



## **Regular Meeting Minutes**

**August 13, 2025**

**10:00 am**

**Wingo 315**

**Senators Present: 27**

**Senators Absent: 2**

**Ex-Officio: Present**

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### **I. Call to Order**

- A. President Fricks called the meeting to order at 10:00am

### **II. Approval of the Minutes from the previous meeting**

- A. Minutes from the previous meeting have been approved and are on the website.

### **III. Guest Speakers**

- A. None

### **IV. Officer Reports**

- A. President, Dr. Veneta Fricks

1. Back to School Event Recap
  - a) Approximately 200 staff stopped by the appreciation table
2. Living Learning Communities Move-In Day Volunteering August 17th
  - a) Drinks & Light Snacks from 11am-2pm at Carmichael Hall
3. Board of Trustees
  - a) Chiller loop project support from Staff Senate
4. Textbook Grant opens August 18th
  - a) Apply [here](#).
5. Opening Convocation
  - a) 9 am at Reynolds Performance Hall
  - b) Staff Senate tabling by Outreach and Communications Committee
6. Back to School Breakfast
  - a) August 28th from 6:30am-9am in the McCastlin Ballroom
7. First campus forum- Oct 9th - X period in College of Business

- B. Vice President, Sherita Kern

1. Volunteer Hour Reminders
  - a) Staff Senate time turned in to HR and is typically applied to leave banks at the last pay period of the following month.
  - b) Staff Senate time accrual clarifications
    - (1) UCA staff who volunteer for Staff Senate events such as football, basketball, Reynolds/Windgate performances, and commencement can earn **up to 16 hours** of leave time each calendar year that can be used any time during the year, subject to supervisor approval. Staff can earn up to 16 hours each calendar year. Those who accrue but do not use the 16 hours within the calendar year can carry over **up to 16 hours** for the next calendar year. If a staff member rolls over hours from the previous calendar year, the staff member will need to use **all** of the rollover hours that they have earned **before** they can begin earning/using the hours they can earn for the current calendar year. If volunteer hours are served during an employee's scheduled work day, Staff Senate time **will not** be accrued in their leave bank. In both cases, Staff Senate will still use volunteer hours to fulfill professional development and

scholarship funding requirements earned during the needed time these funds are given, regardless of rollover or earned hour maximums. If you have any questions, please contact Staff Senate ([staffsenate@uca.edu](mailto:staffsenate@uca.edu)).

C. Treasurer report- Asst Treasurer-Dylan Richardson

1. Budget Update

D. Secretary, Teresa Burton-No report

E. Parliamentarian/Historian/Assistant Treasurer, Dylan Richardson- No report

F. Ex Officio, Whit Ables-No report

**V. Senate Committee Reports**

A. Courtesy Committee- 3 cards

**VI. University Committee Reports**

A. None

**VII. Constituent Concerns/Communication**

A. Constituent Concern: "I had a constituent come to me with an idea to present to Staff Senate. They suggested maybe for a morale booster, we (staff) could dress like a student on study day. Pajamas, student like, within reason of course."

1. Response from President Fricks: "Thank you for reaching out to Staff Senate. We support staff being able to impart new ideas on campus, especially if they build morale and support our students. Special dress up days should be left to the discretion of the employee/department supervisor. We encourage staff to be mindful of the type of meetings they have scheduled throughout the day and to dress appropriately within those settings."

B. Constituent Concern: A constituent inquired about how to join Staff Senate outside of the election period.

1. Response from President Fricks: "Thank you for reaching out to Staff Senate. Outside of the election period, staff can be appointed to Staff Senate via three avenues as long as they have been a UCA employee for at least 6 months. 1: If a senate seat becomes vacant, the Vice President and Appointments Committee will reach out to the respective division asking for interested candidates and select from those interested. 2. A previous senator with interest to re-join the senate can be asked to fill the vacant senate seat. 3. An employee can reach out to the Staff Senate President and Vice President expressing interest to join Staff Senate, be placed on a "waiting list" until a vacancy occurs, and be asked to join the senate. We welcome any staff member who is interested in this amazing volunteer to show interest throughout the year and nominate themselves or a peer during elections in the spring semester."

C. Constituent Concern: A constituent inquired about applying for professional development funds that cross multiple quarters to see if it was possible to apply for the current funding period since the first period passed.

1. Response from President Fricks: "Thank you for reaching out. We want to make sure staff have an opportunity to apply for funding as needed and understand that sometimes travel and professional development funds through our departments are limited. Since the conference spans two quarters, we've decided to allow your staff to apply for professional development funds in Quarter II. I've included the co-chairs for the Professional Development Committee, Alexandria Smith-Todd and Bo Blew in this email. Should you all have any other questions or concerns, please let me know."

D. Constituent Concern: A constituent followed up on the possibility of staff being funded in advance for professional development opportunities if they are granted Staff Senate funds.

1. Response from President Fricks: "Thank you for reaching out. We understand the financial hardship on some departments to provide funds for employee professional development prior to receiving Staff Senate funding. We've decided to continue to follow our process to reimburse departments for professional

development expenses after the experience occurs. We want to be able to confirm that experiences have been completed prior to disbursing funds. Information for how staff should provide documentation and complete TRIs are provided in all award letters.”

- E. Constituent Concern: A constituent reached out to inquire about Staff Senate volunteer time not being displayed for use for grant funded employees. The constituent informed that the Staff Senate line populates for some grant funded employees but not all.
1. Response from President Fricks: “Thank you for reaching out to Staff Senate. We will discuss this concern with Human Resources and during the executive board meeting with President Davis and Chief of Staff Whitehead.”

**VIII. Old Business**

- A. None

**IX. New Business**

- A. None

**X. Good and Welfare**

- A. Senator Fricks- Dean of Students/Bear X Bear Civility workshop/Seminar Sept 15, 2025 3-4 pm for Faculty/Staff 4-6:30 for Students Registration open
- B. Senator Kern- Student On-Campus Employment Fair- Tues Aug 19
- C. Senator Richardson- Welcome Week Drop In Advising available in Bernard Hall
- D. Senator R. Burton- Looking for Admin in the Art Department
- E. Senator Peten- Football Committee met- Volunteers Needed
- F. Senator Hammond- Thomas C Courtway Rec Center closed this Friday and Saturday this week, Fall hours start on Sunday.
- G. Senator Mahathay- IT tentatively moving next week.
- H. Senator Vangsnes- Summer Start are having activities and workshops on Campus.
- I. Senator Hanshaw- Reynolds performances coming up. First show September 9, 2025. Gin Blossoms
- J. Senator Johnson- Campus wide Flood drill next week.
- K. Senator Ables- Commencement ceremonies went well. Thank you to all who volunteered.
- L. Senator Smith-Todd- Encouragement of Bear Civility Workshop Training
- M. Senator Goins- Approved for an END OVERDOSE Chapter for UCA- Advisors needed
- N. Senator Erickson-Move In is coming up Friday, Saturday and Sunday
- O. Senator Calvery- Library closed Aug 13. Regular schedule starting next week.

**XI. Adjournment**

- A. Motion to adjourn at 10:49am by Senator Olson; second Senator Watson

**Important Dates:**

- August 17th - LLC Move-In Day Refreshment Tent Volunteering (11am-2pm at Carmichael Hall)
- August 20th - Fall Convocation (9am at Reynolds Performance Hall)
- August 28th - Back to School Breakfast (6:30am-9am in the McCastlin Ballroom)
- September 6th - First Home Football Game vs UAPB (6pm at Estes Stadium)