



Regular Meeting Minutes

October 8, 2025

10:00 am

Wingo 315

Senators Present: 22

Senators Absent: 7

Ex-Officio: Present

I. Call to Order

- A. Meeting called to order by President Fricks at 10:03am.

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. Office of Student Advocacy and Community - Dr. Angela Webster

Requesting funds for reusable color changing spoons and bowls for the Annual Ice Cream Social in the spring.

- B. Employee Enrichment and Engagement - Charlotte Strickland

Requesting funds for employee t-shirts to be given out at new staff orientation, campus-wide seminars, campus-wide events, and Employee Appreciation Week.

IV. Officer Reports

- A. President, Dr. Veneta Fricks

1. Staff Senate Foundation Scholarship Applications Available until January 26, 2026. [Click here](#) for scholarship guidelines. [Apply here](#).

- a) Lily Harmon Staff Senate Scholarship

- (1) For full-time staff pursuing a degree in Technology, Math, Computer Science or MIS with a minimum cumulative GPA of 2.5. The Lilly Harmon Staff Senate Scholarship was established in memory of long-time UCA employee, Lilly Harmon.

- b) Staff Senate Employee Scholarship

- (1) The Staff Senate Employee Scholarship was established by the UCA Staff Senate to assist full-time UCA staff employees pursuing a degree at UCA. A GPA of 2.5 or above is required for current students.

- c) Staff Senate Scholarship for Dependents

- (1) For dependents of full-time UCA staff who meet the eligibility criteria for the staff fee waiver as outlined in the staff handbook and are pursuing a degree at UCA. Dependent must be a full-time student in good academic standing with 30 hours or more and a GPA of 2.5 or above.

2. Staff Grants Close on October 20th. [Apply here](#).

3. Safe Walk Volunteer Opportunities- November 4, 2025 5pm

4. Presidential Initiatives

- a) Appreciation Pop-Up

(1) Thankful Thursday with Staff Senate - 11/20/25

(a) Location and Time - TBA

- B. Vice President, Sherita Kern
 - 1. New senator updates-
 - 2. Senator replacement - Jennifer Day
- C. Treasurer, Shalia Delph
 - 1. Treasurer Report
- D. Secretary, Teresa Burton
 - 1. The Fall Newsletter has gone out. Thank you to Ricky Harris for his work on that.
- E. Parliamentarian/Historian/Assistant Treasurer, Dylan Richardson
 - 1. An approved amendment to the Constitution has been added to the website.
- F. Ex Officio, Carlos Herrera
 - 1. No report

V. Senate Committee Reports

- A. Angel Bear Committee
 - 1. Angel Bear Applications Open until October 24th. [Apply here](#).
 - a) Open to UCA and Aramark Employees with a need for the holidays.
 - 2. October 24th - Applications due (4:30pm)
 - 3. October 31st- Set up trees (Thomas C. Courtway Recreation Center, RWSC, Wingo, Library)
 - 4. October 31st - Notify applicants of their status (Email, Text, Call)
 - 5. October 31st - Angels available for adoption
 - 6. November 21st - Gifts due to BHCC
 - 7. December 1st - 2nd Gift Due Date
 - 8. December 2nd - Round up & identify missing gifts/Organize & sack gifts
 - 9. December 5th - Shop for un-adopted angels
 - 10. December 5th - Organize and sack gifts
 - 11. December 8th - Notify angels about pickup dates
 - 12. December 10th - Purchase meat gift cards
 - 13. December 11th & December 12th - Distribute items
- B. By Laws Committee
 - 1. Cleaning up the Constitution and By Laws-project for the year.
- C. Courtesy Committee 3 cards
- D. Outreach & Communications Committee
 - 1. Dining with Staff Senate recap- went well.
 - 2. Homecoming Tailgate competition coming up.

VI. University Committee Reports

- A. Veterans Day Committee Celebration on November 6, 2025
 - 1. Swearing in for new military recruits.
 - 2. Appreciation for Service

VII. Constituent Concerns/Communication

- A. Constituent Concern: Vending Machines
 - 1. Outreach from President Fricks: "Good afternoon Cassandra, I am reaching out about constituent concerns Staff Senate has received regarding the vending machines. Below are some of the examples I've received.(1) Bernard Hall Drink Machine - Went missing for a while, came back unplugged, and later appeared to be plugged up but still not functioning properly (2) Harrin Hall Snack Machine - Doesn't stay stocked on a regular basis (3) Schichtl Hall Drink Machine - The machine is a lottery system. What you hit isn't what you get. If you hit Pepsi, you get Pepsi Zero. If you hit Pepsi Zero, you get Mountain Dew. What should staff do

if these issues continue to occur? Is there a process for reporting these issues?
Thanks for all of your help!”

2. Response Cassandra McCuinen Smith, Director of Procurement, Construction, Travel and Card Services: “Hey Veneta, The Pepsi issues are reported to the Student Center. I am notified and then I contact Pepsi. Unfortunately, we are not the only campus having issues with Pepsi. My other colleagues are expressing the same issues at their schools. As of Monday, we have been assigned a new maintenance person. He lives here in Conway and seems to be willing to take care of us. All of the issues you have mentioned have already been reported. But, if they have not been fixed to date I will report them again. The snack machine vendor is excellent, so that is rare. I'll certainly let him know. Thanks for letting me know.”
3. Senator Turner- Issues with vending machines can be reported to the Student Center to refund the money.

- B. Why can't Professional Development money be given in advance instead of a reimbursement?

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 TR1s are provided in all award letters. “

- C. Requesting the backing of Staff Senate to require Faculty to use the new LMS.

1. Response from President Fricks: “President Davis has been to Faculty Senate to talk about LMS. We will leave in Faculty Senate's hands.

D. I am writing to respectfully request that the Staff Senate consider advocating for priority registration for UCA Staff who are enrolled in courses under the university's tuition remission program. Providing staff with the opportunity to register early would not only enhance the value of the tuition remission benefit, but also offer meaningful support to departments across campus. With early access to course registration, staff members would be better able to select classes that align with both their educational goals and their work responsibilities. This balance is essential in ensuring continued productivity within departments while also promoting the professional development of employees.

By allowing staff to plan their class schedules around departmental needs, we can minimize disruptions and better maintain operational efficiency. Furthermore, this adjustment would reflect UCA's continued commitment to fostering a culture of learning and development among its employees.

Thank you for your time and consideration. I would be happy to discuss this request further or provide any additional information that may be helpful.

1. Response from President Fricks: “Thank you for reaching out and for thoughtfully sharing your perspective on staff priority registration. The Staff Senate truly values ideas that promote professional development and strengthen the experience of UCA employees who are also pursuing their educational goals. After reviewing your request, we confirmed that registration access for all students — including staff enrolled through the tuition

remission program — follows the university's established registration schedule. Registration windows are assigned based on a variety of factors such as student classification, special programs, and other designated groups. These timeframes are designed to ensure an equitable and consistent process for all members of the campus community.

While staff are not eligible for early or priority registration, we understand the uniqueness of balancing coursework and departmental responsibilities. We encourage staff to plan accordingly using the published registration timeline, available here: [Spring 2026 Registration Schedule](#). Please know that the Staff Senate appreciates your advocacy and commitment to continued learning. We remain dedicated to elevating staff voices and exploring opportunities that enhance professional development and work-life balance. Thank you again for engaging with us in this important conversation.

VIII. Old Business

- A. None

IX. New Business

- A. Camera Purchase for Staff Senate

1. Motion to fund camera purchase from regular state account.- Senator Turner.
2. Second Senator Todd

Staff Senate purchase of camera approved

- B. Staff Senate Fund Requests

1. Office of Student Advocacy and Community - Ice Cream Social Promotional Items
 - A. Motion to fund request from OSAC -Senator Turner
 - B. Second-Senator Todd

Staff Senate approved the request to fund OSAC's Promotional items

2. Employee Enrichment and Engagement - New Employee T-Shirts
 - A. Motion to fund request from Enrichment and Engagement new employee t-shirts from the State Agency Account contingent upon Staff Senate being able to speak at New Employee Orientation - Senator Palmer
 - B. Second- Senator Hanshaw

Staff Senate approved the request to fund new employee t-shirts with contingency.

1. Motion to move the responsibility of speaking at New Employee Orientation to the Outreach and Communication committee.- Senator Richardson

Second- Senator Todd

Motion Approved

X. Good and Welfare

- A. Senator Herrera- Pride Walk tomorrow.
- B. Senator Watson- Conference Services will be at Taste of Conway Expo Center tomorrow at 5pm.
- C. Senator R Burton- AR State Cornhole Competition in Hot Springs this weekend
- D. Senator Peten- Football volunteering going well- two games left Nov 1 and Nov 22nd. Encourage students to check their Student Accounts before Oct 20th.
- E. Senator Todd- Division of Student Affairs Binglow & Silent Disco Thursday Oct 30, 2025 Courtway Student Rec Center 6-10pm.

- F. Senator Turner-SAFA Week
- G. Senator Dickson- Basketball Starts November 7th Womens- November 8th Mens
- H. Senator Palmer-Conway Fashion Show tomorrow night
- I. Senator Day- Reynolds performance tomorrow.

XI. Adjournment

- A. Motion to adjourn at 10:58 by Senator Olson
- B. Second- Senator Todd

Important Dates:

- October 31st - Angel Bear Applications Due
- October 31st - Food Truck Fest at the Old Main Circle
- December 2nd - Faculty Senate & Staff Senate Reception (5:00pm-6:30pm at the President's House)
- December 3rd - Winterfeast at the Student Recreation Center
- December 6th - Cookies with Santa (at the President's House)
- December 10th - Holiday Breakfast
- December 11th & 12th - Commencement