 18. Calendar and Holidays. She said the academic calendar was adopted for just one year instead of the usual two years. The campus will observe Labor Day this year by being closed; there will not be classes on Martin Luther King's Birthday for next year but the campus will not be closed, and staff will be required to be at work. She said the board members were very concerned about this matter in terms of holidays for staff and requested that the matter be revisited in the future. President Russell has requested that an official announcement be made on this at the earliest date. Steve Wood said something will probably come out about it this week in print as well as on e-mail. Pay Increase. The board approved pay increases for faculty and non-classified staff to be paid in March. President Russell reported that Dr. Thompson told board members that the administration was researching the state statutes for a process by which raises could be awarded to staff. He also said that they would have to be tied to the evaluation process and could probably not happen until May or June. She spoke to Jack Gillean and asked that this be clarified and communicated to the staff soon. She indicated also that the Human Resources Department has been working very hard on this matter, and that Dr. Thompson told her that "we are finding a solution for the classified staff." Steve Wood also noted that his office continues to pursue reclassification for the 100 or so lowest-paid staff members. Letter from Staff Member. President Russell read a letter from a staff member concerning tuition remission for employees enrolling in college courses. The Senate requested that the Human Resources Office personnel provide information on the writer's questions and on the program. Donation to Boys and Girls Club. President Russell reported that the \$1,100 collected last year to aid in the arrest of the perpetrator of the local hate crime was donated to the Boys and Girls Club last Tuesday. She read a letter of thanks from the club's director. [Please see the letter in full on the Announcements page of the Web page.] President Russell reported the Senate's operating budget will increase to \$1,835 for the next fiscal year.

Committee Reports. Election. Senator Austin reported that the committee had met and had discussed developing a system by which staff could vote on line, or on the Senate Web page. She has spoken with personnel who say that this can be done anonymously and thus maintain the requirement that elections be held by secret ballot. Discussion was held and the committee was asked to submit the proposed plan and a sample ballot at the next meeting. Special Events. Senator Whitehead said the basketball season is over and thanked senators and staff for their help this year. She was given special thanks for coordinating workers for all the games. Staff Development. Terry Love will present a seminar on stress management on Thursday, February 24 at noon in the Student Center 214A. Social. Senator Hooper reported that ARAMark quoted prices on a picnic with all the trimmings: \$4.50 per person if the food is picked up and \$6.00 per person if they deliver it.

Old Business. President Russell reported that the executive committee had met and developed a process for awarding tokens of appreciation to those staff members who have given 20 or more years to UCA. They have decided on a gift that can be imprinted with a message, and the initial cost will be approximately \$700 to award gifts to all staff with 20 or more years of service, and then to have enough to give to those entering that classification next year. Senator Love moved that the Senate allocate \$700 for the purchase of the gifts to reward staff members who have accrued 20 or more years of service to UCA. The motion was seconded and it passed.

New Business. Flag Resolution. Senator Corcoran read a draft of a resolution as follows: The Staff Senate has for some time been involved in efforts to help display the patriotic spirit of UCA staff members and their high regard for all of UCA's military veterans by exhibiting the flag proudly on the pole in front of Main Hall. The Senate has also been publicly commended by the Faulkner County Navy League for this expression of its reverence for our country's flag. Therefore, the Staff Senate adopted the following resolution at its meeting of February 23, 2000:

Whereas the Staff Senate has spent its own money in the last few years to purchase two new flags and a new rope for the flag pole in front of Main Hall, and two Arkansas flags have been donated to UCA; and

Whereas the Staff Senate and UCA staff members have spent time and effort securing lighting for the flag pole so that the flag could be left flying at night; and

Whereas prior to the installation of the lighting the Staff Senate and UCA staff members spent time and effort raising and lowering the flag; and

Whereas during the past year, in spite of all efforts, all of the flags have been stolen and the new rope has been cut by thieves presumably during the nighttime hours,

THE STAFF SENATE HEREBY RESOLVES to ask the UCA administration to officially appoint a UCA department to be responsible for 1) buying new flag(s) and installing new rope on the flag pole; and, 2) either raising and lowering the flag(s) each day, or devising a system whereby the flag(s) cannot be stolen.

Senator Love moved that the resolution be adopted. The motion was seconded and it passed. Employee of the Year. President Russell reported she had been approached about the possibility of funding two Employee of the Year awards: one for classified staff and one for non-classified staff. She asked for discussion. She reported the UCA Foundation has funded the award for the faculty. This issue will need to be studied in the near future. Discussion was held on the pros and cons of having two awards and the amount of money that would be involved, and on the various concerns that have been brought up on the Employee of the Year process. It was suggested that anyone having concerns, suggestions or questions about this should contact Terry Love or Pam Snider (chair of the selection committee). Designated Essential Building. Senators Hooper and Olson asked for discussion on a situation in the library. This building has been designated an "essential building" during inclement weather, and an ad hoc committee of library employees was formed to choose "core personnel" who are to report to work at such times. They said they had been asked to bring this matter to the Staff Senate for discussion. Discussion was held.

Issues and Concerns. Discussion was held on the Senate's role in responding to staff members' concerns and questions in various matters: Where does a staff member go to get an answer to a critical question or to express his/her concern about an issue? Is the Senate the appropriate forum for this? Senators proposed that a Senate retreat be held in the next three or four weeks to review the Senate's mission with an emphasis on studying how to respond to staff concerns.

Adjournment and Next Meeting Date. The meeting adjourned at 11:08. The next meeting will be March 8.

Judy Corcoran, Secretary

Minutes - February 9, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, February 9, 2000. Senators present were. Sharon Russell, Judy Corcoran, Ann Criswell, Janice Austin, Shirley Garrett, Terry Love, Kathleen Whitehead, Valerie Nicholson, Laverl Terry, Leigh Vernon, Joyce Hayes, Sandra Hooper, Art Lichtenstein, and Steve Wood. Senators absent were Terri Canino (AE), Lisa Murphy (AE), Charlene Benton, Tom Pilgreen (AE), Sandy Olson (1) and Lisa Shoemake (AE).

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

President's Report. President Russell said that the administration is studying the distribution of funds that Dr. Thompson spoke about in his address on January 13 in regard to the classified staff. She said she is scheduled to speak to the UCA Board of Trustees at its meeting of February 18. She said she has been contacted by UALR to help with selecting their Employee of the Year.

Committee Reports. Staff Development. Senator Hayes said Terry Love will present a brown bag seminar on stress management on February 24, and Jean Irion of the Physical Therapy Department will present one on work ergonomics on March 29. They are also trying to schedule one with the Family and Consumer Science Department on eating healthy. Employee of the Year Guidelines. Senator Love said the Employee of the Year Selection Committee is now in operation and will soon begin deliberations on selecting UCA's Employee of the year. He said someone had resigned from the committee and will need to be replaced. He asked for suggestions. He reported on changes made on the nomination form. Social. Senator Hooper said the committee has discussed putting on a picnic that would free for staff members. She does not yet have a price from ARAMark or a price for what it would cost if the Senate bought the food from other sources.

Old Business. Steve Wood reported on the Career Ladder Incentive Program (CLIP) and said UCA has a couple of different options for implementing the program: 1) we can reclassify and upgrade positions, but UCA already does this in-house as we have a number of job titles; or 2) give bonus payments of up to 5.5% based on the old merit program. He said if UCA elects to participate in CLIP a plan must be submitted to the Office of Personnel Management by July 1 which addresses the following criteria by which to reward merit to employees: participation in special projects; participation in on-the-job training; exceeding standards; demonstration of appropriate behavior. He said that funds are not guaranteed by the state and UCA would have to generate its own. He warned that invariably problems will arise with this project that will have to be worked out. He also said the effects of CLIP rewards would not be felt until June of 2001. Probably there would also have to be a set amount of money to be allocated for this; thus, some type of ranking system would have to be in place. Discussion was held on concerns that employees have expressed about performance evaluation, and many of them pertain to the lack of and the need for training of supervisors in managing and evaluating employees. He asked whether the Senate would be in favor of the development of a CLIP plan for UCA. Discussion was held and senators agreed that a plan needs to be developed.

New Business. President Russell said the \$1,100 in reward funds collected last year for the hate crime will be presented to the Boys and Girls Club of Conway on Tuesday, February 15 at 1:00. A list of all donors will be included. Some publicity will be provided.

Adjournment and Next Meeting Date. The meeting adjourned at 11:15. The next meeting will be February 23.

Judy Corcoran, Secretary

Minutes - January 26, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, January 26, 2000. Senators present were. Judy Corcoran, Sharon Russell, Ann Criswell, Janice Austin, Leigh Vernon, Joyce Hayes, Kathleen Whitehead, Shirley Garrett, Valerie Nicholson, Terri Canino, Art Lichtenstein, Lisa Murphy, Sandra Hooper, Sandy Olson, and Steve Wood. Senators absent were Laverl Terry (AE), Terry Love (AE) and Tom Pilgreen (AE), Lisa Shoemake and Charlene Benton.

Minutes. President Russell explained that the minutes of the meeting of January 12 had been revised to read as follows in the "President's Report" section: "President Russell reported that she had received a letter from an employee requesting a refund of an unused ticket to the holiday feast. She said she told the person that refunds could not be made, but agreed to present the matter to the Senate at its next meeting. In an ensuing letter, the employee suggested that the Senate adopt a policy either to sell tickets at the door or provide a refund policy. President Russell asked senators for discussion. It was stated that because ARAMark must be given a total head count 48 hours before a catered event, it is not possible to sell tickets at the door. After discussion Senator Austin moved that the Senate's policy be not to give refunds on sales of tickets. The motion was seconded and it passed. Senators agreed to continue to monitor this situation in the future for possible changes to the policy." The revision was made, she said, to reflect more accurately the employee's intent. The minutes were approved as distributed.

President's Report. President Russell reported the committee on the quasi-endowment fund had met and decided to allocate \$5500 for the projects that have been recommended by the Staff Senate: picnic tables, benches, etc. The Senate had originally asked for \$7500. The committee's recommendation will now go to the Board of Trustees. She reported she has not heard anything about excess budget funds, an issue mentioned by Dr. Thompson in his meeting with faculty and staff on January 13.

Committee Reports. Appointments. Senator Garrett asked that senators let her know if they are interested in serving next year in any of the Senate office positions. Special Events. Senator Whitehead announced that this coming Saturday is "Kids' Day" and cashiers and tickets will not be needed for basketball games. Staff Development. Senator Hayes said the committee will meet next week to consider topics for brown bags. Employee of the Year Guidelines. The committee will meet today.

Old Business. Steve Wood distributed an announcement about the university's inclement policy and said it would be announced via the Admin listserv today. In answer to a question about Physical Plant and Housing Office shift employees and the library's evening shift (2 to 11), he said that their situations will be taken into consideration in decisions about closing the university. When asked if the university academic calendar would be presented to the Board of Trustees in February he said he did not know. Concern was expressed about those personnel who are presently using the Personal Day holiday and the impact on them if Labor Day is again declared a holiday at UCA. He said that will have to be worked out if the decision is made to observe the holiday. He said the administration is awaiting the plan for making up the missed school day to be proposed by the Faculty Senate and Student Government Association.

Staff Handbook. Senators were given copies of the final draft of the revised Staff Handbook for review. Several senators had suggestions, comments, corrections and questions which were given to Steve Wood. Questions were asked about the inability to have biweekly paychecks deposited directly, the minimum time periods to take sick leave, and using sick leave for funeral leave. Steve Wood will take the suggestions and develop a final draft that senators agreed to review again and vote on so that the handbook can be submitted to the Board of Trustees.

Hate Crime Reward. Senator Corcoran reported that she had talked to a Faulkner County deputy sheriff about the hate crime committed over a year ago. There were never any suspects and case is still open. Early in 1999 the Staff Senate voted to wait a year to see if the case would be solved; if not, the funds collected (\$1100) would be donated to the Boys and Girls Club for diversity training.

Arkansas Staff Senate Council. President Russell reported that she, and Senators Nicholson, Austin and Corcoran attended the meeting on January 20 of the representatives of other four-year institutions (UALR, UAMS, U of A). She said the discussion centered around the Career Ladder Incentive Program (CLIP) that is being developed for state employees. Senator Corcoran said she will make copies of the article on this issue that appeared in the most recent edition of the ASEA Newsletter for anyone who is interested.

Adjournment and Next Meeting Date. The meeting adjourned at 10:56. The next meeting will be February 9, 2000.

Judy Corcoran, Secretary

Minutes - January 12, 2000

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, January 12, 2000. Senators present were. Sharon Russell, Charlene Benton, Ann Criswell, Janice Austin, Leigh Vernon, Shirley Garrett, Tom Pilgreen, Valerie Nicholson, Terri Canino, Lisa Murphy, Sandra Hooper, Lisa Shoemake, Kathleen Whitehead, Laverl Terry, Terry Love, Judy Corcoran. Senators absent were Art Lichtenstein (AE), Sandy Olson (AE), and Joyce Hayes (AE), and Steve Wood.

Minutes. The minutes of the meeting of December 8, 1999 were approved as distributed.

President's Report. President Russell commended the social committee for planning and coordinating a very successful holiday

feast. She also thanked Lisa Shoemake for conducting the Angel Tree campaign. She reported that John Cagle had contacted her with an offer to purchase a flag to replace the one that was stolen. The Board of Trustees Endowment Fund Committee met on December 9 to discuss how to use the \$67,000 generated by the fund. Some of the suggested uses were to bring in speakers, buy library books, and to fund student research. She said she asked that approximately \$7,500 of it be used to provide picnic tables and benches at various places on campus. Committee members seemed to be receptive to this idea. There will be more meetings as a final decision was not made. President Russell reported that she had received a letter from an employee requesting a refund of an unused ticket to the holiday feast. She said she told the person that refunds could not be made, but agreed to present the matter to the Senate at its next meeting. In an ensuing letter, the employee suggested that the Senate adopt a policy either to sell tickets at the door or provide a refund policy. President Russell asked senators for discussion. It was stated that because ARAMark must be given a total head count 48 hours before a catered event, it is not possible to sell tickets at the door. After discussion Senator Austin moved that the Senate's policy be not to give refunds on sales of tickets. The motion was seconded and it passed. Senators agreed to continue to monitor this situation in the future for possible changes to the policy.

Committee Reports. Election. Senator Austin reported the committee will meet soon. She asked if the committee could consider the possibility of voting by e-mail. It was mentioned that this is prohibited by the Staff Senate constitution which requires that senators be elected by secret ballot. Graduation. Senator Vernon thanked those who helped with the December commencement: Joyce Hayes, Sandra Hooper, Art Lichtenstein, Shirley Garrett, Sandy Olson, Laverl Terry, Terri Canino, Kathleen Whitehead, Ann Criswell. Scholarship. Senator Terry reported that three student scholarships for children of staff members were awarded to James Cupit, Gwen Middleton, and Dan Borengasser. Four scholarships for staff members were awarded to Elizabeth Bass, Angela Elliott, Wendelene Smith, and Sandy Mattox. Special Events. Senator Whitehead needs cashiers for three February basketball games. Courtesy. Senator Benton reported she had sent graduation congratulations cards to Jane Douglas, Kathy Oquin and Beryline Temples. She sent other cards to Debbie Leppin, Donna Washko, Shirley Garrett, Barbara Hopp, Robbie Sisson, Ron Smith, Annie Mae Wardlaw, Kerry Nichols, Paul Totten, and Laura Kendrick. Staff Development. Senator Vernon reported the committee will meet soon to discuss a new list of topics for brown bag workshops. Employee of the Year Guidelines. Senator Love reported that Pam Snider will chair the selection committee, and the guidelines committee plans to rework the nomination form. Forms will be distributed by the end of this month. He said the grade 1 - 6 slot on the selection committee is still not filled. Discussion was held on awards to finalists, a co-chair for the committee, and clearer instructions on the nomination form. Social. Senator Hooper thanked Terry Love and Jim Guinee for agreeing to entertain for the holiday feast. She presented the spirit award plaque to Senator Whitehead to present the Military Science Department. This was for having the winning Christmas card design at the holiday feast. She expressed the committee's thanks to departments for their great response to the invitation to submit Christmas card entries. Angel Tree. Senator Shoemake, who coordinated the drive, reported that 21 families participated in the Angel Tree project. There was a total of 40 angels adopted. She was assisted in the delivery of the gifts by Joyce Hayes and Leigh Vernon. She thanked all employees who took part in this effort: to those who adopted angels and provided gifts and to those who donated money.

Old Business. Senator Nicholson reported in Senator Wood's absence that the revised staff handbook is undergoing cosmetic changes and will be presented to the Board of Trustees at its meeting in February. President Russell reported that the funds collected last year for possible donation to the Sheriff's Office's hate crime award were deposited into the Senate's UCA Foundation account. She researched the Senate's minutes of last year and found that the Senate voted to donate the money to the Boys and Girls Club if an arrest was not made. She asked for discussion. Senator Corcoran was asked to contact the Sheriff's Office for a disposition on the case, and the matter will be discussed later. President Russell reported she submitted the results of the holiday survey to President Thompson. [The detailed results may be viewed on the Announcements page of the Staff Senate Web page.]

New Business. The Arkansas Staff Senate Council will meet on January 20 in Little Rock. Sandra Hooper and President Russell will attend. She asked if others were interested in going. Discussion was held. It was reported that the University of Arkansas Staff Senate has decided not to participate in this group.

Other Business. Senator Love announced that the Volunteer Fair would be held on January 26 and he is taking reservations for booths.

Adjournment and Next Meeting Date. The meeting adjourned at 11:00. The next meeting is January 26.

Judy Corcoran, Secretary Minutes - December 8, 1999

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, December 8, 1999. Senators present were Sharon Russell, Ann Criswell, Janice Austin, Judy Corcoran, Kathleen Whitehead, Charlene Benton, Tom Pilgreen, Laverl Terry, Steve Wood, Valerie Nicholson, Lisa Murphy, Sandra Hooper, Lisa Shoemake, Terri Canino, Leigh Vernon, Joyce Hayes, Terry Love, Art Lichtenstein, and Sandy Olson. Senator Shirley Garrett was absent.

Minutes. The minutes of the meeting of November 10 were approved as distributed.

President's Report. Flag. President Russell reported that the U.S. flag bought recently by the senate and presented to the university on Veterans Day has been stolen. Even though Physical Plant personnel had secured the rope very high up on the pole, someone apparently had either climbed the pole or used an extension ladder to cut the rope. The University Police report was filed on December 2. Quasi-Endowment Funds. A meeting to discuss the use of \$67,000 in quasi-endowment funds will be held December 9. The committee is composed of presidents of all the representative bodies and the university vice presidents. President Russell will offer the senate's suggestions for use of the money: more picnic tables and benches outdoors, and improved campus lighting. Senators should make other suggestions to her before the meeting. Senate Budget. She explained the budget figures for each of the senate's accounts: the M & O account (present balance \$1,003.45), and the agency account (present balance \$1,282.34).

Holiday Survey Results. President Russell reported that 50% of the ballots sent to staff to solicit their opinions on the Labor Day and Martin Luther King's Birthday holidays were returned. Of 480 surveys sent, 242 responded and many contained comments. In the final tabulation 45% of those responding indicated that they favored the option which states, "I would like to have Labor Day off as a holiday, work on Martin Luther King's Birthday and still have seven days off at Christmas. In return, I am willing to give up my Personal Day holiday." [A detailed listing of results for each option is included on the Announcements page of the UCA Staff Senate Web page.] President Russell distributed information about holidays observed by U of A Fayetteville and ASU. Discussion was held on how to present the results to the administration and whether or not to include the transcript of the comments. Senator

Shoemake moved that a memo be submitted to the administration including the results along with a paragraph summarizing the main points of the comments. The motion was seconded and it passed. President Russell said she would make an appointment with President Thompson and Jack Gillean as soon as possible. Further discussion ensued and Steve Wood was asked about a statement on page 18 of the Staff Handbook which states, "The President may grant additional days at the convenience of the University." He responded that this could be done in rare cases, and the statement will read as follows in the revised Staff Handbook: "The President may on occasion grant additional days at the convenience of the University." He also stated that the Board of Trustees has not yet decided on the calendar for the next two academic years (2000-2001 and 2001-2002) in order to allow input on the holiday situation.

Committee Reports. Election. President Russell reported that she has received a university organizational chart and will give it to the Elections Committee chair to help with the next Senate elections. Scholarship. Senator Terry reported that the deadline for applications has passed and the committee will meet soon. She also said that there have not been as many applications submitted as in the past. Special Events. Senator Whitehead said volunteers to work the basketball games on January 10, 20, 29, February 10, 17 and 21 are needed. Graduation. Senator Vernon reported that Joyce Taylor of the Physical Plant has made permanent name badges for volunteers to use at the commencement events. Senators expressed their sincere thanks to Joyce for doing this. Employee of the Year Guidelines. Senator Love reported that all slots are filled on the EOY selection committee except the one for grades 1 through 6. He has developed a plan to solicit volunteers for that position, but if it doesn't work the committee may have to stand as is. He discussed problems in filling the position: Many persons in this classification work at night, and the committee work demands the devotion of many hours (sometimes three hours at a time). He said he has obtained the list of the questions that are asked during interviews. President Russell said Donna Washko had given her all of her files on last year's selection process. Senator Love said solicitation for nominations for Employee of the Year will begin early in January. The guidelines committee will meet and develop guidelines which will be presented to the Senate for approval. Social. Senator Hooper reported the committee wants to give an award to the department that wins the Christmas card contest. They have discussed a plaque which can be displayed in the winners' department; then each year the plaque will be updated for presentation to another department. She has obtained a design and a price from a trophy store. The price will be approximately \$60. After discussion Senator Vernon moved that the Senate purchase a plaque to be awarded to the winners of the Christmas card contest. The motion was seconded and it passed. Senator Hooper said more door prizes are needed and asked that each senator donate either a box of candy canes or a bag of chocolate kisses. She asked senators to meet at the ballroom at noon on December 14 to help decorate. Suggestion Boxes. Senator Pilgreen reported that other than religious tracts that had been stuffed in the boxes, there were no recent suggestions. Angel Tree. Senator Shoemake reported that 22 nominations of UCA families in need had been received, and many are those who are in need but do not have children, either elderly or who live alone. After discussion it was agreed that these nominations should be included in the Angel Tree if they so desire. She asked about money for buying gifts for those angels not chosen and for purchasing food to give to the families. Senator Corcoran said the Staff Club would be willing to donate some of their funds for this purpose. Discussion was held about where to put the Angel Tree, and it was decided that it should be located at the Bookstore. She outlined the process of contacting families to get permission to be included, getting information from nominated families, who would deliver the gifts, and making announcements to the campus. She said she will put out an announcement via e-mail that the angels will soon be available for adoption and ask that wrapped gifts and/or monetary donations be returned by Friday, December 17. Senator Love moved that the Senate match the Staff Club's contribution up to \$200 for unclaimed angels. The motion was seconded and it passed.

New Business. Senator Corcoran announced that three staff members will receive bachelor's degrees at the December commencement ceremonies: Jane Douglas (Graduate Studies), Kathy Oquin (Music), and Beryline Temples (Sponsored Programs). These employees are to be congratulated for their accomplishments, and it was requested that they be recognized with graduation cards.

Adjournment and Next Meeting Date. The meeting adjourned at 10:55 AM. The next meeting will be January 12, 2000.

Judy Corcoran, Secretary

Minutes - November 10, 1999

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, November 10, 1999. Senators present were Sharon Russell, Judy Corcoran, Ann Criswell, Valerie Nicholson, Shirley Garrett, Janice Austin, Terri Canino, Laverl Terry, Terry Love, Joyce Hayes, Leigh Vernon, Tom Pilgreen, Art Lichtenstein, Lisa Murphy, Sandy Olson, Kathleen Whitehead and Sandra Hooper. Senators absent were Steve Wood, Charlene Benton (AE) and Lisa Shoemake (AE).

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

President's Report. President Russell reported that there will not be any more football games that the Senate needs to provide ticket sellers for. However, basketball games will start soon, and ticket sellers and ticket takers will be needed for them. Volunteers are welcome. She extended warm thanks to staff members Deloise Mowdy, Michelle Burgin, Billie Hill and Laverne Martin for taking on the duties of the souvenir stand at the football games, a fund-raising effort for which the Senate will earn \$400. She also thanked the following staff members for working as ticket takers and sellers: Janice Austin, Colleen Bailey, Michelle Burgin, Judy Corcoran, Ann Criswell, Shirley Garrett, Joyce Hayes, Sandra Hooper, Art Lichtenstein, Kay Lynn Mossell, Lisa Murphy, Sandy Olson, Tom Pilgreen, Sharon Russell, Terry Starnes, Tina Strickland, Laverl Terry, Leigh Vernon, Kathleen Whitehead, and Steve Wood. President Russell asked senators if they wanted to cancel the November 24 meeting because its proximity to the Thanksgiving holiday. Senator Olson moved that the meeting be canceled; the motion was seconded and it passed.

The balance in the Senate's Scholarship Fund (a UCA Foundation account) is \$13,834, and discussion was held about endowing the fund at \$15,000. President Russell reported that Carolyn Ishee has resigned from the University Council as the Senate's representative; therefore, the Senate must appoint another person to this position. President Russell asked senators to send nominations to Senator Garrett.

President Russell asked senators for their suggestions about this year's Senate goals. Senators related the following ideas: do things to recognize staff members for their service to UCA and for their professional, personal, and occupational accomplishments; promote more involvement of staff members in Senate-sponsored events and in university service; make the courtesy committee more active and send birthday cards to staff members; get the Senate to become more of a UCA staff advocate; do a survey of staff to find out their opinions on issues and what activities they want the Senate to be involved in; make the Senate more visible on campus; promote the installation of picnic tables, trash bins and benches in various places on campus; promote the construction of an amphitheater on campus; promote a once-a-month drawing for merchandise from the bookstore; hold a yearly forum or an open house with refreshments for staff members to meet informally with senators and administrators and possibly use this as an opportunity to survey staff about their wishes; make the annual picnic a free event for staff. All senators agreed that the Senators primary goal this year should be to develop means of honoring, serving, and publicly recognizing staff members. Senators Pilgreen and Lichtenstein volunteered to develop an informal survey instrument and present it to the Senate.

President Russell said the Athletic Department will pay the Senate \$35 for working basketball games if there are two games and \$25 if there is one game. Discussion was held.

Committee Reports. Appointments. Senator Garrett distributed an updated list of committees. Scholarship. Senator Terry reported advertisements for applications have been circulated. Special Events. Senator Whitehead reported plans for the commemoration of Veterans Day are well underway and asked for senators to be in front Main about 15 minutes before the event to help pass out programs and ribbons. She thanked all staff members for working the football games: Courtesy. Senator Hayes reported that a sympathy card had been sent to Ken Shelby. Graduation. Senator Vernon reported she needs five volunteers to help with the afternoon graduation ceremony on December 18. Staff Development. Senator Hayes reported the last brown bag seminar will be held today (wills and trusts). Social. Senator Hooper reported that plans for the holiday feast are developing (December 15 in the ballroom). The price of tickets has not yet been determined. Discussion was held about the rising cost of such meal events. After discussion Senator Olson moved that the Senate subsidize the cost of each staff member's ticket by \$2.00. The motion was seconded and it passed. Senator Hooper said the committee needs someone to donate a Christmas tree for the committee to use and some red and green card stock paper for tickets. They also need donations of door prizes and or suggestions about places to call to solicit door prizes. The committee will be asking each department to design a greeting card on poster paper to be entered in the "Christmas Card" competition. How best to sell tickets was discussed. Discussion was held about renting or buying a Santa Claus suit. Spirit Committee. Senator Olson reported that \$200 was cleared as profit on the recent shirt sale. She suggested that the Senate buy a machine for making buttons.

Old Business. A discussion was held on the restoration of the Labor Day holiday, and senators decided to conduct a staff opinion poll.

Adjournment and Next Meeting Date. The meeting adjourned at 11:15. The next meeting will be December 8.

Judy Corcoran, Secretary

Minutes - October 27, 1999

A meeting of the UCA Staff Senate was held October 27, 1999, in Burdick 220 at 10:00 A.M. Senators present were Judy Corcoran, Sharon Russell, Ann Criswell, Valerie Nicholson, Shirley Garrett, Janice Austin, Terri Canino, Laverl Terry, Charlene Benton, Joyce Hayes, Leigh Vernon, Art Lichtenstein, Lisa Murphy, Sandy Olson, Kathleen Whitehead, Steve Wood, Tom Pilgreen. Senators absent were Lisa Shoemake (AE) and Terry Love (AE).

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

President's Report. Flag. President Russell said Jack Gillean has stated his office will provide a replacement for the flag which is missing from the Main Hall flag pole. Because of concerns about the possibility of future flag thefts, Jerrel Fielder of the Physical Plant has agreed to make the flag pole more secure and more repulsive to vandals once the flag is installed. Suggestion Box. She has received suggestions from faculty and staff in response to the notice about the Staff Senate-sponsored suggestion boxes. One dealt with a standardized computer software policy on campus. A person suggested allowing the campus to vote on their preferences, possibly with a ballot on the Web page. Another suggested installing more picnic benches and tables and more volleyball courts on campus. Senator Pilgreen is in charge of checking the suggestion boxes each month and reporting the contents to the Senate. Senate Budget. She announced that an agency account has been established for the Senate and its balance is \$1,244.93. It will be used for such things as deposits and expenses with the T-shirt sale, the holiday feast and the picnic and other such projects. She said that the Budget Advisory Committee will meet tomorrow and she and Senator Hooper will attend.

Committee Reports. Appointments. Senator Garrett reported the Social Committee chair had resigned her position at UCA and that Senator Sandra Hooper has agreed to chair the committee. Sue Gallahar and Senator Criswell volunteered to serve on the committee. Scholarship. Senator Terry reported the committee met and has set a deadline for receipt of applications for the staff book scholarship and the dependent book scholarship for Spring 2000. Applications are available at the Student Center information desk, the Housing Department office, the Physical Plant reception desk, Burdick 222 (Shirley Garrett, 43411), and Irby 105 (Mary Ellen, 43344), and are due by December 6. Special Events. Senator Whitehead reported the Department of Military Science is coordinating events for the commemoration of Veterans Day to be held November 11 at Main Hall. Staff Development. The next brown bag workshop will be October 28 and will feature Jim Guinee on the subject of dream interpretation. Spirit. Senator Olson reported the new T-shirts have been received. There are fifteen left to be picked up, and if they are not picked up by Friday, they will be offered to persons on a waiting list.

Old Business. Arkansas Staff Senate Council. President Russell asked for discussion on the Staff Senate becoming a member of the Arkansas Staff Senate Council by paying yearly dues of \$75. Senator Nicholson moved that the Senate pay \$75 to become a member. The motion was seconded and it passed. The ASSC will meet November 5 in Little Rock. Senator Olson moved that Sharon Russell and Sandra Hooper be elected as the representatives to this group. The motion was seconded and it passed.

New Business. Steve Wood and David Dennis, a member of the Fringe Benefits Committee, distributed information on the hospitalization insurance bids that have been received: Health Source, Blue Cross and United Health. The committee decided not to consider the United bid. They discussed the changes in premium costs, the alternative plans offered by both companies, and the differences in the plans. In-depth descriptions are available from senators, and they urged staff members to get copies and become familiar with the bids. The committee will soon vote on a company and they want employee input. Also, Mr. Wood said the committee and the Human Resources Department want to hear about any problems or complaints about Health Source, the current health insurance carrier.

Adjournment and Next Meeting Date. The meeting adjourned at 11:15. The next meeting will be November 10.

Judy Corcoran, Secretary

Minutes - October 13, 1999

A meeting of the UCA Staff Senate was held October 13, 1999, in Burdick 220 at 10:00 A.M. Senators present were Charlene Benton, Joyce Hayes, Leigh Vernon, Ann Criswell, Kathleen Whitehead, Shirley Garrett, Terry Love, Judy Corcoran, Laverl Terry, Steve Wood, Valerie Nicholson, Terri Canino, Lisa Shoemake, Lisa Murphy, Sandy Olson, Sandra Hooper, Art Lichtenstein, and Sharon Russell. Senators absent were Tom Pilgreen (AE) and Janice Austin (AE).

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

President's Report. President Russell reported that the University Council met yesterday. The main issue was a standard form of computer applications across campus. Discussion on this issue is still ongoing. The next meeting will be on December 2.

Committee Reports. Scholarship. Senator Terry reported the committee will meet soon. Graduation. Senator Vernon said she has people signed up to work the December graduation. Staff Development. Senator Hayes reported the next brown bag workshop will be on October 28 in Burdick 218. Jim Guinee will present a program on dream interpretation. Employee of the Year Guidelines. Senator Love reported the committee had been meeting by e-mail and had shared many suggestions and ideas. He said it had been difficult to find persons to serve on the selection committee from the grade 1-6 classification. After discussion it was decided that it is appropriate to fill this slot with someone from the Administrative Services division. He said he would have a list of committee members by the next meeting. He said he had reviewed a copy of the questions that are normally asked during the finalist interviews and suggested a method of scoring. Social. The date for the holiday feast has been set for December 15. President Russell directed the committee to meet and develop a budget for the event and submit it to the Senate at the next meeting. Senator Vernon suggested that the Senate sponsor a Christmas Angel Tree. Boost-It. Senator Olson said the shirts should be delivered in another week. Some suggested that staff be reminded occasionally by means of the Admin listserv about "Purple Friday."

Old Business. ASSC. Senators Corcoran, Russell, and Nicholson reported on the Arkansas Staff Senate Council retreat which was held on October 1 in Little Rock. Representatives from five state-supported higher education institutions attended (UAMS, UALR, U of A, ASU, UCA). Spokesmen from each institution reported on their senates' projects and accomplishments. Special guest speakers were Dr. Graham Gillis of the U of A System, Human Resources, who spoke about health insurance issues, long-term disability and retirement plans; Artee Williams of the Office of Personnel Management who spoke about CLIP (Career Ladder Incentive Plan), the merit plan mandated by the Legislature; and Senator Mike Beebe who serves on the Legislature's Personnel Committee. Senator Beebe spoke about the recent situation in which the U of A considered laying off 34 staff members, and he answered questions. [A more detailed report of all of these comments may be obtained from Judy Corcoran.] During discussion Steve Wood said he has some concerns about the funding of CLIP after it is finally completed and put into effect. The next meeting of the CLIP task force, of which he is a member, is November 5. President Russell asked if the Senate would like to host a meeting of the ASSC (they meet once a month). Discussion was held about the payment of dues to this organization (\$75 per institution), and President Russell said she would bring written guidelines to the next meeting.

Staff Handbook. Steve Wood reported he had received comments from some members of the Staff Handbook Revision Committee on the final draft of the handbook and is currently reviewing them. He hopes to present the revised handbook to the Board of Trustees for approval in November.

Additional Compensation Policy. Discussion was held on the policy, developed by UCA's legal counsel, and its effect on staff. Senator Wood said comments and questions about it could be directed either to him or to Melissa Rust. Staff members can contact any senator for a copy.

Board Meeting. President Russell said she would address the board at the next meeting and wants input from senators.

Senator Corcoran announced that the flags that have flown from the pole in front of Main have been missing for two weeks, and no one seems to know what has become of them. She also announced that the suggestion box for the Student Center is located at the Information Desk.

New Business. Senator Corcoran suggested that the Senate established another standing committee to be called the Issues and Concerns Committee whose function would be to gather comments, concerns and suggestions from staff, review them and either provide answers or direct them to others for answers. President Russell appointed Senators Corcoran, Vernon and Shoemake to an ad hoc committee to develop guidelines.

Other. Senator Love asked that staff be aware of any problems being encountered by any of the students who were involved in or who witnessed the auto accident which killed two students late in September. These students should be urged to contact his office (Health and Wellness) or the Counseling Center.

Adjournment and Next Meeting Date. The meeting adjourned at 11:00; the next meeting is October 27.

Judy Corcoran, Secretary

Minutes - September 29, 1999

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday September 29, 1999. Senators present were Shirley Garrett, Kathleen Whitehead, Janice Austin, Leigh Vernon, Joyce Hayes, Lisa Shoemake, Judy Corcoran, Steve Wood, Valerie Nicholson, Charlene Benton, Sandy Olson, Sandra Hooper, Art Lichtenstein, and Sharon Russell. Senators absent were Ann Criswell (AE), Lisa Murphy (AE), Laverl Terry (AE), Terry Love (AE), Terri Canino (AE) and Tom Pilgreen (AE).

Minutes. The minutes of the meeting of September 8, 1999, were approved as distributed.

President's Report. President Russell welcomed Lisa Shoemake of the Office of International Programs as a new senator from the Institutional Advancement division (replacement for Cindy Cope who resigned). President Russell mentioned that the Faculty Senate had made a resolution stating the faculty's high regard, affection and respect for Mrs. Joan Pritchard, a member of the Department of Accounting and Director of the Instructional Development Center, who recently passed away. During discussion the senators expressed their agreement with these sentiments. Discussion was held on the university's policy on funeral leave. Steve Wood responded that there is not a written policy specifically addressing funeral leave, but the important matter to consider in attending funerals is having the campus offices open and covered during the time of the employee's absence. The University Council will meet on October 12 and asked for issues that the Senate wishes to be brought before that group. The Board of Trustees will meet on Monday, October 4. She, Valerie Nicholson and Judy Corcoran will attend the annual retreat of the Arkansas Staff Senate Council in Little Rock on October 1.

Committee Reports. Staff Development. Senator Hayes reported that the attendance at the first brown bag luncheon held last week was good. The next one is scheduled for October 28 and will feature Jim Guinee of the Counseling Center with a presentation on dreams. Boost it. Senator Olson said orders for shirts have not been high this year. However, she said the Senate might make a profit of \$100 on the sale. The shirts should be received in about two weeks. President Russell thanked Senators Olson and Hooper for their work on this project. Courtesy. Senator Benton reported she had sent sympathy cards to the families of Sam Driggers and Joan Pritchard; others sent cards were Sharon Russell, Billy Ward, George McKee and Nicole Kimbrough. Special Events. Senator Whitehead reported she needs a ticket taker for the last home game on November 6. Sponsoring Veterans Day events was also discussed. Volunteers to serve on a planning committee should contact Senator Whitehead at 43145. Appointments. Senator Garrett reported that since June Tallent had resigned from the university, the committee has recommended that she be replaced on the grievance council by Kaye Talley (Library).

Old Business. Since Senator Pilgreen was not at the meeting, the disposition of the suggestion box to be placed in the Student Center could not be determined.

New Business. President Russell asked if the Senate wanted to sponsor working proctoring the rising junior exam to be held November 3 and November 6. Senator Vernon moved that the Senate not take this as a fund raising project. The motion was seconded and it passed. Steve Wood distributed a draft of the university's Additional Compensation Policy and asked senators to read it over and report any comments to him. The theory behind the policy is as follows: All additional employment or compensation is subject to review for compliance with concurrent employment guidelines. He said it would be presented also to the University Council. He explained that a problem arises when a state employee takes on additional state employment, thus causing line item maximum salary problems. He said it is an attempt to put examples and framework around the existing policy, and the Faculty Handbook addresses it in Section 1.

President Russell suggested that the Staff Senate establish an agency account with the UCA Business Office. She said it will simplify deposits such as sales of shirts and picnic and holiday feast tickets, as well as allow the Senate to pay for various projects and items without the use of a purchase order. She assured senators that she had discussed this with the appropriate Business Office personnel. After discussion Senator Olson moved that the Senate authorize President Russell to establish an agency fund with the university for Senate business. The motion was seconded and it passed. Senator Vernon moved that the Senate budget be approved as presented. The motion was seconded and it passed.

Other Issues. Senators Wood and Nicholson reminded the Senate that payroll checks will be distributed at the end of September at the cashier's counter in the Administration Building. This is necessitated by the Human Resources Department's move to the third floor of the library.

Adjournment and Next Meeting Date. The next meeting will be held on Wednesday, October 13, in Burdick 220.

Judy Corcoran, Secretary

Minutes - September 8, 1999

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, September 8, 1999. Senators present were Kathleen Whitehead, Ann Criswell, Janice Austin, Judy Corcoran, Sharon Russell, Sandy Olson, Steve Wood, Tom Pilgreen, Valerie Nicholson, Terri Canino, Laverl Terry, Lisa Murphy, Sandra Hooper, Joyce Hayes, Shirley Garrett, Leigh Vernon, Terry Love, and Art Lichtenstein. Senators absent were Charlene Benton (AE) and Lisa Shoemake.

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

President's Report. President Russell announced that the Arkansas Staff Senate Council retreat will be on October 1 at UAMS in Little Rock. She will be going and asked who else wanted to go. The Senate has been authorized to put the Senate meeting minutes on the Admin listserv for distribution to the staff.

Committee Reports. Boost It. Senator Olson reported on one of the Senate's fund-raising projects, the sale of shirts. Possible styles and prices are as follows: A long-sleeved T-shirt would sell for \$10; a Polo shirt or a sweat shirt would be \$14. Discussion was held about the design for the shirts, possible competition with the Bookstore, how many to order initially, what Senate fund to put the money into, and possible wording to put on the shirts. Senator Love said he would make a design and put it on his Web page for senators to consider. Senator Garrett moved that the Senate sell the shirts, and Senator Vernon amended the motion to say that the revenue from the sale will go to the general Senate fund. The motion was seconded and it passed. Employee of the Year Guidelines. Senator Love reported the committee has been meeting via e-mail. He read comments that had been made so far on the selection process, and said the committee needs a copy of the questions asked of finalists at the interviews. Staff Development. Senator Hayes reported that three brown bag seminars have been scheduled with the first one, "Care of Indoor Plants," to be held September 23, in the Physical Plant break room. Another on the subject of wills and trusts is scheduled for November 10 in BBA 220 215, and on October 28 there will be one on interpreting dreams in Mashburn 204. Appointments. Senator Garrett reported that all positions on university committees which must have staff representation are filled.

Old Business. Senator Pilgreen reported on the tentative locations of the suggestion boxes. He asked for the Senate's comments on positioning the one in the Student Center at the information desk which is manned at all times. All agreed this would be a convenient place. Discussion was held about putting the one from the Administration Building in the circulation area of the library. Permission was asked of Senator Lichtenstein and he approved.

New Business. Senator Corcoran asked for comments on the new Senate Web page and expressed concern about whether it is reaching all staff members. She wants suggestions and ideas for it, especially for announcements.

Special Guests. President Russell introduced Rick McCollum of the Business Office and Pam Massey, Internal Auditor, who conducted a cash handling workshop for senators who had not recently had training in this area. They distributed the booklet outlining the policies and procedures for handling the university's money. They stressed the importance of segregation of duties: At least two people should be involved in receiving money and writing receipts for it. Checks coming in the mail should be logged by one person, endorsed immediately, then given to another for receipting. Discussion was held on numerous situations encountered by staff members who handle money, and many questions were asked.

Adjournment and Next Meeting Date. The next meeting will be on September 29 in Burdick 220.

Judy Corcoran, Secretary

Minutes - August 25, 1999

A meeting of the UCA Staff Senate was held in Burdick 220 at 10:00 A.M. on Wednesday, August 25, 1999. Senators present were Leigh Vernon, Joyce Hayes, Janice Austin, Ann Criswell, Kathleen Whitehead, Judy Corcoran, Sharon Russell, Terrence Love, Sandra Hooper, Lisa Murphy, Art Lichtenstein, Shirley Garrett, Sandy Olson, and Valerie Nicholson. Senators absent were Terri Canino (AE), Laverl Terry (AE), Tom Pilgreen (AE), Charlene Benton (AE), and Steve Wood (3).

Minutes. Minutes of the unofficial meeting of August 11, 1999, were distributed to the staff on the Staff Senate Web page (Senator Corcoran asked for comments about the method of distributing the minutes. She may be contacted about any problems.

Special Guests. President Russell introduced Hilda Malpica and Mary Ann Schlientz of the Athletic Department. Ms. Malpica spoke about working the football games and distributed examples of various tickets and passes that might be used. There will be four home games beginning with the one on September 25. She said Joyce Reid will again be available to help cashiers with tickets and change, and she will be equipped with a cell phone in case ticket sellers and takers have problems. She thanked the Senate for helping the Athletic Department make many improvements in their procedures as a result of the helpful suggestions made by staff and senators who have worked the games. Ms. Schlientz, Director of Women's Athletics, invited staff to attend the "Purple Power Bash" to be held Tuesday, August 31, at 6:00 PM at the Old Gin in downtown Conway. This will kick off the UCA football season, and food and beverages will be provided. During a brief question and answer session senators mentioned problems with the ticket sellers not being close to the ticket takers on the west side. They also said that it would be very helpful if university police officers were more visible and available in case of any problems.

President's Report. Cash Handling. President Russell announced that, in response to requests from senators, there will be a cash handling seminar held at the next Senate meeting on September 8. Pam Massey, Internal Auditor, will be the Senate's guest. A cash handling seminar will be held for the staff in October. Staff Handbook Revision. President Russell talked to Steve Wood who reported that he is in the process of editing the revised staff handbook and it will be ready in mid-October.

Committee Reports. Appointments. Senator Garrett reported that Laverl Terry will chair the Scholarship Committee; Senator Austin will serve on the Employee of the Year Guidelines Committee. She said that Lisa Shoemake, International Programs, will serve, if appointed, as senator for the Institutional Advancement division in place of Cindy Cope who has resigned. Senator Austin moved that Lisa Shoemake be appointed as senator until the end of the Senate year (June 2000). The motion was seconded and it passed. Graduation. Senator Vernon thanked the following staff members for serving as ushers/assistants during the summer commencement ceremonies: Cheryl Harbison, Shirley Garrett, Sharon Russell, Sandy Olson, Judy Corcoran, Sandra Hooper, Kathleen Whitehead. Staff Development. Senator Hayes said the committee will meet on August 26 to discuss future Brown Bag seminars for staff. EOY Guidelines. Senator Love has obtained the guidelines for the Employee of the Year nomination and Employee of the Year selection processes. This committee needs more members, and he would like to hear from those who have served on EOY selection committees in the past (43133). The committee has been charged with addressing concerns about and studying the selection process and making improvements to it if needed. Discussion was held. Boost-It. Senator Olson said the committee has not yet met, but she has had comments about shirts for this year.

Old Business. Discussion was held about announcing the discount offered by the UCA Bookstore. Also discussed were the locations of the suggestion boxes. Concern was expressed about the future location of the one presently in the Administration Building.

Adjournment and Next Meeting Date. The next meeting will be September 8, 1999 in Burdick 220.

Judy Corcoran, Secretary

Minutes - August 11, 1999

A meeting of the UCA Staff Senate was held in Bernard 208 at 10:00 A.M. on Wednesday August 11, 1999. Senators present were Judy Corcoran, Shirley Garrett, Sandra Hooper, Valerie Nicholson, Joyce Hayes, Cindy Cope, Sharon Russell, Terry Love, Kathleen Whitehead, Sandy Olson, Laverl Terry and Terri Canino. Senators absent were Lisa Murphy, Art Lichtenstein, Janice Austin, Charlene Benton, Tom Pilgreen, Leigh Vernon, and Ann Criswell.

Because of the absences there was not a quorum. Therefore, no business involving voting could be conducted. The senators decided to have a discussion meeting instead.

President's Report. President Russell announced that graduation ushers/assistants should be at the Farris Center at 5:30 on Friday, August 13. She talked to Melissa Rust about the new administrative listserv. Getting out the Staff Senate minutes on this listserv was discussed. She reported that the Board of Trustees met on August 6 and approved UCA's two-year college program. It was reported that bids for the shuttle service came in too high, and the university is considering leasing some vans for the beginning of the fall semester. The University Council composition has been revised to include representation from the Non-Tenure-Track Faculty Senate. The student credit for textbooks policy was revised.

President Russell reported that she attended a meeting of the Arkansas Staff Senate Council on July 30. A retreat is planned for September, and their next meeting is August 27. Speakers scheduled for the retreat are Governor Huckabee and a union representative. The ASSC is asking that the senates of each higher education institution contribute \$75 to offset costs of meetings and retreats in the future. A bylaws document for the group is also being considered. President Russell said she would attend the August 27 meeting.

U of A Community College at Hope has requested a copy of the UCA Staff Senate bylaws and constitution.

The Staff Senate will again provide ticket sellers and ticket takers for football games this year, and the Athletic Department will pay \$200 for each game.

President Russell announced that the UCA Bookstore will begin offering 20% discounts on merchandise (excluding textbooks and software) to UCA employees who bring their ID's when making purchases. Discussion was held about how this would be announced to the staff, and it was suggested that a notice be sent on the administration listserv. President Russell reported that Stewart Snider of the Bookstore asked that the Senate provide two workers in the souvenir stand at each home football game (4 games) this year. One worker would be in charge of the cash and the key to the stand, and workers would need to be there for the entire game. The Senate would earn \$100 for each game. Discussion was held about how this task would be staffed. Many expressed the desire that a cash handling workshop be held before the staff starts these fund-raising events. Discussion was held about how to vote on this as there were not enough senators present to constitute a quorum. President Russell said she would e-mail all senators after the meeting and conduct voting electronically.

President Russell announced the following Senate expenses: \$21.92 in July for copies of the minutes; \$16.24 for travel to the ASSC meeting. The balance in the budget is \$1,167.09.

President Russell reminded senators of the attendance policy: Senators who must be absent should call either her or Senator Corcoran before a meeting if possible. Senators should not have more than three unexcused absences.

Committee Reports. Senator Hayes said that the staff development committee is considering six brown-bag workshops for this year, and they still welcome suggestions for topics.

New Business. President Russell read a letter of resignation from Senator Cindy Cope (Institutional Advancement). She is leaving UCA to take another position. The Appointments Committee was asked to meet to suggest someone for her position and for parliamentarian. Requests for get-well cards were made for Deane Amyx, Leigh Vernon's son, and Amanda Moore's husband.

A request was made to ask the Employee of the Year Guidelines Committee to study selection guidelines for the Employee of the Year and address concerns expressed recently about categories of staff members. Senator Love, chair of the EOY Guidelines Committee, will try to get his committee together before the next Senate meeting.

Adjournment and Next Meeting Date. The meeting adjourned at 10:55. The next meeting will be August 25.

Judy Corcoran, Secretary

Minutes - July 14, 1999

A Staff Senate meeting was held on Wednesday, July 14, 1999, in Bernard 208 at 10:00 AM. Senators present were Cindy Cope, Judy Corcoran, Shirley Garrett, Joyce Hayes, Sandra Hooper, Terry Love, Lisa Murphy, Valerie Nicholson, Sandy Olson, Tom Pilgreen, Sharon Russell, Laverl Terry, Leigh Vernon and Steve Wood. Senators absent were Ann Criswell (AE), Charlene Benton (AE), and Art Lichtenstein (AE).

Minutes. The minutes of the meeting of June 30 were approved.

Election of Officers. President Russell announced that the Appointments Committee had presented a slate of prospective officers as follows: Sandra Hooper, Vice President/President Elect; Judy Corcoran, Secretary; Cindy Cope, Parliamentarian. Senator Olson moved that these senators be elected as presented. The motion passed.

Presidents Report. President Russell said the general university meeting of faculty and staff will be held during X-period (1:40 to 2:30 PM) on Tuesday, August 24, in Ida Waldran Auditorium. She will introduce senators and asked that they all sit together. There will not be any addresses by the presidents of the Faculty Senate and the Staff Senate. She said she is scheduled to meet with President Thompson and Jack Gillean on Monday, July 19 and will discuss the Senates budget, her meeting this summer with the SGA president, the Boost It campaign, and the establishment of a public service award for staff. She said Mr. Gillean has been checking on it. She appointed the Senate officers to comprise the Senate budget committee and wants them to meet once a month. A budget report will be given once a month. She called a budget committee meeting for sometime this week to work out budgets for each Senate committee for the year. President Russell said she is interested in establishing a "20 Plus Club" of staff members to recognize those who have served the university for 20 or more years. She wants to recognize each of them with an appreciation gift and has spoken with a sales representative about appropriate gifts. She appointed the following persons to a committee to study this project: Linda Long, Sandra Hooper, and Sandy Olson.

She announced that Anne Gillespie-Bolter has resigned from the Staff Senate because her teaching schedule conflicts with Senate meeting times. Sandy Olson resigned from the grades 7 through 12 division because her staff position has been upgraded to a grade 14. President Russell asked for a volunteer to take the responsibility of the two suggestion boxes, and Tom Pilgreen volunteered. As the Administration Building will soon be vacated, Senator Olson said she feels that the library would be an appropriate spot for relocating the suggestion box. She will check into it. President Russell said she spoke with Dr. John Smith about changes to parking lots. He said that some changes have been made this summer and there will be more to come. The shuttle service project is in the bidding stage. She thanked Steve Wood for his work in the recent reclassification of clerical staff.

President Russell said the Navy League has recognized the Staff Senate for their work to get the flags flown on campus. She directed the secretary to send minutes of the Senate meetings to Heather Harmon, president of the Student Government Association.

Committee Reports. Appointments. Senator Garrett said the committee has recommended the following persons to fill vacancies on the Senate until the next regular election: Janice Austin (Computer Services, Administrative Services division); Kathleen Whitehead (Military Science, Provost Division); Sandy Olson (Library, Grades 13-17); Terri Canino (Financial Services, Non-Academic/Non-Teaching). Senator Corcoran moved that the Senate accept these persons as new senators. The motion passed. Senator Garrett distributed the list of the Senate committees and their members. She needs chairs for the election and the communication committees. She urged senators to ask their constituents and co-workers to serve on Senate committees. Staff Development. Senator Hayes asked for further suggestions for topics for Brown Bag workshops. Discussion was held on ideas and how to boost attendance at these workshops. Steve Wood reported that he had spoken with personnel in the Instructional Development Center who assured him that staff are eligible to participate in the computer software workshops they conduct. He asked that staff members let him know about any problems or other concerns they have in this regard.

Announcements. Staff members in need of get well cards were mentioned. Senator Love discussed the need for outreach for staff members who are bereaved or have been ill. Senator Olson suggested that a committee be established to research and coordinate the Boost It campaign. She made a motion that this be done. The motion passed.

Next Meeting. The next meeting of the Staff Senate will be held on Wednesday, July 28, 1999 at 10:00, Bernard 208.

Judy Corcoran, Secretary