



UNIVERSITY OF
CENTRAL
ARKANSAS™

STAFF
SENATE

OPERATIONS MANUAL 2026-2027

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UNIVERSITY OF
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STAFF
SENATE

OFFICER 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 and email agenda for Staff Senate meetings
- 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
- Speak at commencement; whether that be live or prerecorded (lately it has been recorded, but attendance on stage is still in place)

As Needed:

- Collaborate administration to resolve staff issues and request answer for staff issues and concerns
- 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
- Check Staff Senate UCA PO Box #5155

Beginning of Term:

- Set goals for the year, develop a plan with input from Staff Senators
 - Start, Stop & Continue retreat activity has become a great way to get Senator input
- Set up as authorized approver of requisitions for Staff Senate accounts; attend budget training if not already attended
 - Chief of Staff will be implementing a Budget 101 Session along with the faculty senate President, VP of Finance and Administration, and the AVP of Budget starting FY27
- Inquire with Senate for guest speaker recommendations to coordinate the Senate meeting schedule for the year with a request to schedule them to attend a meeting in order to address Senate – others to include might be Aramark, HR, Thomas C. Courtway Recreation Center, BeWell, Public Appearance, UCAPD, University President, Provost, etc.
- Review the calendar year and develop a schedule of events template
- Work with the VP, 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
- Make list of ongoing issues, concerns that will need to be monitored by the incoming President
 - Refer to transition document for further details on specific tasks/initiative
 - [President Transition Document](#)
- 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
- 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.

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 strength zone.
- Update the Staff Senate website with the new committee chairs and members
- Update appointments to University Committees on the University Committees website

- Post meeting times to Staff Senate calendar

End of Term:

- Meet with the current President for information on switchover of duties.
- Set up for Staff Senate Retreat by coordinating awards, catering, etc.
- Set agenda for Staff Senate Retreat.
- 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

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. Organize and maintain all current volunteer opportunities via GivePulse. 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.

General Responsibilities:

- Check the Staff Senate email account for communication – request information and answers from various Senators as the need arises.
 - All exec monitored, but there were occasionally email requests to send via the F/S listserv that falls under this position's duties. Most email requests were sent to the FY 26 Secretary's personal email
- Monitor GivePulse and make sure it is accurately updated. Basketball is the most sporadic or has the most updates due to the nature of their season and tournaments
- Oversee website updates
- Recording, transcribing and distributing the minutes was the biggest undertaking of this role

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
 - For FY26 - There is a spreadsheet that can be used to track meeting attendance. It was easier for the Secretary to make a list of names on my printed agenda and then update the spreadsheet, but completely based on what is more convenient for the person in the role
 - The spreadsheet is needed to guide the Appointments committee with attendance trends
- Have a recording device to record meetings
- Print the tally results of any e-votes that have taken place since the last regular meeting

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 throughout the year
- Meet with the Senate executive committee during off weeks of regular Senate meetings to discuss vision, updates, agenda items, budget, etc.
- Update Senate email group/attendance spreadsheet/senator webpage 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 outgoing Secretary to learn information on switchover tasks.
- Update Website
- Update GivePulse page
- Switch over/develop new Senator spreadsheet for current year

End of Term:

- Update files in the Google drive
- Facilitate Switchover Tasks for New Execs and New Senators:
 - Email
 - Website
 - Facebook
- Update Operations Manual (following Bylaws: Article VI. Section 3.C.) and work with the VP to prepare a presentation on it for incoming Senators to emphasize volunteer hours and GivePulse
- Meet with the incoming Secretary to provide information on switchover of tasks
- Collaborate with VP to prepare files for Senators to include:
 - Operations Manual
 - Constitution & Bylaws
 - Resolutions
 - Senators List by Representation

Committees Automatically On/Chair of by Position:

- Staff Senate Elections Committee, Member
- Staff Grants Committee, Member
- Outreach/Communications Committee, Co-chair

Skills Required:

- The Secretary should be proficient with a word processing system, proficient use of Excel/Google Sheets, 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 Staff Senate Google 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 have 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 from 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. The 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 form*
- *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.

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.

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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 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 necessary trainings
- 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
- 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 (Non-Voting)
- Emergency Fund, Member (Non-Voting)

Times When Most Busy:

- During Professional Development awarding
- Winter Feast/Angel Bear Tree
- Spring Social
- Beginning/end of the fiscal year

Notes from previous Treasurers:

- Foundation accounts are updated on the 15th of each month. Reports generated will show all transactions for the previous month.
- Requests for payments from Agency Funds must be submitted to Accounts Payable using the Agency Disbursement Request form and attaching documentation (i.e., invoice, receipt, etc.).

PARLIMENTARIAN / HISTORIAN / ASSISTANT TREASURER

Responsibilities/Duties (Overview): Ensure that the President and Senate, as a whole, are 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. Execute the duties of the Treasurer in the Treasurer's absence.

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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/Assistant Treasurer 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/Assistant Treasurer
- Meet with the incoming Parliamentarian/Historian/Assistant Treasurer 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

- Bylaws Committee, Chair

EX OFFICIO

Responsibilities/Duties (Overview): According to Article III, Section 2.C. 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 constraints 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.

EXECUTIVE BOARD SWITCHOVER

TASKS

What needs to be done	Target Completion Date	Who's Responsible	Information Needed to Accomplish the Task
Staff Senate Email	July 1st	President / Vice President	Use Password to login into email and update users/access
Contact Us Form	July 1st	Secretary / President	WordPress Form: Change membership & verbiage for submission response.
WordPress Forms	July 1st	President / Secretary	Change membership; add Secretary, President, and committee chair to ALL Senate forms.
Google Drive	July 1 st	President / Vice President	Update Executive and Committee Chairs to be allowed access
Website Editor (WordPress)	July/August 15th	President / Secretary	Add new officers/senators to the website, remove outgoing senators. Add vice president access to University Committee website, remove outgoing vice president. Update senator and committee pages by August 15th.
Social Media	July 15th	Outreach & Communications Committee	Add new President, Parliamentarian/Historian/Assistant Treasurer, Outreach & Communications chair. Remove outgoing President.
Banner Access	July 15th	President / Treasurer	Add/Remove incoming/outgoing President and Treasurer to access all accounts.
Senate Polos	July 15 th	Vice President / Treasurer	Select options, obtain quotes, present to Executive Committee for selection vote (have a first and second choice), submit requisition when Banner opens for new fiscal year
Foundation Accounts	July 15th	Treasurer / President	Contact Director of UCA Foundation with updated Senate officers
Constituent List	July 31st	President / Vice President	Check Argos Web Viewer on myUCA to get updated constituent list

University Committees	July 31st	President / Vice President	Let chairs of university committees where the VP or President are appointed by title know that the changeover has taken place.
Senate & Executive Group Pictures	Based on arrival of new polos	PAT (Parliamentarian/ Historian/ Assistant Treasurer)	Schedule photo shoot with UMAC photographer (Pablo - pmena@uca.edu) once polo ETA is known



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STAFF
SENATE

STAFF SENATE COMMITTEES

COMMITTEE SERVICE INFORMATION & EXPECTATIONS

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 (e.g.: 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>.

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:

- Co-Chairs: Shalia Delph & Brandy Davis
- Members: 6-8 Staff Senators and staff members

Chair/Member Duties:

Chairs:

- Collaborate with the committee to develop a timeline, delegate duties, set goals, etc.
- Secure a location for storage and distribution of donated gifts and food assistance
 - Typically work with Conference Services to secure a room in Brewer-Hegeman (room next to BHCC Executive meeting room)
- Maintain a spreadsheet of angels, contact information, adoption information, etc.
- Prepare and print adoption information, tags, etc. while maintaining anonymity
- Communicate with the campus about the application, adoption, and donation processes
 - Communication sent to FS through Staff Senate email and UCA-Net
 - Deliver paper copies of application to Aramark and Physical Plant
- Communicate with applicants on application status and pickup dates/times
 - Application status is sent via email and/or phone call

Members:

- Attend scheduled meetings and assume responsibility for necessary roles such as tree maintenance, sorting and organizing gifts, gift distribution, etc.
- Shop for unadopted angels with the committee prior to distribution date

Busiest Times: The fall semester (especially November-December)

Fall 2026 Timeline

- Early September - Meet to set schedule, update forms, review guidelines and food boxes procedure, and inventory supplies
- October 2nd - Application distribution
- October 23rd - Applications due (4:30pm)
- October 26th - Notify applicants of their status
- November 2nd - Set up trees, make angels available for adoption, and notify campus of adoption availability (Courtway Recreation Center, RWSC, Wingo, Library)
- November 2nd - Order gift cards (Walmart no longer allow bulk purchase in-store)
- November 20th - Gift due date

- November 30th - Gift final due date
- December 1st - Identify missing gifts
- December 3rd/4th - Shop for unadopted angels
- December 7th - Organize and sack gifts
- December 7th - Send pickup reminder to applicants
- December 9th - 10th - Distribute gifts

Budget Needs:

- \$60 per unadopted angel
- \$25 Walmart gift card for each family receiving a food box
- \$300 for supplies (1 jumbo bag for each angel - Amazon link for bags, cardstock for printing angel tags, yarn/ribbon to hang tags on the trees)

Goals for 2026-2027:

- Involve committee members to handle day-to-day tasks at tree sites
- Clear communication to campus on how to adopt angels with signage at tree sites
- Work closely with Food Pantry to provide holiday meal boxes
- Streamline purchasing process for unadopted angels (work with Treasurer and Foundation for check advance for shopping)
- Continue purchasing gift cards for families with food boxes to choose their protein for their holiday meal

Documents to Reference: [Committee Folder in Senate Drive](#)

- Angel Bear Tree Application (Paper Form for Physical Plant & Aramark)
- Angel Bear Tree Application (Google Form)
- Angel Bear Application Spreadsheet
- Angel Bear Distribution Sign Up and Instructions
- Angel Bear Pick Up Instructions
- Angel Bear Adoption Tag
- Angel Bear Proxy Form

Notes from previous years:

- Trees are stored in the garage of Elizabeth House. Contact Melanie Straw-Watson for access.

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: Vice-President Dylan Richardson
- Membership: 3 or more Staff Senators with at least one year Staff Senate experience

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 Times: The beginning of the fiscal year (July/August) and as positions become vacant

Documents to Reference: [Committee Folder in Senate Drive](#)

Goals for 2026-2027:

- Have Senate represented well on all applicable University Committees
- Solicit all university staff for interest in serving on committees
- Have written reports 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 Staff Senate sponsored programs.

Membership:

- Co-Chairs: Jasmine Driver & Robby Burton
- Membership/Team Leaders: 7-8 Staff Senators

Chair/Team Leader Duties:

Chairs:

- Create and maintain web form in GivePulse with list of available home basketball games
- Recruit and maintain organized list of volunteers for each basketball game in GivePulse
- Organize committee meeting to assign Team Leader for each game
- Communicate with Ticket Manager, Bransen Dickson, prior to game day to discuss volunteer shirts, team leader, and questions or concerns
- Email/message information to volunteers regarding upcoming game using GivePulse
- Prepare contact documents for Team Leader before each game: UCA Staff Senate Basketball Operations, Team Leader Responsibilities
- Create and maintain an efficient way to communicate with volunteers weekly and on game days (group text or GroupMe are possible means of communication)
- Verify volunteer hours in GivePulse to be reported to the Vice-President.
- Let the Treasurer know to send an 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
- Check-in volunteers via GivePulse for each game
- The duties of each volunteer position will be explained by the ticket manager
- Walk volunteers to their positions (if necessary) and show them important things to watch for, answer any questions regarding their duties
- Utilizing GroupMe, GivePulse, or group text to stay in contact with volunteers, relieve volunteers for breaks when necessary
- Verify all hours via GivePulse the next business day following the game, so volunteer comp hours can be submitted.

Busiest Times: Late Fall and early Spring (Basketball Season)

Goals for 2026-2027:

- Ensure committee chairs and committee members are knowledgeable on how to use GivePulse to create registrations, check-in volunteers, and verify hours.

Documents to Reference: [Committee Folder in Senate Drive](#)

- 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, including Team Leader
- UCA Staff Senate Basketball Operations - description of volunteer duties; to be reviewed with Ticket Manager prior to the start of the season

BYLAWS COMMITTEE

Charge: The Bylaws committee will propose amendments to the constitution and bylaws on an as-needed basis. Constitutional amendments will need a vote from both, Staff Senate and campus. Bylaw amendments only require a vote from Staff Senate.

Membership:

- Chair: Bo Blew
- Membership: 5 Staff Senators

Chair/Member Duties:

- Decide when a meeting should be held
- Review bylaws that may be impacted by constitutional amendments
- Propose, write, and present amendments to the Constitution

Busiest Times: The beginning of the academic year (August/September), before each major Senate event, beginning of the Spring semester (January, February)

Documents to Reference: [Operations Manual](#), [Constitution](#), [ByLaws](#)

COMPENSATION COMMITTEE

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

Membership:

- Chair: Melanie Straw-Watson
- Membership: 8 Staff Senators and/or staff members

Chair/Member Duties:

Chairs:

- Call, prepare for, and lead monthly meetings (or as often as necessary)
- Delegate duties to members that fit their individual strengths and the committee's 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 Times: The first quarter of the fiscal year (July-September)

Documents to Reference: [Committee Folder in Senate Drive](#)

Notes from Past Chairs:

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.

In 2022-2023, the committee met twice, once among ourselves and another time with HR, to discuss various topics pertaining to Staff Compensation. Our meetings resulted in more insight about the removal of classified positions, the way in which remote days are used/supervised, and information about plans to increase salaries across the board through COLA's and bringing up the salaries of people at the bottom of the salary scale.

In 2023-2024, the committee only met twice. Richard and Ricky were appointed as co-chairs when the chair resigned from the position. We met to discuss the implications of how to allot the COLA for this upcoming fiscal year. We discussed ways of giving larger amounts to lower salaries instead of giving a flat % across all salary ranges. We looked at giving a flat raise that would help the lower salaried positions. Then after this discussion we learned that the University was going to search for a firm to do a market study of salaries and when that was decided the university just went with the 2% COLA for the next year hoping that the study would help out those lower salaried employees for the coming years. The salary minimum was increased this year, which has created some salary compression among a handful of employees that the University was going to look at and see what they could do to help.

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.

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:

- Chair: Sandra Chikerotis

Chair/Member Duties:

Chair:

- Look up addresses of employees in Banner.
- Prepare cards with the Staff Senate return address stamp, and the names and addresses of the recipient.
- Prepare the Staff Senate Postage Permit form for the number of cards being sent and place in Campus Mail.
- Give a brief report at each regular Staff Senate meeting. Staff Senate Secretary does not include the recipient's name in the minutes.
- Work with Treasurer to purchase additional cards as needed.
- Send an email to the President's Associate for Administration, to let them know of the recipient 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 for UCA 10 years or more
 - Anyone in a high-ranking position

Busiest Times: All Year

Documents to Reference: [Committee Folder in Senate Drive](#)

Budget Needs:

- Funds for Postal Permit to mail cards (use Senate postage permit to send through UCA post office)

Goals for 2026-2027:

- 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 or hand delivered, if possible (creating a more personal touch), in a timely manner with a message appropriate to the circumstance.
- Continue purchasing Staff Senate logo cards from Conway Copies. Coordinate with Treasurer for ordering and payment.

ELECTIONS COMMITTEE

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

Membership:

- Chair: Vice-President Dylan Richardson
- 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 increased/decreased in size that would affect the number of representing Senators (per the Constitution)?
 - Has a division been dissolved/created? Are there any planned changes for the new fiscal year?
 - For returning Senators, are they still employed in the same division they were elected to represent?
- Create a nomination form and email to each staff member employed in a permanent position (copy of prior email in the Staff Senate email account)
 - Gravity Form already created; update details and dates as well as open divisions
- Certify the eligibility of the nominees and their correct division
- 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 set up 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 ballot indicating the name of the division to be voted on, the names of the nominees in alphabetical order, the number to be elected, and instructions for voting
 - Tally results and announce to entire University community
 - Email the winners and invite them to the Staff Senate Retreat
- 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 Times: Spring semester each year (March-May)

Documents to Reference: [Committee Folder in Senate Drive](#)

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
- Conduct new officer elections at the first Senate meeting in May

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 of all Staff Senate Emergency Fund applications.

Membership:

- Co-Chairs: Teresa Burton & Logan Wolfe
- Membership: 5 Staff Senators and Treasurer (Non-Voting)
 - If needed, a quorum of 4 Committee members, plus an acting Committee Chair, is needed to decide funding amounts (only if initial vote for funding amount is not unanimous).

Chair/Member Duties:

Chairs:

- 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)
- Communicate with applicants as needed
- Maintain a record of funding granted online and accessible only to Executive Committee

Members:

- To review all funding applications thoroughly and within the timeframe stated in the application process
- To award funds at a level that responsibly manages the fund's overall balance, while considering the merit of each application

Busiest Times: Applications are accepted year-round

Documents to Reference: [Committee Folder in Senate 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
- Resource Guide

Notes from previous chairs:

- Look at the guidelines and other forms prior to accepting applications. Committee needs to go over all forms and make sure they are up to date.
- Provide copy of the Resource Guide to each applicant.

- Let people know about the Emergency Fund program to include limitations, expectations for applications, and types of emergencies typically funded.

EMPLOYEE RECOGNITION COMMITTEE

Charge: Award deserving UCA staff members by recognizing an Employee of the Quarter, one from each category: Administrative, Directors, and Operations, as well as one Employee of the Year and two finalists.

Membership:

- Chair: Shalia Delph
- Membership: 6-7 Staff Senators

Chair/Member Duties:

Chair:

- Employees of the Quarter (EOQ):
 - Review EOQ forms and guidelines, and work with the committee to make any necessary changes
 - Contact UCA Bookstore and Aramark to request donations for winners
 - Announce to campus the Call for Nominations are being accepted for EOQ through Staff Senate Secretary
 - Contact all nominees, congratulate them and ask them to complete the Nominee Intent Form
 - Distribute materials to the Committee so each nominee can be evaluated
 - Compile all evaluations so a winner in each category can be chosen
 - Inform the committee of the winners
 - Contact winners letting them know they have won, and ask for their desired parking space, deliver a UCA bookstore gift bag with Aramark meal voucher for Christian Cafeteria and printed certificate
 - Move the parking signs to desired spaces
 - Announce the winners to campus via email through Staff Senate Secretary
 - Notify Staff Senate Secretary to update Staff Senate website with the names of winners
 - Contact Staff Senate Treasurer to order EOQ plaques to be presented at the Faculty/Staff Recognition Celebration
- Employee of the Year (EOY):
 - Review EOY forms and guidelines, and work with the committee to make any necessary changes
 - Announce to campus the Call for Nominations are being accepted for EOY through Staff Senate Secretary
 - Contact all nominees, congratulate them and ask 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

- Contact Staff Senate Treasurer to order EOY plaques to be presented at the Faculty/Staff Recognition Celebration
- Contact finalists to let them know there is reserved seating for them at the Faculty/Staff Recognition Celebration
- After celebration program, send finalists and winner PAF paperwork and ask winner for their desired parking space

Members:

- Review all EOQ & EOY documents and forms, work with Chair to make necessary changes
- Submit evaluations for EOQ/EOY nominees within required timeframe

Busiest Times: Quarterly and early Spring semester

Budget Needs:

- Funding for certificates, certificate holders, and plaques
- EOY stipends are funded by the President's Office (contact Alicia Crow to request funds)

Timeline:

EOQ

- 1st Quarter: July – September
 - Call for nominations: September 1st - 15th (send out Intent Form upon receipt of nomination)
 - Review nominations/vote: September 16th - 18th
 - Notify winners: September 22nd
 - Notify campus: September 23rd
- 2nd Quarter: October – December
 - Call for nominations: December 1st - 15th (send out Intent Form upon receipt of nomination)
 - Review nominations/vote: December 16th - 18th
 - Notify winners: December 21st
 - Notify campus: December 22nd
- 3rd Quarter: January – March
 - Call for nominations: March 1st - 15th (send out Intent Form upon receipt of nomination)
 - Review nominations/vote: March 16th - 18th
 - Notify winners: March 22nd
 - Notify campus: March 23rd
- 4th Quarter: April – June
 - Call for nominations: June 1st - 15th (send out Intent Form upon receipt of nomination)
 - Review nominations/vote: June 16th - 18th
 - Notify winners: June 21st

- Notify campus: June 22nd

EOY

- Announce nomination process to campus in January
- Nomination Forms due last Friday in February
- Send Intent Form upon receipt of nomination form
- Nomination Intent Form due first Friday in March
- Winners announced at Faculty/Staff Recognition Celebration

Documents to Reference: [Committee Folder in Senate Drive](#)

- Employee of the Quarter Nomination Form
- Employee of the Quarter Intent Form
- Employee of the Year Guidelines
- Employee of the Year Nomination Form
- Employee of the Year Intent Form

Goals for 2026-2027:

- Continue to keep the categories established from the 2023-2024 Academic Year:
 - Administrative Specialists, Supports and Assistants
 - Directors, Assistant Directors, and Associate Directors
 - Operations, Trades, Public Safety, Physical Plant
- Adjust the EOQ and EOY schedule to accommodate honoring winners at Faculty/Staff Recognition Celebration
- Contact UCA bookstore and Aramark about continuing their gifts for EOQ winners

Notes from previous chair:

- Meet early in the fiscal year to review forms and make any necessary changes.

FOOTBALL COMMITTEE

Charge: Acquire and equip volunteers to work as ticket takers for each home football game. These volunteer positions raise money for 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:

- Co-Chair: Sandra Chikerotis & Bransen Dickson
- Membership: 7 or more Staff Senators

Chair/Member Duties:

Chairs:

- Update web form and activate on Staff Senate website
- Recruit and maintain organized list of volunteers for each football game
- Attend the Game Day Operations Meeting held by the Athletics Department every Tuesday prior to home game day. This is typically held at 10:00 AM in the conference room on the fourth floor of Bear Hall (Hall of Fame room).
- Communicate with Athletics as necessary for information and clarification of duties (main contact: Bransen Dickson - ticket manager).
- Communicate with volunteers regarding upcoming game information.
- Work with committee members to ensure at least one team leader is at each game.

Team Leader:

- Attend the Game Day Operations Meeting for the game(s) scheduled to work, if possible. This is typically held at 10:00 AM in the conference room on the fourth floor of Bear Hall (Hall of Fame room).
- Meet volunteers at the beginning of each game, provide them with 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 ticket scanners
- Check volunteers in and out using GivePulse

Busiest Time: Fall Semester - Football Season

Documents to Reference: [Committee Folder in Senate Drive](#)

- Football Season Template – Main organizational document for committee chair

- 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.

Volunteer Information:

- For each game you will need approximately 7-9 volunteers or more. Ticket Manager would like to have three volunteers at each gate (there are four gates) and one at the elevator in the lobby of the home side of the stadium.
- 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 staff senate volunteer time, (Ticket Manager usually says he only needs volunteers until the end of half time.) Volunteers can earn up to 16 hours of comp time per year. The official records of comp time are kept by the chair of the volunteer committee and HR.

The Athletic Department will provide the following:

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

Game Day Information:

- All volunteers must arrive at Estes Stadium one hour prior to gates opening, to meet with the Team Leader. (Meet in the Hall of Fame room on the Home side of the stadium.)
- 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. Branson Dickson (ticket manager) will meet there as well to hand out the ticket scanners. (There are typically only four available, one for each gate.)

- Once all volunteers have gathered, T-shirts and scanners should be distributed and instructions for the game should be relayed. (Volunteers should wear the same T-shirt from a previous game if they already have one.)
- Gates will open to the public approximately two hours before kickoff. Be sure to be in your assigned positions by that time.
- Ticket takers will scan/tear tickets and direct fans inside the stadium.
- If the weather is rainy, you may consider bringing a rain poncho as umbrellas are not allowed in the stadium.
- It is helpful for the Team Leader for each game to put the cell phone numbers of that day's volunteers into a group chat/text group. That way it will make it easier to communicate with each other during the game. It is helpful to send out a reminder text to the group the morning of the game.

FUTURE-READY BEARS COMMITTEE

Charge: To provide assistance with school supplies for UCA and Aramark employees who have students attending school in grades K-12. This is done through collecting donations of school supplies as well as monetary donations. *Subcommittee for Angel Bear Tree Committee.*

Membership:

- Co-Chairs: Shalia Delph & Thomas McDaniel
- Members: 6-8 Staff Senators

Chair/Member Duties:

Chairs:

- Work with the committee to develop a timeline, delegate duties, set goals, select donation locations, pick up location, etc.
- Secure a location for storage and distribution of school supplies
- Maintain a spreadsheet of applicants, contact information, etc.
- Communicate with the campus about the application and donation process
 - Communication sent to faculty and staff through Staff Senate email and UCA Inform
 - Deliver paper copies of application to Aramark and Physical Plant
 - Prepare and post flyers with donation information
- Communicate with applicants on their application status and pickup dates/times
 - Application status is sent via email and/or phone call
- Contact Foundation to set up monetary donation link (use Angel Bear account)

Members:

- Attend scheduled meetings and assume responsibility for necessary roles such as donation bin maintenance, sorting and organizing donations, donation distribution, etc.
- Shop for additional school supplies, if needed, with the committee before distribution date

Busiest Times: Spring semester through end of July

2027 Timeline:

- February - Meet to set schedule, select donation locations, update forms, review guidelines, and inventory supplies
- Early March - Application distribution (notify applicants of status as applications are submitted), contact area vendors to request door prize donations for Spring Social drive
- Mid-March – Start accepting donations
- End of March - Applications due (4:30pm)
- Early April - Announce to campus donations will be accepted at Spring Social and door prizes will be available for donations of \$20 or more

- Mid-July - Donations end, organize/sort supplies
- End of July (prior to Tax Free Weekend) - School supply pick up
- August - obtain copies of area school supply lists to prepare for next school year

Budget Needs:

- \$300 for supplies
 - Drawstring bags (Amazon link - purple, gray, black)
 - Additional school supplies not donated

Documents to Reference: [Committee Folder in Senate Drive](#)

- Future-Ready Bears Application (Paper Form for Physical Plant & Aramark)
- Future-Ready Bears Application (Google Form)
- Future-Ready Bears Application Spreadsheet
- Donation Flyer
- Application Flyer
- Additional Documentation Letter
- Distribution Sign Up and Instructions
- Future-Ready Bears Proxy Form

OUTREACH & COMMUNICATIONS COMMITTEE

Charge: The goal of this group is to align the Staff Senate's image with all areas of the university, ensure effective communication reaches each constituent group, and support the Secretary and Historian in maintaining the Staff Senate website, managing social media (e.g., Facebook, Instagram), and handling other communications as needed in addition to planning and executing events that promote inclusivity, high morale and staff/senator engagement.

Membership:

- Co-Chairs: Teresa Burton & Bo Blew
- Members: 4-6 Staff Senators and Courtesy Committee 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 Times: The beginning of the academic year (August/September), before each major Senate event, beginning of the Spring semester

Common Participating Events:

- Newsletter - Sent out in the Fall and Spring currently
- W(h)ine and Cheese - Fall and Spring events
- Dine with Staff Senate - Executive Dining Room (once a semester, first 50 staff members receive a free lunch)
- Homecoming Tailgating Event - work with the Homecoming committee
- New Employee Orientation presentations - September, December, March, and July (slide show presentation is available to use to inform new staff members about Staff Senate)

Budget Needs:

- Printing supplies and signage for any public relations events

PROFESSIONAL DEVELOPMENT COMMITTEE

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

Membership:

- Co-Chairs: Hannah Hanshaw & Tiffany Block, Treasurer (Non-Voting)
- Members: At least 4 Staff Senators and 1 Representative from University Training
 - If needed, a quorum of 4 Committee Members, plus an acting Committee Chair is needed to decide funding amounts

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 committee's 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 Times: Applications accepted May, August, November and February.

Quarter schedules are as follows: Check the website and update deadlines for the upcoming year before the last week of July. The new committee will start by reviewing Quarter II applications which should open in the first week of August.

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

Budget Needs:

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

Notes from previous chair:

- During FY25 Quarter 1 awarding, we awarded one person for Higher Ed funding. It has been brought to our attention that this might lead to a slippery slope of requests. Therefore, you may want to look at guidelines and adjust them/website accordingly. Another thing to look at is website deadlines and update accordingly. Someone from Exec with WordPress will need to update for you as well as make the links active.
- During FY26, the committee updated the website guidelines and language to improve application quality and increase transparency around the selection process. Following a consensus among the FY25 committee and the FY26 executive team, we removed references to funding "educational expenses," as these fall under the sole purview of the scholarship committee.
 - Pain points from this year included:
 1. Eligibility Confusion: Some applicants were unsure of their faculty/staff status. HR successfully provided clarity on these cases moving forward.
 2. Budget & Application Volatility: Extreme fluctuations in quarterly application numbers led to a budget shortfall in Q2 but almost no applicants in Q4.
Recommendation: Consider revising the timeline so applicants planning events up to a year in advance can apply early and potentially reapply. I am happy to discuss potential timeline adjustments with the incoming group (Bo).
 3. Bulk Departmental Applications: Entire offices applied for the same conference with total budget proposals that vastly exceeded our allotment. While the new guidelines should help clarify future decision-making, we ultimately prioritized and funded these requests based on years of service.
 - Charlotte Strickland retires in 2026, after many years of service as a nonvoting member. She advised that the committee should avoid stretching the budget to fund every eligible proposal if it means reducing grant amounts to an impractical level. Our committee agreed with this philosophy. Moving forward, we focused on fully covering core expenses—travel, lodging, and registration—recognizing that underfunding an applicant often prevents them from taking the trip at all, ultimately undermining the program's effectiveness.

Documents to Reference: [Committee Folder in Senate Drive](#)

- Staff Senate Prof Dev FY25 and FY26 - for current and previous years.
- Volunteer Hours – This file is on the shared Google Drive and includes hours submitted by the chairs of the Basketball, Football, and Public Appearances committees. If you cannot find the folder, the Vice President should have this information.

Sample Communications from Past Committee Work:

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



Staff Senate is now accepting applications for **Professional Development funding for Quarter IV** of the 2025-2026 fiscal year. For professional development opportunities occurring between April 1 and June 30, 2026.

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

- **Conference Travel:** Registration fees, airfare/mileage, and lodging associated with professional conferences.
- **Certifications & Licensure:** Fees for obtaining or renewing professional certifications or additional licensures relevant to the applicant's role.
- **Continuing Education:** Workshops, seminars, or specialized training courses.
- **Webinars/Virtual Learning:** Registration for online professional development series.

Full-time staff who have been employed for **at least six months** are eligible to apply.

The **maximum** award amount 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 **\$8,011.00** to award per quarter.

Be advised that these funds are awarded as **reimbursements to your departmental budget**. Funds will be awarded **after** your development opportunity has occurred to ensure the funds awarded are only applied to eligible expenses.

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

The deadline to apply for funding is February 23, 2026.

- **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 \$XXX to assist with allowable expenses in support of your request!

What's next? Please read this information thoroughly to make sure you understand how to secure your award. Please share this email with the appropriate liaison in your office if you do not handle your own travel documents.

By accepting this award, you agree to obtain at least **8 hours of Staff Senate volunteer time** by the end of the 2025/2026 fiscal year through volunteering at football games, basketball games, Public Appearance events (Reynolds or Windgate), or Commencement ceremonies. Failure to volunteer for these events may prevent you from receiving future funding from the Staff Senate.

Professional development awards are made as reimbursements and departmental transfers are the preferred method. **Treasurer Name** is the contact for your 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 and signed TR-1 to request your award. If you are not required to submit a TR-1 for reimbursements, include receipts with the copy of your PO.

This award is for the fourth quarter (April - June) of the 2025/2026 fiscal year. **The deadline to submit your reimbursement paperwork is 10 (ten) business days after your professional development experience.** *Recipients failing to meet this deadline risk forfeiting your award.*

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.

- **Regret Announcement (copy Treasurer):**

This letter is in response to your request for UCA Staff Senate Professional Development funding. Thank you for your submission, but at this time we are not able to assist with this funding request. Hopefully next year we will have more funding available.

Please let me know if you have any questions or concerns.

- **Denial to Faculty Applicants:**

This email is in response to your request for 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 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.

PUBLIC APPEARANCES COMMITTEE

Charge: Recruit and equip volunteers to work as ushers for each Public Appearance Performance. These volunteer positions raise money for the Staff Senate.

Membership

- Co-Chairs: Hannah Hanshaw & Robert Hall
- Membership: 8 or more Staff Senators

Chair/Member Duties:

Chair:

- Update GivePulse volunteer registration 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 UCA Public Appearances Staff (currently Wendy Sparks) before the beginning of the Public Appearances 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 procedures, 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)
- Volunteer for at least 4 performances and serve 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 – Public Appearances Season

Goals for 2025-2026

- Continue to improve the process of obtaining Public Appearance 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 member participation in volunteerism for Staff Senate functions.
- Communicate more effectively with Public Appearance 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: [Committee Folder in Senate Drive](#)

- Volunteer Rules – Document provided by Public Appearance that outlines usher rules and expectations for season. Each volunteer should receive one when they sign up, and rules must be followed.
- Volunteer Hours - Volunteer hours must be logged and verified in GivePulse.
- 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

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

Membership:

- Co-Chairs: Travis Johnson & Logan Wile
- Membership: 6 or more Staff Senators
 - One Staff Senator to verify financial aid and/or scholarship information.
 - One Staff Senator to verify grade point average and volunteer activities.

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.
- Verify with the Staff Senate Treasurer and/or Foundation office the total amount allotted on the current approved Staff Senate Committee Budget Report for the three Staff Senate scholarships.
- 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 reject the award.
- Currently, Brandi Robertson (brobertson3@uca.edu) is the contact person. She was a huge resource.
- 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.
 1. The system (BAM) will now verify all minimum requirements automatically

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 Times: Early Spring Semester**Budget Needs:**

- Scholarship money

Goals for 2026-2027:

- Increase the awareness of Staff Senate Scholarships (Staff Scholarship, Lilly Harmon Book Scholarship, and Staff Dependent Scholarship) within the UCA community to increase applicants
 - Use the Inform section to publish the application links, send emails, post to social media, etc.

Timeline:

- Foundation contact person will send emails to remind of 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: [Committee Folder in Senate Drive](#)

- 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

SPRING SOCIAL

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:

- Co-Chairs: Melanie Watson and Sherita Kern
 - At least one co-chair should be a returning committee member, if available
- Membership: 8 or more Staff Senators

Chair/Member Duties:

Chair:

- 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 Pepsi for consumption.
- Contact caterer early January (contract must include cut off amounts and plans for serving).
 - Previous approved vendor suggestions: Adam's Catfish and Vincent's BBQ (2025 vendor)
- Work with the committee to lay out a timeline, delegate duties, set goals, etc. in late January or early February
- Find and schedule a location and backup rain location for the luncheon to accommodate 1,000 people (typically McAlister lawn and Thomas C. Courtway Recreation Center or McCastlain as a rain location).
- Communicate with Aramark to purchase the necessary number of specialized meals to accommodate staff and faculty dietary needs.
- Organize volunteers to work the event; include but not limited to set up, tear down, welcome table, yard games, and assist food vendors.
- Organize a fundraiser, historically pie-in-the-face.
 - FY25 and FY26: Hot Ones Challenge; FY 27: Family Feud
 - If continuing to use foundation funds to collect monies, contact the Advancement Office to create the donation form. The current contact is Cynthia Allison (callison@uca.edu)
 - This contact/office assists with the fundraiser web page creation
- Regular communications with the campus about the date, cost of games (if any), and benefits of the luncheon.
 - Most common forms of communication: F/S email, Inform, social media

Member:

- Attend scheduled meetings and assume responsibility for necessary roles.

Busiest Times: Spring semester

Documents to Reference: [Committee Folder in Senate Drive](#)

Budget Needs:

- \$1,000 Decorations/Supplies/Additional Meals
- \$11,000 for the Meal (President's Office)

2026 Suggestions:

- Add guidelines regarding food etiquette to allow all attendees to have access to all food options
 - Context: There were a few staff that took more than recommended of the fish option
- Continuing to use Vincent's as a vendor: They were really great to work with and the rate was very affordable.
- Henson Ice-provided unlimited for \$500 in 2022 and 2023.
- FY 26, requested amount should be \$650 possibly to account for inflation.
- Add volunteer rotation for food lines to monitor and advise on consumption
 - The intention is to have a presence, but not be offensive or be actual servers
 - i.e. 2 pieces of fish/person at a time
- Consult with the committee about securing an indoor venue only. The feedback from this year was very positive regarding the indoor decision and it saves us from the back and forth considering the AR weather.
- Hot Ones Challenge
 - Limit the number of rounds; start at level 6 to increase heat level; repeat level 10 until there is one winner
 - Get a quote from Vincent's on how much he would charge to do the wings vs. Aramark

2027 Suggestions:

- Send survey to staff to help determine indoor/outdoor location
- Inquire with Uncle Tim's on a quote and other vendor suggestions
- If staying with Vincent's, don't get alligator sausage or mac and cheese; decrease BBQ and increase fish option
- Repeat Family Feud; send survey questions out in the Fall and early Spring
- Continue food monitor roles
- Look at the feasibility of door prizes

STAFF GRANTS

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:

- Chair: President Sherita Kern
- Membership: Executive Board and 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 committee’s needs
- Lay out timeline to effectively accomplish committee goals
- Make necessary changes to live application as needed
- 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 Times: Meet as needed based on application submissions.

Documents to Reference: [Committee Folder in Senate Drive](#)

STAFF HANDBOOK

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:

- Chair: [Robyn Smith](#)
- 2 Staff Senators and 2 Non-Senator Staff Members

Chair/Member Duties:

Chair:

- Ensure that the charge is being reached.
- Set up meetings and maintain accurate minutes as needed. The Committee Chair will be notified by the Chief of Staff (currently Amy Whitehead) to schedule a committee meeting to review proposed changes.
- 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 Times: Meetings as needed

Documents to Reference: [Committee Folder in Senate Drive](#)

Notes from Past Chairs: 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.

WINTER FEAST

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

Membership:

- Co-Chairs: Melanie Watson and Travis Johnson
- Membership: Senators and staff members

Chair/Member Duties:

Chair:

- Work with the committee to lay out a timeline, delegate duties, set goals, etc. beginning late September or early October
- 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 Times: The fall semester, especially November forward.

Documents to Reference: [Committee Folder in Senate Drive](#)

Budget Needs:

- \$500 Decorations/Supplies/Door prizes
- \$4500 for the Meal (\$2500 from the President's Office, \$2000 from Aramark)

Notes:

- Logs, wood chargers, and other decor are in the Wingo basement
- Dining contact - Cheryl Cox, 501-450-5982, cox-cheryl@aramark.com
- Reserve seats for the President's Office and Staff Senate Executive Staff. Set-up includes 350 chairs (based on ticket sales), banquet style. Ask Aramark to provide extra plates/cups/cutlery in case they are needed.
- Get with the President's Office for date availability

- Work on how classification changes affect door prizes