Regular Meeting Agenda
April 30, 2025
10:00am
Wingo 315

Senators Absent: 15
Senators Present: 16
Ex-officio: Present

I. Call to Order
   A. Vice President Fricks called the meeting to order at 10:00 am.

II. Approval of the Minutes
   A. Will be sent for approval and then posted to Inform/website.

III. Guest Speakers
   A. None

IV. Officer Reports
   A. President Ables (Absent)
      1. No report
   B. Vice President Fricks
      1. 25-26 Staff Senate election results will go out to the campus community today.
      2. 24-25 end of the year awards voting, committee confirmations, and senate accomplishments are due today at 4:30pm.
      3. Please consider working commencement if you are still working to meet your required 12 Staff Senate volunteer hours.
      4. Executive Board voting will be during Senate on May 14th. If you are interested in serving or know of a senator who would be a great exec member, you can nominate them via email to VP Fricks or nominate from the floor during the meeting. If you have questions about the exec board positions, please connect with a current exec board member.
      5. Returning and new senators will receive committee preferences and shirt forms soon. Please complete the form by May 15th at 4:30pm.
      6. All updates to the 2025-2026 Operations Manual are due by May 15th.
      7. Remote Friday Reminders
      8. Thanks for your committee report submissions. Please continue to submit them so all files can be added to the 25-26 Operations Manual and committee folders.
      9. Staff Senate Retreat and Awards Ceremony will be on June 4th from 10am-2pm in the Brewer-Hegeman Conference Center. Whole Hog will be catering. If you have any dietary restrictions/food allergies, please let VP Fricks know so we can accommodate you.
   C. Treasurer Watson (Absent)
      1. No report
   D. Secretary Kern (Absent)

1. No report
    E. Parliamentarian/Historian, Travis Johnson
        1. No report
    F. Ex Officio Ruud
        1. No report

V.   **Senate Committee Reports**
    A. Reynolds Committee
        1. The item up for a vote is whether to officially rename our committee from the Reynolds Committee to the UCA Public Appearances Committee. This proposed change reflects the fact that both Reynolds Performance Hall and the Windgate Center for Fine and Performing Arts are venues where UCA Public Appearances regularly requests our volunteers to serve as ushers. Renaming the committee will promote consistency across platforms and help reduce confusion—particularly on GivePulse—when individuals sign up to volunteer. The motion passed with majority.
    B. Spring Social Committee
        1. Spring Social 2025 was overall successful! There will be suggestions shared with next year's committee regarding implementing guidelines to do our part to make sure the food is evenly distributed
    C. Courtesy Committee
        1. 2 cards

VI.   **University Committee Reports**
    A. Academic Integrity & Discipline Committee
        1. committee met; an appeal was filed and decision made
    B. Parking & Traffic Committee
        1. On the 8th, there were three appeals, two were denied and one was approved. On the 22nd they met again and there were three appeals. One student attended and presented their appeal, their ticket was reduced to a warning and two other appeals were denied.
    C. Strategic Planning Committee
        1. Our consultant compiled information from our previous meetings into eight different areas. Moving further, we've already concluded all of our campus community talks that we did. We're looking for themes throughout those and seeing how we can best incorporate those into the strategic plan moving forward.

VII.   **Constituent Concerns/Communication**
    A. Spring social: They liked the location, thought the menu was delicious, appreciated it being in the ac, thought the hot ones challenge was entertaining. Their department was able to get out and mingle with others and they loved it. They had some food allergies as well, so this has been the first year that they can really pick and choose what they can eat. So they really appreciated it.
    B. With the rise of AI, has there been any discussion of creating closed AI system for analyzing university data or creating specialized chat bots for the UCA website? Also,

where are we on creating guidelines for keeping university data safe when using open AI systems?

1. **Response from Trevor Seifert- Vice President for Information Technology**: thank you for forwarding these questions. I've copied Mark Kinston and Jason Cole on my reply, and they are welcome to add any additional context. We've had some conversations around closed network AI solutions, for example, glean, but there is currently no coordinated effort to lead in any one area. At the same time, we're reviewing the terms and conditions of platforms such as Google's Gemini to confirm that our data remains protected when engaging with external AI tools. As for internal policy updates, no new policies are required at this time as our existing data use policies already address the necessary considerations for university data. If there is a time in the future where we do enter into agreement, there is an expectation that the contract addresses the data not to be accessed outside our organization or used for any broader training use cases.

C. Professional development question: There were concerns regarding the policy and process regarding how we award the professional development funds. The current unwritten policy for reimbursement doesn't account for the smaller departments that may not be able to front $2,000 even at the beginning of the fiscal year. This raises equity concerns, submitting the requisition early to purchase airfare, ties up available funds and can delay travel arrangements for others in the department. They are considering attending a conference ending on June 29. If they had received funding for it, the fiscal year could have closed before the department was reimbursed, resulting in a potential loss of $2,000. There doesn't seem to be a clearly written policy outlining the timeline for reimbursements only that a PO must be submitted. If the policy is to wait until after travel has concluded, it is unclear why a TR1, which is the reimbursement paperwork, is required, especially since the PO is already part of the process. While I know there are workarounds such as pushing a negative requisition or requesting a temporary budget increase, these add administrative work, causes delays and could increase cost for UCA as a potential solution. I propose updating the policy to allow reimbursement after the PO has been submitted.

1. **Staff Senate Exec response:** Thank you for your thoughts and feedback. We'll bring your thoughts to Senate for a discussion in the future. I know when we were awarded these funds, they were designated for reimbursement only. We must have proof of travel and that the trip happened/making sure that travel occurred and that the funds were not used for ineligible items such as meals and incidentals. We will certainly discuss your feedback. We'll also consider more clarifying language so that staff members will know that this is the policy for these funds reimbursement only prior to applying, so there are no surprises.

VIII. **Old Business**
    A. None
IX. **New Business**
    A. None

X. **Good and Welfare**

A. Senator Hall – Transfer Services: We are excited to host our SLGFA Scholarship Reception, celebrating students who were able to return to UCA and complete the final hours of their degree plan with support from the SLGFA scholarship.

B.

C. Senator Taylor- Men's golf team won the ASUN championship. He will be going to regional.

D. Senator White- Admissions: The recruitment season is done, but now we are in the final stretch of going to award ceremonies, signing days, etc. We do have some vacancies in our office. We have a few recruiters that have left us, so if anyone would like to apply to those, it closes on Monday. We're hiring three and all of them will be local. We don't have a regional position anymore, so they'll all be in the office in various parts of the state.

E. Senator Fulton- Library: we did have our Chief of Staff position. We had interviews that concluded last week. Decision hasn't been announced yet. Hours will be 9 am- 4 pm starting Monday. Tuesday, the library will be closed for professional development

XI. **Adjournment**

A. Motion to adjourn at 10:23 am by Senator Hall; seconded by Senator Calvery

Important Dates:
- April 15–Faculty & Staff Recognition Celebration
- April 17–Realigning with Resiliency
    - McCastlain Ballroom
- April 25–Spring Social
- May 1-2–Commencement Ceremonies