



General Meeting minutes
September 9, 2026
10:00 am
Wingo 315

Senators Present: 25
Senators Absent: 4
Ex-Officio: Present

- I. Call to Order**
 - A. Meeting called to order by VP Richardson at 10:01 am.
- 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. Kevin Carter- UCA campus project updates
 - 1. Working on a design for the new multi purpose Arena to replace the Farris center. There is a focus on accessibility.
 - 2. District Plant Project- One is being built on Western Ave to provide chilled water to the AC units on the North side of campus. Approx a 12 month project.
 - 3. UCA Innovation Campus is open and operating.
 - 4. PT building roof repairs are underway.
 - 5. T-REC pool repairs have been completed and will be filled when possible.
 - 6. Water curtailment is underway. The fountain has been drained and is not operational at this time.
 - 7. Working with Aramark on some renovations in the concession stands in the Farris Center.
 - 8. Mirror Room renovations are still in progress.
 - 9. SW area of Reynolds parking lot- looking to repair roads, parking lots, and sidewalks around campus.
 - 10. Are there any plans for a sidewalk between the practice field and Buffalo Hall?- We can look at that in conjunction with the Arena project.
 - 11. Golf cart lanes on campus- Would it be possible to consider this?-There are no plans at this time to add lanes for golf carts.
- IV. Officer Reports**
 - A. President, Sherita Kern
 - 1. Upcoming Guest Speakers
 - a) Dr. Kurt Boniecki-Sept 30
 - 2. Updated verbiage on Contact Us page regarding anonymous submissions
 - B. Vice President, Dylan Richardson
 - 1. The volunteer hours for August have been sent to HR.
 - 2. More volunteer opportunities are available for Football and UCA public appearances.
 - 3. The updated OPS manual is on the website.
 - C. Treasurer, Shalia Delph
 - 1. Budget Update
 - a) Continuing and Agency Funds have been updated.
 - D. Secretary, Teresa Burton
 - 1. When requesting emails to be sent out to the campus community, it will also add to UCA Inform, unless you specify that you don't want it on Inform.

- E. Parliamentarian/Historian/Assistant Treasurer, Bo Blew- No report
- F. Ex Officio, Jennifer Ruud-Working with HR to get a list of new employees to implement a welcome from Staff Senate as we have new hires join the UCA family.

V. Senate Committee Reports

- A. Courtesy Committee - No cards
- B. Public Appearances Committee -We need more volunteers for upcoming shows. Please sign up on Givepulse [UCA Public Appearances](#)
- C. Football Committee We need volunteers for games. Sign up here [Football link](#)
- D. Professional Development- Quarter II - 5 requests were fully funded and 3 partially funded

VI. University Committee Reports

- A. Committee on Committees-Revision and Deletion of committees- Making updates/changes to committees.
- B. Traffic and Parking- 15 appeals amended, 3 denied

VII. Constituent Concerns/Communication

- A. Recently I've been assigned to train a new employee, specifically, a new admin. I contacted HR to ask about what kind of training the campus in general provides, and was told to check the "Employee Admin Support" website. I've also been assigned to work with a faculty member who is in a new role as a director. She's had questions about processes in Human Resources, Purchasing, and Budget that I cannot answer. While phone calls and emails about specific questions are fine, new employees often don't know what questions they need to ask.

I remember when training meetings, other than the annual procurement refresher zoom meeting, were regularly scheduled. Is that something that the university would consider bringing back?

RESPONSE- AVP OF HR & RISK MANAGEMENT

It's difficult to respond to the specific question regarding regularly scheduled training meetings as HR is unaware of these previous meetings that were offered. It would be helpful to know what kind of training was being offered before. We understand it may be difficult for new hires to navigate training opportunities on campus since separate departments offer their own training. This is why the [Employee Admin Support](#) Group was created; to help new admins and employees navigate training and information in one central location. The employee admin support website offers links to Procurement training, Budget Training Manuals, Personal Action Form (PAF) Training, Applicant Tracking Navigation, and much more. The Admin Group also meets in person to discuss general admin questions and help new admins navigate their responsibilities. I would encourage the new hire(s) to attend those meetings and ask questions as well.

B. Constituent Concern This is a question for Kevin Carter from several folks in Mashburn. Is there a way to request daytime custodial services instead of night? Several folks in the building would prefer daytime services or not having non UCA employees in the building at night.

RESPONSE: AVP- UCA FACILITIES

Mashburn, like most E&G buildings, is cleaned at night because the building is too busy during the day to be cleaned. With classes taking place throughout the day and offices being occupied, running vacuums, mopping, etc. is very disruptive during the busiest hours. I'm not sure what the specific concern is about our cleaning contractor being there at night, but all employees of CCS Facility Services go through a pre-employment background check just like our employees. I receive an annual list from CCS confirming employment eligibility, as well as confirmation of clear background checks. Here is a statement I received from the legal team at CCS last month:

This letter is to confirm that CCS Facility Services has completed the required I-9 form verifying the identity and employment eligibility for each of the employees listed below, and this letter serves to confirm

that a Criminal Background Investigation was completed for all the following CCS employees. No adverse Information was found.

VIII. Old Business None

IX. New Business None

X. Good and Welfare

- A. Senator Burton-Hunter Brown, a former UCA student, created the sculptures in the roundabouts on Donaghey Ave. UCA is hosting MSA in October
- B. Senator Turner-The freight elevator in the Student Center is not working.

XI. Adjournment

- A. Motioned by: Senator Watson @10:54 am
- B. Second: Senator Blew

Important Dates:

- W(h)ine & Cheese Remix T(ale)GATE: Sept. 24th @ 4:30 pm | Elizabeth House
- Next Meeting: Wednesday, September 30, 2026
- Soon to Retire Medicare Mtg: Sept. 24th @2 pm- 4:30 pm | McCastlain Ballroom
 - [Registration link for September 24, 2026 Seminar](#)
- Campus Talk: Oct. 6th @x-period | COB Auditorium
- Benefits & Wellness Fair: Oct. 19th @10 am- 2 pm | RWSC Ballroom
- Dining with Staff Senate Oct 23rd 11a-1p | Executive Dining Room
- Staff/Faculty Senate Holiday Mixer: Tuesday, Dec 1st @ 5pm | President's House
- Winter Feast December 2nd