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Staff Senate Meeting Minutes

Staff Senate

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2011-08-11

## Minutes Staff Senate Meeting, August 11, 2011

University of Arkansas, Fayetteville. Staff Senate

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### Citation

University of Arkansas, Fayetteville. Staff Senate. (2011). Minutes Staff Senate Meeting, August 11, 2011. *Staff Senate Meeting Minutes*. Retrieved from <https://scholarworks.uark.edu/staff-senate-minutes/98>

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Staff Senate Meeting Minutes  
August 11, 2011  
Old Main, Giffels Auditorium

**Members present:** Jeremy Battjes, Denise Bignar, Donnie Blagg, Kelly Carter, Elizabeth Cunningham, Angela Davis, Heather England, Leanna Foshe, Tonya Foster, Lisa Frye, Andy Gilbride, Melynda Hart, Roy Hatcher, Natalie Kramer, Debbie McCloud, Chris Nixon, Sarah O'Brien, Eve Owens, Autumn Parker, Michele Payne, Henry Rowe, Eric Specking, Elizabeth Sullivan, Lisa Turner, Eric Vaught , Trish Watkins

**Members absent:** Angela Black, Jonnelle Colbert, Lisa Friday, Heather Jorgensen, Jeremy McAtee, Javene Mounce, Carol Rachal, Valerie Robertson

**Guests present:** Gary Smith

- I. The meeting was called to order by Chair, Jeremy Battjes at 9:33am.
- II. A motion was made, seconded, and approved to adopt the agenda as presented.
- III. Employee of the 4<sup>th</sup> Quarter Presentations – Kelly Carter; Kelly recognized the Employee of the 4<sup>th</sup> Quarter winners.
- IV. Roll Call – Eve Owens
- V. A motion was made, seconded, and approved to accept the meeting minutes with corrections. Correction is to add Roy Hatcher, Sarah O'Brien, and Chris Nixon as members present.
- VI. Transit and Parking – Gary Smith; There is a parking regulation change. Parking permits are for the car and the person who registered the car. So if there is a student using the same car, the student must have their own permit. This will keep students from parking in the Faculty/Staff parking lots.
- VII. Committee reports & Members updates
  - a. Awards – Denise Bignar; The Committee is currently working on the Part-Time Employee Award.
  - b. Ad Hoc Bylaws – Donnie Blagg; The Committee has been charged with reviewing and clarifying the language with current standing committees to provide consistency across the board when necessary, to clarify and define the roles of a standing committee versus ad hoc committee, to define what representation exist for ad Hoc, clarify Staff Senate procedural guidelines versus bylaws, review voting procedures, other elections procedures. The Committee met to discuss some of the election policies and procedures.
  - c. Communications – Eve Owens; The Committee is working on the Staff Senate website, listserv, newsletter, and social media. The Committee met to discuss dividing up the responsibilities within the group.
  - d. Elections – Henry Rowe; Newly elected Senators are on the Elections committee.
  - e. Employee of the Quarter/Yr. – Kelly Carter; The Committee will meet to review the nomination forms to make sure it coincides with the scoring process.

- f. Finance – Sarah O’Brien; The finance report is posted on SharePoint. Please give all receipts to Sarah for reporting.
  - g. Internal Affairs – Lisa Frye; The Committee will have the Child Card needs assessment survey sent out to the campus the third week of the semester. The committee will work on the following issues this year:
    - 1. Inclement Weather Policy for essential personnel.
    - 2. Grievance procedures for the University.
  - h. Legislative - Trish Watkins; The Committee hasn’t met yet. Trish stated the Committee will meet to discuss hosting a lunch with the Legislators. Trish also let Staff Senate know that the Committee will tackle issues on a state level. If the issue is not on a state level, then the Internal Affairs Committee will look at those issues. Example of a state level issue is the mileage increase for staff who travels for official business for the University.
  - i. Scholarship – Michele Payne; The committee will look at the scholarship application and make some changes on it.
  - j. Ad Hoc Scholarship – Leanna Kaye Foshe; The Committee has been charged with standing operation procedures, history of Staff Senate scholarships on the website, stewardship plan, and to work with the Office of Annual Giving to engage current donors. The committee will meet the second week of the upcoming semester.
  - k. Special Events – Melynda Hart; The Committee is working on the next event which is the Health and Benefits Fair. Melynda will send out an email regarding volunteering to man the table at the fair.
  - l. Transit, Parking, & Safety; Melynda Hart on behalf of Jeremy McAtee; The Committee is looking at the signage around campus. With all of the construction on campus the Committee wants to make sure people can get around campus safely.
- VIII. Old Business
- IX. New Business
- X. Announcements
- a. Debbie McLoud
    - 1. Employee Awards Banquet will be Tuesday, October 11, 2011 from 5pm-8pm.
    - 2. Employee of the Year winners will be invited to be at the first football game of the next season with the Chancellor in the Chancellor’s Box.
    - 3. The change in the Inclement Weather Policy to include hourly employees has been approved.
    - 4. Human Resource will send out an email regarding the background check grids that departments will need to complete to identify positions that need background checks.
  - b. Jeremy Battjes
    - 1. Haley Wright is the ASG liaison for Staff Senate.
    - 2. Gerald Golden’s last day in Staff Senate is today. Staff Senate thanked him for all of his service to Staff Senate and the University.
- XI. Around the Senate
- a. The emergency catastrophic leave donation drive received over 7,000 hours.

XII. Meeting adjourned at 10:32am.

Respectfully Submitted,

Angela Davis