



UNIVERSITY OF  
CENTRAL  
ARKANSAS™

STAFF  
SENATE

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OPERATIONS MANUAL  
2022-2023

# Contents

OFFICER DUTIES AND ROLES	2
PRESIDENT	3
VICE PRESIDENT	5
TREASURER	7
PARLIAMENTARIAN / HISTORIAN	8
SECRETARY	9
EX OFFICIO	12
SWITCHOVER TASKS	13
COMMITTEE SERVICE AND EXPECTATIONS	14
STAFF SENATE COMMITTEES	15
ANGEL BEAR TREE COMMITTEE	16
APPOINTMENTS COMMITTEE	18
BASKETBALL COMMITTEE	19
COMPENSATION COMMITTEE	21
COURTESY COMMITTEE	23
ELECTIONS COMMITTEE	24
EMERGENCY FUND COMMITTEE	26
EMPLOYEE RECOGNITION COMMITTEE	27
FOOTBALL COMMITTEE	29
OUTREACH AND COMMUNICATIONS COMMITTEE	32
PROFESSIONAL DEVELOPMENT COMMITTEE	33
REYNOLDS COMMITTEE	37
SCHOLARSHIP COMMITTEE	39
SPRING SOCIAL COMMITTEE	42
STAFF GRANTS	43
STAFF HANDBOOK COMMITTEE	44
WINTERFEAST COMMITTEE	45



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## **OFFICERS DUTIES & ROLES**

# PRESIDENT

**Responsibilities/Duties (Overview):** Be the leader and face of Staff Senate for the year of service, guiding Senators to uphold the mission of the Senate and support Senate activities and participating in shared governance on behalf of the staff.

**Senate Time:** The Executive Committee of the Senate shall be granted "senate time" as approved by the President of the university and coordinated with his/her immediate supervisor. The "senate time," not to exceed eight hours per week for President and five hours per week for all other Executive Committee members, is to be used for Staff Senate only and must not interfere with the mission of the university or his/her normal duties.

## Daily Responsibilities:

- Check the senate proxy email regularly to see if there is anything the president needs to answer
- Provide representation for the staff in matters affecting the welfare of the university
- Serve as a liaison between staff and administrators and work towards positive resolution

## Weekly/Bi-Weekly:

- Meet with the Senate executive committee during off weeks of regular Senate meetings to discuss vision, updates, agenda items, budget, etc.
- Email Senators week before Staff Senate meetings to request business items and remind Senators to submit committee reports
- Invite guests to attend Staff Senate meetings as needed
- Prepare agenda for Staff Senate meetings
- Email agenda to Senators prior to meeting
- Send thank you notes as needed
- Attend committee meetings (university and Senate)

## Monthly:

- Meet with UCA President, Student Government Association (SGA) President, and Faculty Senate President - give brief update/overview on Senate projects/progress; pose any questions or significant concerns; listen to what SGA and Faculty Senate are working on and see how we can help/vice versa; provide input on President's engagements and campus initiatives
- Campus Talk – Prepare and deliver an update on Senate happenings as requested by the President's Office. Be available to answer questions before and after event; contact: Amanda Hoelzman
- Board of Trustees Meetings – Be prepared with any questions or concerns on items being brought before the Board; prepare brief comments on any agenda items that warrant comment on behalf of staff
- Prepare and give a report at the first and last Board meeting (and as requested) on Senate's activity and accomplishments

## As Needed:

- Work with administration to resolve staff issues and request answer for staff issues and concerns
- Communicate with administrators to get answers for staff issues and concerns
- Communicate with administrators any issue that affects staff
- Respond to staff senate submissions received through the contact form; often requires research and communication with administrators

- Oversee all Senate committees and work with Vice President/Appointments Committee to ensure senate representation is maintained on all university committees
- Work with executive committee to ensure Senate goals are being met
- Regularly evaluate staff needs and determine if Senate is addressing them adequately
- When a resolution is approved by majority vote, the president should forward the resolution to UCA President and appropriate administrators to be forwarded to the Board of Trustees

**Beginning of Term:**

- Set forth goals for the year, develop a plan with input from Staff Senators-- pick some projects of emphasis based on Staff Senate interests
- Set up as authorized approver of requisitions for Staff Senate accounts; attend budget training if not already attended
- Post meeting times to Staff Senate calendar
- Email all vice presidents (and anyone else that would benefit from addressing/opening communication channels with senate) the Staff Senate meeting schedule for the year with a request to schedule for them to attend a meeting in order to address Senate –others to include might be Aramark, HR, HPER, BeWell, Reynolds, PD, President of the University, Provost, etc.
- Review the calendar year and become familiar with peak activity times
- Work with officers and committee chairs to develop a working budget for the year; will need to vote approval in the first month of new term

**End of Term:**

- Compile all digital files; post to Team Drive or forward files to secretary for posting
- Assemble any hard copies of files/research that needs to be filed; ensure items are filed in our filing cabinet in the basement of Wingo (the secretary has the only key)
- Make list of ongoing issues, concerns that will need to be monitored by the incoming president
- Meet with the incoming president to do a review, answer any questions, go over duties and expectations, discuss things to consider in the upcoming year, etc.
- Look forward to a year of being an ex-officio/non-voting senator!

**Committees Automatically On/Chair of by Position:**

- Staff Senate Elections Committee, Member
- Strategic Planning Committee, Member
- Higher Learning Commission Report Committee, Member
- Council on Student Success, Member
- Others as needed

# VICE PRESIDENT

## **Responsibilities/Duties (Overview):**

- Execute the duties of the President in the President's absence;
- Supervise the nomination and election process, including: 1) adjust representative apportionment, if necessary, and 2) supervise the counting of ballots and notification to elected representatives;
- Understudy the President in conducting meetings and official business.
- Maintain records of Staff Senate and University committee appointments
- Recommend appointments to university committees when applicable
- Participate with other Staff Senate elected officers in ongoing strategic planning for Staff Senate activities;
- Serve as ex-officio member of all Staff Senate committees.

**Senate Time:** The Executive Committee of the Senate shall be granted "senate time" as approved by the President of the university and coordinated with his/her immediate supervisor. The "senate time," not to exceed eight hours per week for President and five hours per week for all other Executive Committee members, is to be used for Staff Senate only and must not interfere with the mission of the university or his/her normal duties. (Constitution, pg. 4)

## **Daily Responsibilities:**

- Check and respond to any Staff Senate related email
- Be available to the President for consultation.

## **Weekly/Bi-Weekly:**

- Assist the President in performing leadership responsibilities and attend necessary meetings and events.
- Meet with the Senate executive committee during off weeks of regular Senate meetings to discuss vision, updates, agenda items, budget, etc.

## **Prepare for Regular Meetings:**

- Work to make sure university committee representatives are submitting committee reports via the Committee Report Form online and are attending meetings.
- Work with the President to ensure Staff Senate Committee Chairs are fulfilling their duties.

## **As Needed:**

- Update the committee members and Staff Senators on the website regularly.
- Update appointments to University Committees on the University Committees website.
- In the event of senate vacancies, follow the Constitution to fill the vacant spots as quickly as possible.

**Beginning of Term:**

- Take a tally of what Staff Senate committees and university committees have representation. Figure out which positions are vacant.
- Evaluate committee representation and recommend changes if necessary.
- Open the floor for Senators to fill all vacant positions. Attempt to pair Senators with the positions that are within their strengths zone.
- Update the Staff Senate website with the new committee chairs and members.
- Update appointments to University Committees on the University Committees website

**End of Term:**

- Meet with the current president for information on switchover of duties
- Set up the End of Year Luncheon by coordinating with Aramark, Billy's Trophies and Awards, Conway Copies, etc.
- Set agenda for Senator Orientation and End of Year Luncheon
- Ensure proper team building in place for New and Continuing Senators
- Collaborate with the Secretary to prepare Senate binders for incoming year

**Committees Automatically On/Chair of by Position:**

- Staff Senate Appointments Committee, Chair
- Staff Senate Elections Committee, Chair
- Strategic Planning Committee, Member
- All Staff Senate Committees, Ex-Officio Member

# TREASURER

**Responsibilities/Duties (Overview):** The Treasurer keeps track of all Staff Senate accounts which include Regular Account, Agency Account, Staff Professional Development Account, Continuing Fund, and Foundation Accounts. Any money that goes in or comes out of these accounts is to be accounted for and managed by the Treasurer.

**Senate Time:** The Executive Committee of the Senate shall be granted "senate time" as approved by the President of the university and coordinated with his/her immediate supervisor. The "senate time," not to exceed eight hours per week for President and five hours per week for all other Executive Committee members, is to be used for Staff Senate only and must not interfere with the mission of the university or his/her normal duties. (Constitution, pg. 4)

## **Weekly/Bi-Weekly/As Needed:**

- Make deposits, budget transfers, requisitions, purchase orders, receiving, check disbursements, etc. that have come in during the week.
- Meet with the Senate executive committee during off weeks of regular Senate meetings to discuss vision, updates, agenda items, budget, etc.
- Maintain the Athletics Volunteers file on the google drive as professional development and scholarship funds are paid.
- Send invoices to Athletics and Reynolds after each season to receive funding to Agency Account

## **Prepare for Regular Meetings:**

- Balance each account and prepare an activity report to present to the Senate at the meetings.

## **Beginning of Term:**

- Get set up as an authorized user on all Staff Senate accounts.
- Learn how the accounts are managed.
- Make sure all accounts are balanced.
- Attend any training necessary.
- Meet with the former Treasurer to learn information on switchover of duties.

## **End of Term:**

- Transfer all electronic documents used for the Staff Senate to the incoming treasurer.
- Make sure all accounts are balanced.
- File any documentation that needs to be kept in the Staff Senate google drive and/or filing cabinet in the basement of Wingo
- Meet with the incoming Treasurer to provide any information on switchover of duties.

## **Committees Automatically On/Chair of by Position:**

- Staff Senate Elections Committee, Member
- Professional Development, Member
- Emergency Fund, Member

## **Times when Most Busy:**

- During Professional Development awarding, Winter Feast/Angel Bear Tree, Staff Social, beginning/end of the fiscal year.



# PARLIAMENTARIAN / HISTORIAN

**Responsibilities/Duties (Overview):** Ensure that the President and Senate as a whole is following the basics of Robert's Rules of Order and Parliamentary Procedure. When questions arise as to if and how something can be done, the Parliamentarian researches the correct way to handle the situation. Maintain a clear and accessible archive/history of the Staff Senate.

**Senate Time:** The Executive Committee of the Senate shall be granted "senate time" as approved by the President of the university and coordinated with his/her immediate supervisor. The "senate time," not to exceed eight hours per week for President and five hours per week for all other Executive Committee members, is to be used for Staff Senate only and must not interfere with the mission of the university or his/her normal duties. (Constitution, pg. 4)

## **Weekly/Bi-Weekly/As Needed:**

- Refer to Robert's Rules of Order to answer questions that may arise.
- Assist the Executive Committee (President, Vice President/President Elect, Secretary, Treasurer, Ex- Officio) in other tasks that may arise.
- Meet with the Senate executive committee during off weeks of regular Senate meetings to discuss vision, updates, agenda items, budget, etc.
- Maintain archives and pictures database.

## **Beginning of Term:**

- Review the provided book: *Robert's Rules of Order In Brief, 2004*
- Meet with former Parliamentarian/Historian to learn information on switchover of duties and files.

## **End of Term:**

- Prepare a presentation on Robert's Rules of Order and meeting conduct for incoming Senators.
- Pass the provided book(s) and resources on to the incoming parliamentarian/historian.
- Meet with the incoming parliamentarian/historian to provide information on switchover of duties.
- Save all pictures to the Staff Senate Google Drive

## **Committees Automatically On/Chair of by Position:**

- Staff Senate Elections Committee, Member

# SECRETARY

**Responsibilities/Duties (Overview):** Maintain accurate records of all Staff Senate goings-on. Administer e-votes when necessary and communicate the results to Senators. Take notes at meetings and prepare accurate minutes. Maintain records of meeting attendance and verify active participation by all senators. Generally, assist the President and Staff Senate as a whole with paperwork requirements as necessary.

**Senate Time:** The Executive Committee of the Senate shall be granted "senate time" as approved by the President of the university and coordinated with his/her immediate supervisor. The "senate time," not to exceed eight hours per week for President and five hours per week for all other Executive Committee members, is to be used for Staff Senate only and must not interfere with the mission of the university or his/her normal duties. (Constitution, pg. 4)

## Daily Responsibilities:

- Check the Staff Senate email account for communication – request information and answers from various Senators as the need arises.

## Prepare for Regular Meetings:

- Receive agenda from the President and prepare it to become a note-taking page.
- Print the Attendance Roster/Sign-In Sheet and mark Senators that have communicated their absence as absent excused (AE) thereon.
- Print the tally results of any e-votes that have taken place since the last regular meeting.
- Prepare a report on all submissions that come through the Staff Senate comment form, including resolutions where possible.

## Weekly/Bi-Weekly/As Needed:

- Verify active participation by all Senators by checking absences and reminding Senators of their responsibility to communicate an absence if one is needed. Report Senators incurring five absences to the appointments committee.
- Maintain website – Check for changes that need to be made after regular meetings
- Check Staff Senate UCA PO Box #5155. (See password sheet on Pool Drive for combination.)
- Meet with the Senate executive committee during off weeks of regular Senate meetings to discuss vision, updates, agenda items, budget, etc.

## As Needed:

- Update Senate email group when a senator leaves and a new senator is appointed
- Send announcements to campus as necessary (basketball/football volunteers, EOQ/EOY, etc.)
  - Remember you are responsible for how many/what emails are sent out. Screen and edit announcements as necessary.
- Organize/Structure Special Projects as requested by Senate, the President, or the Vice President
- Maintain/Organize Google Drive (Including the password file and others)

## Beginning of Term:

- Training on WordPress if not already trained
- Meet with the former Secretary to learn information on switchover tasks.

**End of Term:**

- Update files in the pool drive and file any documentation to be kept in the Staff Senate filing cabinet.
- Facilitate Switchover Tasks for New Execs and New Senators:
  - Email
  - Website
  - Facebook
  - Pool Drive – The new President must email Information Technology.
- Update Operations Manual (following Bylaws: Article VI. Section 3.C.) and prepare a presentation on it for incoming Senators.
- Meet with the incoming Secretary to provide information on switchover of tasks.
- Collaborate with VP to prepare binders for senators to include:
  - Calendar
  - Minutes from Previous Meeting
  - Operations Manual
  - Constitution & Bylaws
  - Resolutions
  - Tabs/Dividers
  - Senators List by Representation

**Committees Automatically On/Chair of by Position:**

- Staff Senate Elections Committee, Member
- Communications Committee, Member

**Skills Required:**

- The Secretary should be proficient with a word processing system, proficient use of Excel, should be able to efficiently organize and maintain a large amount of information, to synthesize material into a short summary, and have knowledge of WordPress website editor and general web page design principles.

**Minutes Preparation:**

Timeline according to Bylaws: Article IV. Section 2: “Minutes of Staff Senate meetings shall be available on the Staff Senate website no later than one week after the meeting.”

- Take detailed notes during meeting (see template files in secretary folder in the Pool Drive)
- Prepare the minutes based on your notes, memory, provided recorder, and submitted reports.
- Send draft minutes to the Executive Committee for review and have them return corrections/approval by Close of Business Friday.

**Example:**

*Executive Committee,*

*I have attached the minutes from today's meeting to this message. Please take a moment to review them and send me any suggestions or corrections you see need to be made.*

- Adjust minutes as necessary
- Send draft minutes to Senators for approval and have them vote by Close of Business Tuesday

**Example:**

*Senators,*

*You will find the last meeting's minutes attached to this email. I need your response for approval of the minutes.*

*The executive staff has already reviewed them for any necessary revisions. However, if you find something in error please feel free to contact me.*

*If you approve the minutes, simply respond with a yes. If you disprove the minutes, respond with a no. If you find a correction to the minutes, please respond with the necessary correction. If you were absent for this meeting, you do not have to place a vote on the minutes.*

*I need responses by the end of the day, Tuesday, June 4, so that I can get the minutes to the general staff by Wednesday afternoon.*

*Thank you for your service!*

- Advise Senators of approval of minutes with any changes made since first draft sent

**Example:**

*Senators,*

*The minutes have been approved. However, a senator pointed out to me something that I missed. The following is an additional point under the Secretary's report:*

*Registrar Position (President Senator) - Discussion was made regarding lack of sufficient required qualifications for the open position. In previous communication, Dr. Provost affirms the requirements are sufficient and are not written for any one particular individual. He also offered to address the Senate if desired. President Senator will compile the concerns and share them with senators for feedback online before sending them forward.*

*If this changes anyone's vote, please let me know and I will adjust the records.*

- Post final minutes to Staff Senate website in .pdf format
- Send email to fs@uca.edu from the Staff Senate email account notifying staff that the minutes have been posted and when the next Senate meeting is.

**Example:**

*The Staff Senate minutes from the February 8, [YEAR] meeting are available at <http://uca.edu/staffsenate/meeting-minutes/>.*

*The next regular meeting of the Staff Senate is Wednesday, February 29, [YEAR] at 10:00 a.m. in Wingo 315.*

*If you have any concerns please visit: <http://www.uca.edu/staffsenate/contact.php>. You can submit questions here via our contact form, or you can contact any of the Staff Senate senators directly.*

# EX OFFICIO

**Responsibilities/Duties (Overview):** According to Article III, Section 3 of the constitution, an ex-officio is to be appointed on an annual basis for the period of one year. Traditionally for the Staff Senate, the ex-officio member is a non-voting member, although neither the bylaws nor Robert's Rules of Order constrain that right. The ex-officio member of Staff Senate is traditionally held by the most recent Past-President and serves as an advisor to the current President. The ex-officio member is a member of the executive committee.

**Bi-Weekly:**

- Attend regular Senate meetings and provide input as needed
- Meet with the Senate executive committee during off weeks of regular Senate meetings to discuss vision, updates, agenda items, budget, etc.

# JULY 1 EXECUTIVE COMMITTEE SWITCHOVER TASKS

<b>What Needs to be Done?</b>	<b>Who's Responsible?</b>	<b>Information Needed to Accomplish the Task:</b>
Staff Senate Email	Secretary	Contact Email Administrator with a list of who should be removed and added to the email account. Executive Staff Only.
Contact Us Form (webpage)	Secretary / President	Gravity Form: Change membership & verbiage for submission response
Gravity Forms	Secretary / Comm. Chair	Change membership; add secretary, president, and committee chair to ALL Senate Gravity Forms
Website Editor (Wordpress)	Secretary / President	Add new secretary, president, and vice president to the website editor, remove old execs Add vice president access to University Committee website, remove outgoing vice president
Facebook	President / Secretary	Add new president , Parliamentarian/Historian, remove former president, add communications chair
Constituent List	President / Vice President	Check Argos Web Viewer on MyUCA to get updated constituent list
Foundation Funds	Treasurer / President	Contact Director of UCA Foundation with updated list of Senate officers
Google Drive	President	Send an email to Information Technology updating the exec membership to be allowed access to Google Drive and any Senators/Committee Chairs/Human Resources that need access to certain folders in drive
University Committees	President / Vice President	Let chairs of university committees where the VP or President are appointed by title know that the changeover has taken place

# COMMITTEE SERVICE INFORMATION & EXPECTATIONS

*There are many committee opportunities and we encourage senators to serve on committees that will put their skills and strengths to work for the betterment of UCA Staff.*

Thank you for agreeing to serve on a Staff Senate or university committee. By agreeing to serve, you agree to be responsible for the following:

- Review the committee information listed in the Operations Manual, university committee website, and on the Staff Senate website.
- Committee representatives should submit a report to the Staff Senate within 48 hours after committee meetings to keep the Staff Senate informed on what is happening across campus. This report can be easily found at <http://uca.edu/staffsenate/committees/>.
  - For Staff Senate standing committees or task forces, the committee chair is responsible for submitting the report.
  - For university committees, staff representatives should discuss and decide who shall submit the report on behalf of all Staff Senate representatives
  - The report should include committee business and discussion.
    - For committees whose business is confidential (eg: Housing Exemptions, Academic Integrity & Discipline, Sexual Harassment, etc.), the report should only include the date of the meeting and Staff Senate representatives present.
- All university committees, with the exception of committees conducting confidential business, should address the Senate at a regularly scheduled business meeting at least once annually.
- Always remember who you represent: UCA staff. Unless otherwise noted, you represent all staff at UCA. In making decisions, regard this fact and what would be best for UCA as a community.
- Constantly look for ways to improve efficiency and reach of the committee within its charge and purview.
- Review the Operations Manual at the end of the year for each committee you have served on and provide updated information to the Staff Senate secretary. This is the legacy you leave for future committee representatives.

To find the list of current Staff Senate committee appointments, visit <http://uca.edu/staffsenate/committees/>. For more information on university committees, visit the Committees Website: <http://uca.edu/committees>.



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## STAFF SENATE COMMITTEES



# ANGEL BEAR TREE COMMITTEE

**Charge:** To provide assistance with the holiday expenses for UCA and Aramark employees. Specifically, this is done through administering the Angel Bear Tree program on campus to gather, package, and distribute gift donations.

## **Membership:**

- Chairs: Veneta Fricks and Lynetta Morris
- Members: Staff Senators and other volunteers

## Chairs

- Work with the committee to develop a timeline, delegate duties, set goals, choose tree locations, etc.
- Secure a location for storage and distribution of donated gifts and food assistance
- Maintain a spreadsheet of angels, contact information, adoption information, etc.
- Prepare and print adoption ornaments, tags, etc. while maintaining anonymity
- Communicate with the campus about the application, adoption, and donation processes
- Communicate with applicants for approval/denial status and pickup of angel gifts

## Members

- Attend scheduled meetings and assume responsibility for necessary roles such as entering info into spreadsheet, tree maintenance, sorting and organizing gifts, etc.
- Shop for un-adopted angels with the committee on scheduled day before distribution
- Assist with distribution of gifts

## **Busiest Time(s) & Fall 2021 Sample Timeline:** The fall semester, especially November forward

- Early October - Meet to set schedule, update forms, talk about guidelines, food boxes, and inventory supplies
- Oct 14 – Application Distribution
- Nov 7 – Applications Due (4:30 p.m.)
- Nov 11 - Set up trees (HPER, SC, Wingo, Library, Buffalo)
- Nov 11 - Notify Applicants of their status (Email, Text, Call)
- Nov 14 – Angels Available for Adoption
- Dec 1 – Gifts Due to BHCC
- Dec 2 – Round Up & Identify Missing Gifts
- Dec 5 – Shop for Un-adopted Angels
- Dec 6-8 – Organize and sack gifts
- Dec 9 - Notify Angels about pickup dates
- Dec 15 and 16 (need 2 days) – Distribute Items

## **Budget Needs:**

- \$50 Per Un-adopted Angel
- \$200 in Wrapping Supplies (1 jumbo bag for each angel)

**Goals for 2022-2023:**

1. Involve committee members to handle day to day things at tree sites
2. Clear communication to campus on how to adopt angel with signage at tree sites
3. Work closely with Food Pantry to provide holiday meal boxes with Angel Bear fund providing ham/turkey
4. Streamline purchasing process for unadopted angels (Work with Treasurer and Foundation)

**Documents to Reference (Angel Bear Tree Folder, Shared Google Drive):**

- Angel Bear Tree Application
- Angel Bear Tree Fund Memorandum of Understanding
- Angel Bear Application Spreadsheet
- Angel Bear Tag (ind)

# APPOINTMENTS COMMITTEE

**Charge:** Make recommendations to the Senate of appointments to university and Staff Senate committees; make recommendations to the Senate to fill vacant Senate positions.

**Membership:**

- Chair: Senate Vice President
- Membership: 3 or more Staff Senators that have served at least one year previous

**Chair/Member Duties:**

- Prepare List of Vacancies on University and Senate Committees
- Make appointments to university and senate committees by the first month of the term
  - SPC appointments (terms start June 1) should be made by May 15
- Solicit interest from Senate and university staff for committee appointments
- Keep timeline of when Senators leave positions
- Suggest staff members to fill vacant positions
- When submitted by the Secretary, review the membership status of Senators incurring five absences and/or not regularly attending meetings of appointed committees. If necessary, the committee may declare the position vacant and fill the position according to Article IV, Section 2 of the Constitution.

**Busiest Time(s):** The beginning of the fiscal year (July/August) and as positions become vacant

**Goals for 2022-2023:**

- Have Senate represented well on all applicable University Committees
- Solicit all university staff for interest in serving on committees
- Have written reports be submitted by members/chairs for each University and Senate committee within one week of meeting
- Maintain a full slate of Senators on Staff Senate throughout the year

# BASKETBALL COMMITTEE

**Charge:** Acquire and organize volunteers to work as ushers for each home basketball game. These volunteer positions raise money for the Staff Senate to use to benefit as many UCA staff members as possible through the Staff Senate sponsored programs.

## **Membership:**

- Former Chair(s): Angela Polk and Nadia Eslinger
- Membership/Team Leaders: 7-8 Staff Senators

## **Chair/Team Leader Duties:**

### Chairs:

- Create and maintain web form in WordPress with list of available home basketball games
- Recruit and maintain organized list of volunteers for each basketball game in Google Sheets (*\*Basketball Volunteer Sheet*)
- Organize committee meeting to assign Team Leader for each game
- Communicate with Ticket Manager, Hunter Roberts, prior to game day to discuss volunteer shirts, team leader, and questions or concerns
- Email\* information to volunteers regarding upcoming game
- Prepare and email\* documents to Team Leader before each game: Basketball Volunteer Sign-in sheet, UCA Staff Senate Basketball Operations, Team Leader Responsibilities
- Create and maintain Basketball Volunteer GroupMe, add/remove volunteers weekly
- Submit Basketball Volunteer Sign-in Sheet to be recorded to Treasurer
- Send Invoice\* to the Department of Athletics after the final game of the season, charging for each volunteer.

### Team Leader:

- Each committee member is required to Team Lead 3-4 basketball games
- Distribute Sign In Sheet for each volunteer to sign in/out before and after the game
- The duties of each volunteer position will be explained by the ticket manager, volunteers will also receive a written copy of the duties
- Walk volunteers to their positions (if necessary) and show them important things to watch for, answer any questions regarding their duties
- Utilizing GroupMe, stay in contact with volunteers, relieve them for break(s) when necessary
- Return Sign In Sheet to committee chair the next business day following the game, so volunteer comp hours can be submitted.

**Busiest Time(s):** Late Fall and Early Spring Semesters – Basketball Season

## **Goals for 2022-2023:**

- Encourage people to volunteer for Spring month games
- Only schedule a few months in advance (ex. beginning in early October, put out the schedule for Nov through the 1st half of Jan. & schedule the remaining Jan through March games at the end of Nov.

## **Documents to Reference\*:**

- *Basketball Volunteer Sheet* - Main organizational document for committee chair, saved to Google Sheets
- *Team Leader Responsibilities* - send to Team Leader
- *Volunteer Email* - Sample email to send out to volunteers, include Team Leader
- *UCA Staff Senate Basketball Operations* - description of volunteer duties; to be reviewed with Ticket Manager prior to the start of the season
- *Basketball Volunteer Sign-in Sheet*- Document to be sent to Team Leader for game day (suggestion: do some sort of electronic sign in)

**\*Unless otherwise noted, all documents are found in the Basketball folder on Google Drive.**

# COMPENSATION COMMITTEE

**Charge:** Develop annual report regarding salary concerns of staff within the budget and make recommendations to UCA Administration.

**Membership:**

- Former Chair: Hunter Roberts
- Membership: 8 Staff Senators and/or staff members

**Chair/Member Duties:**

- Chair:
  - Call, prepare for, and lead monthly meetings (or as often as necessary)
  - Delegate duties to members that fit their individual strengths and the committees needs
  - Lay out timeline to effectively accomplish committee goals
  - Meet with HR, Budget, IR, and past chairs if possible to understand the constraints on this committee; review past reports and memos for reference
  - Prepare and present an annual proposal/report to give to Staff Senate and other groups as necessary
- Members:
  - Provide insight into salary concerns from the staff perspective; members should use insights from their own positions, but keep in mind that the committee's recommendations are for the staff as a whole
  - Work with HLC Report Committee, SPC, and all other UCA constituents as needed to accomplish the committee's charge

**Busiest Time(s):** The first quarter of the fiscal year (July-September)

**Recommendations for 2022-2023:**

- Work with HR to develop a plan for developing an equivalent process for classified staff members to the staff salary survey used for non-classified members; no mechanism currently exists for systematically reviewing classified staff positions and salaries across campus or funding reclassifications. Tools available for this process include:
  - [Labor Market Rate Request Form](#) (for supervisors)
  - [Position Classification Questionnaire](#)
  - [Exceptionally Well Qualified Candidate Information](#) (for supervisors)
- Work with HR to continue to learn more about the Arkansas Department of Higher Education classified employee pay plan and restrictions/flexibility for classified positions
- Continue to work with HR to ensure that a classified position audit is performed on time during the biannual cycle so that positions may be reclassified as appropriate

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***Notes from the Past Chairs:***

In 2018-2019, SBAC did not convene. The committee provided the recommendations report directly to UCA Administration, Human Resources, and staff members. 448 staff members completed a Staff Salary Survey in the fall which provided beneficial data and led to the Flex schedule policy to be reviewed and updated. The survey should be done again in 2023.

In 2019-2020, SBAC did not convene, and significant cuts to the university's budget placed a hold on many of the concerns typically under the purview of the Compensation Committee. The committee met to discuss non-compensation related ideas, such as ways to increase employee morale, training ideas, and recognition for staff. [Notes](#) are available in the Staff Senate shared drive. We expect that the university will remain under a hiring freeze and will not have funds available for salary increases in 2020-2021, but we recommend that the committee meet to review past recommendations from the committee and plan for future advocacy on behalf of classified staff in particular, who are not included in current salary studies and budgeted market salary increases.

In 2020-2021, SBAC did not convene. The Covid 19 pandemic changed a lot of things this year. The committee met to discuss non-compensation related ideas, such as ways to increase employee morale, training ideas, and recognition for staff. We did not make any suggestions or recommendations because of the uncertainty of so many things. There was a bonus given to the employees in the fall. In the past, discussions had been had with the previous VP of Human Resources regarding our concerns and questions. When he retired the committee met with the new VP of HR to introduce ourselves and inform her of the purpose of the committee. We expect that the university will propose a salary increase in 2021-2022 year, but we recommend that the committee meet to review past recommendations from the committee and plan for future advocacy on behalf of classified staff in particular, who are not included in current salary studies and budgeted market salary increases.

The committee needs to understand that you can't focus on one certain area, but must look at the whole university. This committee is not to help resolve personnel issues, but to help try to put things in place to help the advancement of the staff. Only certain things can be done, so the committee needs to focus on the positives of what can be done versus what can't be done.

This committee can only make recommendations. We are not a decision-making body. We also represent all staff – classified and non-classified – and we need to get the word out about how governance of those two groups differ. State regulations governing classified staff are considerably more restrictive and UCA cannot always do the same thing for each group; thus, we should always look for ways to be equitable in our recommendations.

# COURTESY COMMITTEE

**Charge:** Receive notification of staff and faculty members who are suffering significant loss or who are celebrating a significant milestone, and send Congratulations, Get Well, Goodbye, New Baby, Retirement, Sympathy, or Thinking of You greeting cards.

Subcommittee for Outreach and Communications Committee

## Membership:

- Former Chair: Angela Polk

## Chair/Member Duties:

- Look up addresses of employees in Banner.
- Key in the names and addresses on the Courtesy Committee excel form, creating a new date tab for each time cards are sent.
- Prepare cards with the Staff Senate return address stamp, and the names and addresses of the recipients.
- Prepare the Staff Senate Postage Permit form for the number of cards being sent, and place in Campus Mail.
- Print copy of the Courtesy Committee excel document, and give a brief report at each regular Staff Senate Meeting. Staff Senate Secretary does not include the recipient's names in the minutes.
- Purchase cards as needed, within approved budget, and submit a signed, itemized receipt and the Chair's UCA ID # to the Staff Senate Treasurer for reimbursement. This process may take up to 2 weeks.
- Send an email to the UCA President and his Associate for Administration, attaching the Courtesy Committee excel document, to let them know of the recipients if they choose to also send cards.

## Criteria for sending out Courtesy cards:

- Get Well, Retirement, Sympathy and Thinking of You cards are all governed by the same criteria:
  - UCA Staff Senate is sympathetic to all losses, but please limit requests for cards to immediate family members
- Due to the number of personnel leaving UCA each month, only the following will receive Goodbye cards:
  - Any Staff Senate member
  - Anyone who has worked at UCA 10 years or more
  - Anyone in a high-ranking position

Busiest Time(s): All Year

Budgeted Needs:

- Greeting Cards purchased online for best price (Currently using currentcatalog.com)
- Funds for Postal Permit to mail cards
- Return Address Stamp (We may want to update this stamp soon)

## Goals for 2022-2023:

- To send out appropriate greeting cards to UCA employees or their immediate family members, who are ill, in mourning, or who are celebrating a joyous occasion.
- To ensure greeting cards are mailed in a timely manner with a message appropriate to the circumstance.



# ELECTIONS COMMITTEE

**Charge:** Determine upcoming vacancies in the Senate and fill appropriately within the constraints of the approved constitution.

## **Membership:**

- Chair: Senate Vice President
- Membership: Executive Committee

## **Chair/Member Duties:**

- Chair:
  - Check Argos Web Viewer for the appropriate reports to determine eligible full time staff
  - Using the university's organizational chart and list of full time employees, determine representation changes for each constituent area and vacancies for upcoming year
    - Has a division or classification increased/decreased in size that would affect the number of representing Senators (per the Constitution)?
    - Has a division been dissolved/created? Are there planned changes for the new fiscal year?
    - For returning Senators, are they still employed in the same division/classification they were elected to represent?
  - Create a nomination form and email to each staff member employed in a permanent position
    - Gravity Form already created; update details and dates as well as open divisions and classifications
    - (copy of prior email in the Staff Senate email account)
  - Certify the eligibility of the nominees and their correct division/classification
  - Verify the interest of the nominee to run using the Nomination Verification Form
    - Gravity Form already created; update details and dates
    - a link to this form is automatically sent to the nominee when the nominee is nominated using the Nomination Gravity Form (the form is setup to do this but can be changed if needed)
    - follow-up with the nominees who do not complete the Verification Form before elections begin
  - Work with current and former Senators to ensure a diverse pool of nominees for elections
  - Prepare and distribute the electronic election ballots indicating the name of the division and classifications to be voted on, the names of the nominees in alphabetical order, the number to be elected, and instructions for voting
    - 1 ballot per division per classification; (e.g. Student Services & C103-105, Student Services & C106-109, Student Services & C110-115, Student Services & Non-Classified)

- create the form/ballot using the Gravity Forms option in WordPress (Senate webpage); using the Voting Ballot option of WordPress, insert the form into the Voting Ballot; repeat for each ballot
  - Tally results and announce to entire university community
    - email the winners and invite to Orientation/End of Year Luncheon
  - Open officer nominations at the second to last regular meeting of the term; confirm interest of nominees; conduct elections of officers at the last regular meeting of the term by secret ballot
- Members:
  - Assist as needed in acquiring nominations, preparing online surveys/ballots, tallying votes, and other duties as necessary

**Busiest Time(s):** The spring semester each year (March-May)

**Sample Timeline:**

- Determine Vacancies by February 28
- Send out call for nominations by March 15
- Conduct elections and announce results by or before May 1 (per Constitution: Article V. Section 1.)
- Conduct New Year officer elections before June 1 (per Bylaws: Article II. Section 1.)

# EMERGENCY FUND COMMITTEE

**Charge:** To serve as responsible stewards of the Staff Senate Emergency Fund Committee. The committee shall administer all activities related to review, approval, and fund disbursement related to all Staff Senate Emergency Fund applications.

**Membership:**

- Former Chair: Kristin Jetts and Taylor Ingram
- Membership: 7 Staff Senators
- Treasurer, Non-Voting Member

**Committee Membership:**

If needed, a quorum of 4 Committee Members, plus an acting Committee Chair is needed in order to decide funding amounts (only if initial vote for funding amount is not unanimous).

**Chair/Member Duties:**

- To review fund guidelines and the application process as needed
- Ensure confidentiality of applicant information (remove personally identifiable information from applications before forwarding to committee members)
- To review all fund applications thoroughly and within the timeframe stated in the application process
- To communicate with applicants as needed
- To award fund applications at a level that responsibly manages the fund's overall balance, while considering the merit of each application
- Maintain a record of funding granted online and accessible only to Executive Committee

**Busiest Times:**

Applications are accepted year round

**Documents for Reference (housed in Staff Senate Team Drive):**

- Staff Senate Emergency Fund Application Guidelines
- Staff Senate Emergency Fund Application Form
- Staff Senate Emergency Fund Application Review Process
- Staff Senate Emergency Fund Application Review Rubric

**Notes from previous chair:**

[Emergency Fund Chair Responsibilities](#)

**Suggestion: treasurer as non voting member**

# EMPLOYEE RECOGNITION COMMITTEE

**Charge:** Award deserving UCA staff members by recognizing an Employee of the Quarter, one from each Classification: Classified, Non-Classified, Housing Facilities, and Director categories for each quarter; as well as two Employees of the Year (one Classified and one Non-Classified).

## Membership:

- Former Co-Chairs: Jennifer Ruud & Carlos Herrera
- Membership: Seven members of Staff Senate

## Chair/Member Duties:

- Co-Chair's
  - Employees of the Quarter (EOQ):
    - Announce to campus the Call for Nominations are being accepted for EOQ through Staff Senate Secretary
    - Email nominees to let them know they have been nominated and to make sure they accept the nomination
    - Email committee members nomination materials and the voting forms
    - Compile all evaluations so a winner in each Classification can be chosen
    - Inform the committee of the winners
    - Contact winners letting them know they have won, and ask for their desired parking space, send car magnet through campus mail
    - Email appropriate person in the Physical Plant to move EOQ reserved parking signs
    - Announce the winners to campus via email
    - Update Staff Senate website with name and picture of winners
    - Send all nominees a printed certificate which is placed in certificate holders in campus mail with a note, "DO NOT BEND" taped to the outside of envelope
    - Contact Staff Senate Treasurer to order EOQ plaques to be presented at the Employee Service Awards
  - Employee of the Year (EOY):
    - Review EOY forms and guidelines, and work with the committee to make any necessary changes
    - Announce to campus that nominations are being accepted for EOY
    - Collect all nominations and prepare them to distribute to the Committee
    - Contact all nominees congratulating them and asking them to complete the Nominee Intent Form
    - Distribute all materials to the Committee so each nominee can be evaluated
    - Compile all evaluations and choose finalists
    - Compile all final evaluations and choose winner(s)
    - Send all nominees a printed certificate which is placed in certificate holders in campus mail with a note, "DO NOT BEND" taped to the outside of envelope
    - Contact Staff Senate Treasurer to order EOY plaques to be presented at Fall Convocation
- Members

- Review all EOY/EOQ documents and forms
- Submit evaluations for EOY/EOQ nominees

**Busiest Time(s):** Beginning of year, end of each quarter, mid-spring semester

**Budgeting Needs:**

- Funding for Plaques for EOQ Winners
- EOY Plaques are funded by the President's Office

**Timeline:**

- EOQ
  - 1st Quarter: July – September
  - 2nd Quarter: October – December
  - 3rd Quarter: January – March
  - 4th Quarter: April – June
- EOY
  - Review all forms and documentation by end of the fall semester
  - Announce nomination process to campus in May-June
  - Nomination Forms due around the last week of June
  - Announce winners at Fall Convocation

**Gravity Forms & Documents\*:**

- [Employee of the Year Guidelines](#)
- [Employee of the Year Nomination Form](#)
- [Employee of the Year Intent Form](#)
- [Employee of the Quarter Nomination Form](#)

**\*Unless otherwise noted, all documents are found in the Employee Recognition Committee folder in Google Drive.**

# FOOTBALL COMMITTEE

**Charge:** Acquire and equip volunteers to work ticket takers for each home football game. These volunteer positions raise money for the Staff Senate to use to benefit as many UCA staff members as possible through Staff Senate sponsored programs. \*all information is pending CDC, NCAA, and ADHE regulations regarding sporting events and is subject to change\*

## Membership:

- Former Chair(s): Jason Davis and Lynetta Morris
- Membership: 7+ Staff Senators

## Chair/Member Duties:

- Chair:
  - Update web form and activate on Staff Senate Website
  - Recruit and maintain organized list of volunteers for each football game
  - Maintain records of volunteers for the year (sign-in sheets, track senators and recipients of Senate funds)
    - The *Volunteers Completion* document on the pool drive includes professional development recipients and scholarship recipients who are each required to work one game and Senators who are each required to work two games.
    - The *Staff Senate Volunteer List* document includes UCA staff that have worked basketball, football, or commencement exercises and earned unofficial comp. time. This is the document HR will check at the end of the year to verify available break comp. time for UCA staff.
  - Attend the Game Day Operations Meeting held by the Athletics Department every Tuesday prior to game day. This is typically held at 10:00 AM in the conference room on the fourth floor of Bear Hall. Darrell Walsh is the coordinator of these meetings and his contact information can be found on the UCA or Athletics websites (uca.edu or ucasports.com).
  - Communicate with Darrell Walsh as necessary for information and clarification of duties (main contact: Hunter Roberts - ticket manager).
  - Communicate with volunteers regarding upcoming game information.
  - Work with committee members to ensure at least one team leader is at each game.
  - Prepare Team Leader Packet before each game: binder, FAQ sheets, team leader's info page, sign-in sheet, comp. time/service hours verification forms, schedule of games, pen
  - Send Invoice to the Department of Athletics after the final game charging for each volunteer.
- Team Leader:
  - Attend the Game Day Operations Meeting for the game(s) scheduled to work with Chair if possible. This is typically held at 10:00 AM in the conference room on the fourth floor of Bear Hall.
  - Meet volunteers at the beginning of each game, provide them the documentation and information necessary to effectively complete their duties, ensure each volunteer signs in, provide equipment and food/drink coupons, and be available throughout the game to relieve volunteers for breaks and/or field questions.
  - Ensure ticket takers are trained by a Football staff member to use the new ticket scanners

**Busiest Time(s):**

Fall Semester - Football Season

**Resources to Reference\*:**

- *Football Season Template* – Main organizational document for committee chair
- *Staff Senate Volunteer List* – This file is on the Pool Drive in the Volunteer Comp Time folder. This is the approved document created collaboratively between the Staff Senate and Human Resources. It includes UCA staff that have worked basketball, football, or commencement exercises and earned unofficial comp time. This is the official document HR will check at the end of the year to verify available winter break comp time for UCA staff. This list replaces the previous *Comp Time for Volunteering Form* that was given to individual employees upon volunteering. It went into effect January 1, 2014.
- *Position Specific Documents & Football Field Maps* – These documents are printed with the map on one side and document on the reverse and laminated at the beginning of the season. This should be updated at the beginning of each season to ensure accuracy.
- *Volunteers Completion* – This file is on the Pool Drive in the Athletics - Basketball and Football folder. This document is maintained by the chairs of the Basketball, Football, Scholarships, and Professional Development Committee as well as the Staff Senate Treasurer. This document is used to verify completion of volunteer requirements for those receiving Staff Senate funding.

**\*Unless otherwise noted, all documents are found in the Football folder in Google Drive.**

**Volunteer Information:**

- For each game you will need approximately 9 volunteers
- People can volunteer for positions by filling out the volunteer form on the Staff Senate website or contacting the chair of the committee. The Chair can edit this form through WordPress.
- People who need to volunteer due to receiving a scholarship or professional development funds will need to volunteer for any one home football game. They will also have to work two home basketball games as well. If they work two or more football games then they will be exempted from having to work any basketball games. It is the responsibility of the volunteer to communicate this change to the basketball committee chair. However, noting it in the Volunteers Completion file will provide necessary verification to the basketball chair.
- Ticket Takers who stay the entire game can earn up to approximately 5 hours (depending on the position) to go towards their winter break comp time. This comp time can only be used to fill vacation hour gaps over the winter break. If a volunteer has already earned enough comp time to meet that need, then they will not earn any more comp time with further volunteering. Comp time earned by volunteering at Staff Senate events cannot be used outside of this specific break without prior authorization from HR. The official records of comp time are kept by the chair of the volunteer committees and HR.
- All ushers will stay for the duration of the game up until the following times based on position:
  - Ticket Takers - Can leave at half-time and are located on the home and visitor sides

**The Athletic Department will donate the following amounts per usher to the Staff Senate:**

- Concourse/Lower Deck Home Ushers - \$50

- The volunteers will each receive and wear a brightly colored T-shirt so that they can be clearly seen amongst the crowd. Any equipment should be returned to the team leader upon completion of the shift.
- Each volunteer will receive a voucher for a free drink, a hotdog, and popcorn. Volunteers must be wearing the volunteer T-shirts provided by Athletics to receive their free food.
- Ticket takers will scan (or tear the stubs off if the scanner is not functional) tickets at the gate. Ticket taker motto: Scan it or save it!

**Game Day Information:**

- All volunteers must arrive at Estes Stadium two hours prior to kickoff. This could occasionally mean that volunteers could be required to leave work a little early, so they will need to be sure that they clear that with their supervisors prior to volunteering or work out an alternate plan with the chair.
- All volunteers will meet the team leader in the Hall of Fame room on the Home side of the stadium.
- Once all volunteers have gathered, T-shirts and scanners should be distributed and instructions for the game should be relayed. After this has taken place all ticket takers will take their assigned positions throughout the stadium gates.
- Gates will open to the public approximately an hour and a half before kickoff.
- Gate attendants will scan/tear tickets and direct fans inside the stadium.



# OUTREACH AND COMMUNICATIONS COMMITTEE

**Charge:** The goal of this group is to align the Staff Senate's image to the various parts of the university and ensure effective communication is reaching each area of constituents. A new charge to add for the FY23: assist Secretary and Historian update and maintain the Staff Senate website.

## **Membership:**

- Former Chair: Secretary
- Four members of Staff Senate
- Parliamentarian / Historian
- Courtesy Chair

## **Chair/Member Duties:**

- Provide insight/ideas to improve communications for Staff Senate
- Work on promotions and other duties as necessary
- Create graphics for Senate committees as needed/requested
- Maintain the Staff senate website by checking links and pages each semester.

**Busiest Time(s):** The beginning of the academic year (August/September), before each major Senate event, beginning of the Spring semester

## **Common Participating Events:**

- Human Resources' Employee Benefits Fair

## **Budgeted Needs:**

- Printing supplies, candy for resource fair, and signage for any public relations events

# PROFESSIONAL DEVELOPMENT COMMITTEE

**Charge:** To assist staff employees in pursuing opportunities for professional development.

## **Membership:**

- Former Chair: Richard H. Hammond
- Treasurer (non voting)
- Membership: at least 4 Staff Senators and 1 Representative from University Training

## **Chair/Member Duties:**

- Chair:
  - Call, prepare for, and lead quarterly meetings (or as often as necessary)
  - Delegate duties to members that fits their individual strengths and the committees needs
  - Lay out timeline to effectively accomplish committee goals
  - Make applications available for professional development happening during the upcoming quarter of the fiscal year
  - Review communication to go out to full staff and applicants
  - Ensure records of recipients are maintained for the year
    - The Required Volunteers Excel Document on the Google drive includes professional development and scholarship recipients and Senators that are required to work games
- Members:
  - Volunteer for roles on the committee
  - Analyze applicant pool and assist in decision making process for award recipients and amounts
  - Look for professional development opportunities to bring to UCA

**Busiest Time(s):** Applications accepted May, August, November and February.

## **Quarter schedules are as follows:**

- Quarter I (July – September)
- Quarter II (October – December)
- Quarter III (January – March)
- Quarter IV (April – June)

## **Budgeted Needs:**

- Annual budget of \$32,045 (\$8,011 /quarter)

## **Ongoing goals:**

- Research and develop the expansion of Professional Development Opportunities using internal & external resources. Example: Periodic training workshops on available tools such as Microsoft Office; as well as topics such as StrengthsQuest and Motivation.

**Resources to Reference\*:**

- *Volunteer Hours* – This file is on the shared Google Drive and includes hours submitted by the chairs of the Basketball, Football, Reynolds, and Commencement committees.

**\*Unless otherwise noted, all documents are found in the Staff Senate Professional Development Shared Google Drive or Pool Drive.**

***Sample Communications from Past Committee Work:***

- **Announcement to Full Staff Opening Application:**



The Staff Senate is now accepting applications for **Professional Development funding for the fourth quarter (April 1- June 30)** of the 2022–2023 fiscal year.

UCA's Staff Senate Professional Development fund was established to assist staff employees in pursuing opportunities for professional development. Specifically, these funds can be used by a staff member seeking support for:

- conference/seminar registration fees
- travel costs for conferences/seminars (excluding meals and incidentals)
- certification exam fees
- Other trainings as necessary

Full-time classified or non-classified staff that have been employed for *at least six months* are eligible to apply. The *maximum* award amount per quarter is \$2,000 per applicant; the final value of the funding depends on the available funds and the number of applicants. The fund has a total of \$8,011 to award per quarter.

For more information, or to apply, [click here](#).

The deadline to apply for funding is **Wednesday, February 20**. Applicants will receive feedback on March 15.

- **More Information Required:**

Dear UCA Staff,

Thank you for applying for Staff Senate Professional Development Funding! Due to the large number of applications received to support conference attendance by UCA staff, our committee would like to understand more about the costs associated with each experience in order to most equitably distribute allocated funding.

At your convenience, please respond to this email with the breakdown of costs associated with your conference so that we can ensure all applicants receive the same consideration.

Thank you for your cooperation and patience, the committee will review the updated information and contact each application regarding the award decision as soon as possible.

Thank you!

- **Award Announcement (copy treasurer):**

Thank you for applying for Professional Development funding. The committee has awarded **\$1,000** in support of your request!

**What's next?** Please read this information thoroughly to make sure you understand how to secure your award.

This award is for the XX quarter of the XXXX fiscal year (quarter-dates). The deadline to submit your reimbursement paperwork is XXXXXXXX. *Recipients failing to meet this deadline risk forfeiting their award.*

By accepting this award, you are agreeing to obtain at least **8 hours of holiday comp time** towards the 2022 or 2023 break by volunteering at football, basketball games or Reynolds Performance Hall events. Failure to work these events may prevent you from receiving additional funding from the Staff Senate.

Professional development awards are made as reimbursements and departmental transfers are the preferred method. Angela Jackson is the contact for reimbursements. Please let her know as soon as possible if you will be personally responsible for paying any expenses related to your request. A requisition will still have to be submitted by your department. Reimbursements cannot be made until the required documentation is submitted. Please provide a copy of your PO or receipts to request your award. Please share this email with the appropriate liaison in your office if you do not handle your own documents.

We hope you find this experience an enlightening one and that your contribution to the UCA community will be greater as an effect. Please let me know if you are unable to carry out your plans or if your plans need to be amended. Feel free to contact me if you have any questions or concerns about this process.

Thank you!

- **Denial to Faculty Applicants:**

This email is in response to your request for UCA Staff Senate Professional Development funding. Thank you for your submission but Staff Senate funds can only be used for university staff members.

I would encourage you to reach out to your representative on the Faculty Senate to see what resources are available for faculty. <http://uca.edu/facultysenate/>

Again, thank you for your submission and sorry we are not able to assist you with your request.

# REYNOLDS COMMITTEE

**Charge:** Acquire and equip volunteers to work as ushers for each Reynolds Performance. These volunteer positions raise money for the Staff Senate.

## Membership

- Former Chair(s): Carlos Herrera and Jennifer Ruud
- Membership: 8+ Staff Senators

## Chair/Member Duties:

- Chair:
  - Update web form and activate on Staff Senate Website
  - Recruit and maintain organized list of volunteers for each performance
  - Maintain records of volunteers for the year (sign-in sheets, track senators and recipients of Senate funds)
  - Communicate with the communications director at Reynolds Performance Hall before the beginning of the Reynolds Performance Season and as necessary for information and clarification of duties and performance schedule
  - Work with committee members to make sure that one team leader is at each performance
  - Prepare Team Leader Packet before each performance: Volunteer Rules, Sign-in Sheet, auditorium diagram, usher placement diagram, team leader info page, pen
  - Communicate with volunteer ushers regarding upcoming performance information
- Member:
  - Required to attend meetings (usually once per semester)
  - Perform as team lead for two performances
- Team Leader:
  - Pass out necessary information to volunteers
  - Explain duty of each volunteer position
  - Go over usher rules with volunteers
  - Walk volunteers to positions (if necessary) and show them important things to watch for in this position
  - Discuss special events/needs associated with performance
  - Collect sign-in sheet from each show and provide to committee chair for records

**Busiest Times:** Fall and Spring – Reynolds Performance Season

## Goals for 2022 – 2023:

- Improve the process of obtaining Reynold Performance volunteers by communicating the need for volunteers a few shows at a time which decreased the number of “replacement volunteers and no shows” and decreased the response time on form submission. Currently each member team leads for 2 performances. A yearly review of the process should be conducted and changes made if needed. We should continue to seek new ideas for staff employee’s participation in volunteerism for Staff Senate functions.

- Communicate more effectively with Reynolds staff to ensure that all changes made to volunteer positions are communicated and that if any changes are made to the show that the volunteers are notified as soon as possible. Utilizing calling and text messaging would be helpful in this area.
- **Documents to Reference:**
- *Volunteer Rules* – Document provided by Reynolds Performance Hall that outlines usher rules and expectations for season. Each volunteer should receive one when they sign up, and rules must be followed.
- *Sign-in Sheet* – Sign in sheet used by Team Lead for all usher volunteers to sign in and out for performance. Should be given to committee chair for recording of volunteer time
- *Auditorium diagram* – Diagram of Reynolds Performance Hall showing seating diagram. This document should be given to volunteers upon sign-up.
- *Usher placement diagram* – Organizational document used by team lead to assign usher placement
- *Team leader info page* – Informational document outlining team lead responsibilities

# SCHOLARSHIP COMMITTEE

**Charge:** Make applications available for the three Staff Senate scholarships and decide which applicants will be awarded how much money for each of the scholarships based upon the provided guidelines.

## **Membership:**

- Former Co-Chairs: Angela Jackson and Alison Taylor
- Membership: 6+ Staff Senators

The Staff Senate Scholarship Committee will consist of six or more members appointed by the Chair of the Senate Appointments Committee (Staff Senate Vice-President).

- One Staff Senator to serve as chair.
- One Staff Senator to verify financial aid and/or scholarship information.
- One Staff Senator to verify grade point average and volunteer activities.
- At least three Staff Senators to serve on the committee.

## **Meetings:**

The Staff Senate Scholarship Committee will meet as needed outside of the scholarship selection meetings. These meetings will be used to suggest new operating procedures, verify volunteer activities for each recipient, and verify grade point averages for all scholarship recipients.

## **Scholarship Administration:**

- Under the advice of the Staff Senate Executive Committee, the Scholarship Committee will be given a budget for scholarships.
- Applications will be accepted on the same time frame as the UCA Foundation Scholarships.
- All applications must be submitted through the UCA Foundation online application system.
- Each applicant will receive automatic verification that their scholarship application was received.
- All communication with the applicants/recipients will be through UCA e-mail.
- The Staff Senate Scholarship program should be advertised each Fall and Spring.
- A list of Staff Senate Scholarship recipients will be published each year.

## **Scholarship Budgeting Priorities:**

- The goal of the Staff Senate Scholarship and its individual programs is to increase the academic opportunities for full-time staff employees and their eligible dependents.
- The committee when selecting recipients should try to award as many staff employees and staff dependents as possible.
- Staff and staff dependent scholarships should be awarded based on past academic performance.
- The staff and staff dependent scholarships will be competitively awarded.

## **Chair/Member Duties:**

- Chair
  - Scholarship applications must be submitted through the UCA Foundation online scholarship system. Applications for UCA Foundation scholarships are available online from November through January each year.
  - With the committee, revise the Staff Senate Scholarship Committee Guidelines and all Staff Senate Scholarship application forms as needed.



- Once these revisions are completed, email the scholarship guidelines and application forms to the Staff Senate Secretary to be placed on the Staff Senate website.
- Write an email announcing the three Staff Senate scholarships available to the staff and the application deadline. Send the email to the Staff Senate Secretary to be mailed to all staff employees.
- Verify with the Staff Senate treasurer the total amount allotted on the current approved Staff Senate Committee Budget Report for the three Staff Senate scholarships.
- Arrange a meeting date with the scholarship committee to determine the persons who will be awarded the Staff Senate Employee Scholarship, Lilly Harmon Book Scholarship, and Staff Senate Dependent Scholarship.
- Check all Staff Senate scholarship applicants to determine eligibility for the Staff Senate scholarship for which they applied.
- Distribute applications, guidelines, and evaluation forms to each scholarship committee member. Each committee member will score each applicant for each scholarship.
- Meet with the scholarship committee to determine which applicants will be awarded each of the three scholarships and the amount awarded to each person.
- Verify the final spring grades of the awarded scholarship recipients for the following fall and spring terms.
- Email the scholarship recipients to notify them of the award and to have them accept or deny the award.
- Email the Staff Senate President and Vice-President the names of the persons who will be awarded the scholarships for the next fall and spring terms. After verification of spring semester grades, the treasurer will forward the names of the scholarship recipients, along with their UCA ID numbers, and the amounts to be awarded to each person to the contact person in the UCA Foundation Office. Currently, Melissa Wax (mwax@uca.edu) is the contact person.
- Maintain records of recipients for the year
- Report any recommendations made by the Scholarship Committee for the next application period to the Staff Senate President.
- Complete and submit the Scholarship Committee online report form.
- Verify all scholarship recipients have a 2.5 cumulative grade point average and have worked two home football games at the end of the fall semester.
- Member:
  - Review applications for Staff Senate Employee Scholarship, Lilly Harmon Scholarship, and Staff Dependent Scholarship and suggest changes, if needed.
  - Review award guidelines if needed.
  - Review applications, score each applicant with the provided evaluation form, and meet as a group to decide on recipients.

**Busiest Time(s):** Early Spring Semester

**Budgeted Needs:**

- Scholarship Money

**Goals for 2022-2023:**

- Increase the awareness of Staff Senate Scholarships (Staff Scholarship, Lilly Harmon Book Scholarship, and Staff Dependent Scholarship) within the UCA community.
- Increase the number of applicants for all of the Staff Senate Scholarships.
- Increase communication within the UCA community regarding Staff Senate Scholarships. This will include published features of Staff Senate scholarships and scholarship recipients in the Bear Ledger, Staff Senate website, UCA Foundation website and other UCA Foundation publications, local news avenues, and development of a promotional flyer to be distributed at UCA events.

**Timeline:**

- Meet in early Spring to review applications and guidelines.
- For awards to be made in the spring semester for the next year, announce to campus in September or October.

**Documents to Reference\*:**

- *Scholarship Committee Guidelines*
- *Lilly Harmon Book Scholarship Evaluation Form*
- *Staff Dependent Scholarship Evaluation Form*
- *Staff Senate Employee Scholarship Evaluation Form*
- *Lilly Harmon Book Scholarship Guidelines*
- *Staff Dependent Scholarship Guidelines*
- *Staff Senate Employee Scholarship Guidelines*
- *Volunteers Completion* – This document can be shared by the President or Vice President of Staff Senate.

**\*Unless otherwise noted, all documents are found in the Scholarship Committee folder.**

# SPRING SOCIAL COMMITTEE

**Charge:** To organize a luncheon open to staff and faculty that is sponsored by the President's Office and Staff Senate on study day of the Spring semester.

## **Membership:**

- Former Co-Chairs: Melanie Watson and Elizabeth Gayfield
- Membership: 8+

## **Chair/Member Duties:**

- Communicate with the President's Office to secure funding by mid July
- Communicate with Ashley Bennett to get approval for catering as well as order drinks from Coca-Cola for consumption.
- Contact Caterer early January (contract must include cut off amounts and plans for serving).
- Work with the committee to lay out a timeline, delegate duties, set goals, etc.
- Find and schedule a location and backup rain location for the luncheon to accommodate 1000 people (typically Amphitheater and Farris Center/HPER)
- Communicate with Aramark to purchase the necessary number of specialized meals to accommodate staff and faculty dietary needs.
- Organize volunteers to work the event; Includes but not limited to: set up, tear down, welcome table, pie in the face, games, food vendors
- Organize a fundraiser, typically pie-in-the-face
  - If continuing to use foundation funds to collect monies, contact the Advancement Office to create the donation form. The current contact is Alison Taylor (ataylor45@uca.edu)
- Communicate with the campus about the date, cost of games (if any), and benefits of the luncheon.
- Attend scheduled meetings and assume responsibility for necessary roles

**Busiest Time(s):** The spring semester.

## **Budget Needs:**

- \$3000 Decorations/Supplies/Additional Meals
- \$10,000 for the Meal (President's Office)

## **2021 Changes**

- Moved from Student Center lawn to McAllister lawn.
- No games were held this year.
- Ordered ice cream from Marble slab.
- Double check with caterer for line set up.

## **2023 Suggestions**

- Require IDs and swipe In
- Consider other companies outside of Adams (including other food options)
- Henson Ice (provided unlimited for \$500)
- Consider stanchions for the food lines to keep traffic moving

# STAFF GRANTS COMMITTEE

**Charge:** This committee is charged with awarding funding to support staff and encourage creative endeavors that may serve as “seeds” for future programs or support innovative activities that enhance the reputation of UCA.

**Membership:**

- Former Chair: President
- Executive Board
- 2-3 Staff Senators

**Chair/Member Duties:**

- Chair
  - Update website as needed
  - Call, prepare for, and lead quarterly meetings (or as often as necessary)
  - Delegate duties to members that fits their individual strengths and the committees needs
  - Lay out timeline to effectively accomplish committee goals
  - Make applications available for professional development
  - Review communication to go out
  - Ensure records of recipients are maintained for the year
  - The Required Volunteers Excel Document on the Google drive includes professional development and scholarship recipients and Senators that are required to work games
- Members:
  - Volunteer for roles on the committee
  - Analyze applicant pool and assist in decision making process for award recipients and amounts

**Busiest Time(s):** Meetings as needed; Fall and Spring deadlines

**Goals for 2022 – 2023:**

- Increase communication and establish a better understanding of the use of the funds.
- Get more people to utilize the funding from the Foundation account.

# STAFF HANDBOOK COMMITTEE

**Charge:** This committee is charged with the review of the Staff Handbook after it has been revised by Human Resources, keeping the Staff Handbook current and relevant to the needs of staff which includes the following: review board policies to ensure the most current policy is reflected in the handbook; make suggestions for revisions and updates to policies; work with HR to make any revisions needed; Compare manual and policies to other universities our size to ensure we are current and transparent with all information that should be covered by asking committee members to research policies and table of content information in staff handbooks.

## Membership:

- Former Chair: Julia Robison
- 2 Staff Senators and 2 Staff Members (non-senators)

## Chair/Member Duties:

- Chair
  - Ensure that the charge is being reached.
  - Set up meetings and maintain accurate minutes as needed.
  - Meet with HR, legal counsel, and other people on campus to review policies and practices
  - Compile handbook comments and suggestions from the Staff Handbook Committee and Staff Senate Executive Committee
  - Request that the committee and executive committee have the chance to provide comments and revisions suggestions and make a report to Senate before the final document goes live
  - Save drafts, along with key comments, suggestions, and communications such as emails to the Staff Senate Team Drive for future committee use
- Member:
  - Attend regular meetings
  - Actively participate in the research required

**Busiest Time(s):** Meetings as needed

**Notes from Past Chair(s):** In March 2022. It was noted that most staff are made aware of the staff handbook upon hire and/or via discussion at new staff orientation. Most staff know where to access the handbook. The committee agreed that the handbook is currently easy to follow and understand. HR will make revisions and send them to the committee for review in the spring of each year. The following recommendations were noted: When HR sends the email announcing the updated Staff Handbook it would be helpful to cite the revisions. With all of the remote work discussion on campus there needs to be something in the Staff Handbook regarding the remote work policy.

# WINTERFEAST COMMITTEE

**Charge:** To organize a fundraiser luncheon open to staff and faculty that is sponsored by the President's Office, Aramark, and most recently Advancement. Donations go to the Angel Bear Tree Fund.

Membership:

- Former Co-Chairs: Richard Hammond and Melanie Watson
- Membership: Senators and staff members

**Chair/Member Duties:**

- Chair:
  - Work with the committee to lay out a timeline, delegate duties, set goals, etc.
  - Find and schedule a location for the luncheon to accommodate 300+ people
  - Communicate with the President's Office and Aramark's Director of Food Services to schedule the menu and funding.
  - Communicate with the campus about the date, cost, and benefits of the luncheon.
- Member
  - Attend scheduled meetings and assume responsibility for necessary roles
  - Assist with getting volunteers to help decorate and other duties
  - Assist with campus communication regarding the event, the Food Pantry, and the Angel Bear Tree program
  - Sell tickets when they become available
  - Assist with decoration and other necessary tasks on the day of the event

**Busiest Time(s):** The fall semester, especially November forward.

**Budget Needs:**

- \$500 Decorations/Supplies/Door prizes
- \$4000 for the Meal (\$2500 from the President's Office, \$1000 from Aramark)

**Notes:**

- Logs, wood chargers, and other decor is in the Wingo basement.
- Dining contact - Anthony Howell, 501-450-5982, [howell-thomas@aramark.com](mailto:howell-thomas@aramark.com)
- Reserve seats for the President's Office and executive staff. Set up includes 350 chairs, banquet style. Ask Aramark to provide extra plates/cups/cutlery in case they are needed.
- When there is a buffet or served meal, Aramark sets up tables and chairs.

**Notes from 2021**

- Will need to be December 1, 2022
- Follow updated prize guidelines