I Staff Senate of the University of Central Oklahoma
Minutes from Tuesday, March 3, 2015
Nigh University Center, Will Rogers Room

Call to Order
President Terrell called the meeting to order at 2:05 p.m.

Roll Call

Senators Absent (3): Senator Dean, Senator Talley, Senator Vorpahl

Recognition of Visitors
Norman Nieves, Director Emergency Management, Safety Management

Approval of the Minutes
The minutes as distributed were approved without correction.

Senate Executive Committee Reports
President’s Report:
Ann Barnes, Director of Employee Life Cycle, has finalized Dr. Leah Hollis’ schedule. Dr. Hollis is the author of Bully in the Ivory Tower. She is scheduled to speak to the Staff Senate for a special session scheduled for April 15th from 11am-11:45am. Senator Kitsmiller will send a calendar invitation. Please make arrangements to attend the session. Also, Dr. Hollis' key note address will be at 12:30pm that same day. It will be different from the earlier session and a free lunch is included. Registration for the 12:30pm lunch was in the March issue of Broncho Beat.

Brandon Reede, UCOSA’s Public Relations Committee Chair, requested the Staff Senate be made aware of resolution CR14-209, in response to Oklahoma legislators recently passing CB 1599. President Terrell will forward his email this week. Brandon has asked for a meeting with President Terrell which she has accepted. UCOSA is in the process of planning an open forum regarding this issue.
Senator Crudu has resigned from the Staff Senate. After discussions with the Executive Committee, it has been decided to not appoint a replacement. Senator Crudu held a one (1) year term with only three (3) months remaining. In addition, the Staff Senate is currently running elections which will fill the vacancy accordingly. However, the Staff Senate does have the option to conduct a special election as an alternative. To be fair and considerate of the appointee as well as committee work, Presidential appointments will not be made when a seat is vacated with less than 6 months remaining in the term.

Senator Ross is resigning, effective March 31, 2015. Senator Ross’s term is for two years; therefore, the process of filling her seat by Presidential appointment with the approval of Staff Senate will begin shortly.

Ad Hoc Committees: As you may recall, the Staff Senate voted to commit the transportation and security fee resolution presented during the February 3rd meeting to an Ad Hoc Committee. President Terrell meet with Vice President Marrs and consulted with Senator Baird regarding the Bylaws and Robert’s Rules of Order, it was determined that the President appoints members to Ad Hoc Committees, with Executive Committee approval. Once appointments have been made the Secretary/Treasurer will inform the members as quickly as possible with a formal announcement of the membership to the Senate body at the next Senate meeting. Once the Ad Hoc Committee membership is appointed, the Vice President, will then commit the bill to that Committee. Special Committees, aka Ad Hoc Committees, have two functions: One function is to investigate and the other is to carry out what the assembly has adopted. The purpose of the committee determines its size as well as who is appointed to serve on it (RONR, Chapter 13). Therefore, after careful consideration of the proposed resolution and recognizing the breadth and depth of the impact it may have across all divisions and various stakeholders (students, staff, and faculty), Seven (7) Senators with Executive Committee approval were appointed to serve on this Ad Hoc Committee. The appointed senators are Senators Bhargava, Cole, Rogalsky, Sherman, Tabatabai, Talley, and Tadlock.

As a reminder, all committees should be communicating with and seeking input from constituents regarding issues being brought before the Senate.

**Vice-President’s Report:**
Vice President Marrs is always available for concerns or questions regarding committee workload. Marrs deliberately examines each bill when determining committee assignment. The bylaws clearly state which standing committee is to cover which issues.

Vice President Marrs would like to thank you each committee for their work, it is much appreciated

**Secretary/Treasurer’s Report:**
Nothing new to report.

**Reporter/Historian’s Report:**
Senator Stone reported that the Staff Senate email distribution list is now up and running. When searching for the list go to address book to find “List.StaffSenate”
The website is up to date. All changes as of today have been posted. The Broncho Beat article over the Staff Senate election process is posted on the website. Any future articles will be posted to the website as well. If you would like to write an article on behalf of the Staff Senate to be published in the Broncho Beat or have an idea for a topic please notify Senator Stone.

**Parliamentarian Report:**
It has been reported that some committees feel overloaded. By design some committees will have more bills assigned to them. In order to release some of that burden there are a couple of procedures committees can follow. Committees can add members with approval. The added members can be non-senators as long as they do not outnumber the members that are senators. A committee can also split into a subcommittee. Another option is for a committee to delegate an issue to another committee. It is in the best interest of both committees if committee chairs communicate before delegation occurs to ensure the new committee is willing to take on the assigned bill/task. If an assigned issue is delegated from one committee to another the Secretary/Treasurer will need to be notified once the receiving committee agrees to take on the issue.

**University-Wide Committee Reports:**

1. **University Planning Council**  
   Senator Terrell  
   The council met last Friday and began with a discussion regarding the State of the state budget and potential revenue impact on UCO’s appropriations. There has been a $611 million dollar short-fall in state revenue. The shortage is higher than what was anticipated. UCO has also been given a directive by the Chancellor to run reduction scenarios.

   UPC also began reviewing FY16 budget requests and is scheduled to continue to review requests during tomorrow’s meeting.

   The budget model has been tabled, for now, in order to move forward with FY16 proposals and prioritization.

2. **Branding Initiative**  
   Senator Rogalsky  
   TWG was on campus this morning and presented three (3) designs to the cabinet. These designs were based on information gathered from focus groups comprised of students and various constituents. The new branding initiative is scheduled to kick off in the Fall 2015 semester.

3. **Communicator’s Council**  
   Senator Marrs  
   The UCO 125 celebration has begun. Please remember to obtain approval to use the UCO@125 badge. Phillip Dunford, Coordinator Social Media/Web, is in charge of the Master Calendar and everything reported to Centralities feeds into the Master Calendar. Keep a lookout for upcoming UCO@125 events.

   The Development Office is bringing in John Legend to give a keynote on longevity as part of the UCO@125 activities. They also reported the opening of the Boathouse is scheduled for April 18th.
for UCO staff, faculty, and students.

Luminary Gala is scheduled for October 22, 2015. Adrianne Nobles, Assistant Vice President of University Relations, is Chairing this outside event in Plunkett Park.

ACM is hosting a Metro Music Fest on April 10, 2015 in Bricktown. This event has been renamed to expand the Metro Vein. They will also be hosting the first ever ACM open house on March 30. It will be heavily focused on recruitment.

CFAD announced a Gallery Walk on March 27 for the Donna Nigh Gallery and Gallery.

If your department has a Facebook page make sure to make Buddy Broncho an administrator of the group.

4. Professional Development Advisory Committee
Senator Ross
Nothing to report at this time

5. Healthy Campus Leadership Team
Senator Rogalsky
The team is scheduled to meet on Thursday.

6. Committee for University IT Project Prioritization (CUIT)
Senator Cole
Senator Cole’s non-voting membership has been approved and will begin to attend future scheduled meetings.

7. National Alumni Board of UCO
Senator Vorpahl
Nothing new to report at this time.

8. Library Learning Commons Task Force
Senator Brannon
The new project coordinator is Bucky Dodd, Executive Director of CeCE. The Task force will have a couple more meetings and plan to have a draft of the vision and recommendations by the end of the semester to present to Provost Barthell. They are currently developing the benchmark and looking at other institutions.

Senate Standing Committee Reports and Membership
Chair: Senator Baird

1. Constitution, Parliamentary Procedure, and Elections Committee

Members: Senator Brannon, Senator Irwin, Senator Rogalsky, Senator Supon
Senator Baird announced that as of today 9am elections are under way. Three (3) areas had one nominee and were declared victors for their election. They are as followed:

- Athletics, Brandon Baker
- Faculty, James Killian
- President/Legal/Kinders/Development, Laura Butler

The list of newly elected senators is also posted on the home page of the Staff Senate website.
There was an issue with the election email. If you are in Academic Affairs the email was picked up by you junk folder. Student Affairs and Administration did not have this issue. There will be an announcement later this week for those in Academic Affairs to check their junk email folder.

Also, an individual was listed incorrectly on the census data. This individual was nominated for a division that they were not a part of. The C.P.P.E. Committee will meet to discuss this issue to find a resolution.

2. Communications Committee
Chair: Senator Stone
Members: Senator Arnold, Senator Talley, Senator Wheelbarger
Please encourage employees in your area to vote in the Senate election. The winner is determined by a majority vote. If they did not receive an email have them contact Senator Baird to confirm their participation. Qualified voters must be employed six (6) months as of July 1, 2015.

3. Personnel Policies and Compensation Committee
Chair: Senator Shortt        Vice Chair: Senator Breslin
Members: Senator Curtis, Senator Gillmore, Senator Moore, Senator Renteria, Senator Whatley, Senator Wullstein, Senator Young
The committee presented the “Recommendations for Modifications to the Existing IPP System”. After discussion President Terrell requested a final draft of the proposal be distributed prior to Spring Break or soon after. If anyone has questions regarding the proposal please call one of the committee members.

4. Staff Development and Wellness Committee
Chair: Senator Ross        Vice Chair: Senator Bounds
Members: Senator Anderson, Senator Bhargava, Senator Doherty, Senator Waddle
Nothing new to report at this time.

5. Information Resources and Technology Committee
Chair: Senator Cole       Vice Chair: Senator Tabatabai
Members: Senator Crudu, Senator Dean, Senator LaFave
Nothing new to report at this time.

6. Alumni and Community Service Committee
Chair: Gypsy Hogan       Vice Chair: John Wood
Members: Senator Sherman, Senator Tadlock, Senator Vorpahl
Nothing new to report at this time.

Unfinished Business
The Staff Development and Wellness Committee moved to approve the adoption of the resolution: “LUCO Program Selection Criteria and Selection Committee”. The resolution was approved after debate.
**New Business**
Senator Hogan announced that she was contacted late yesterday by the American Democracy Project. They are currently looking at health issues on campus and how they serve our total population. The group hosted a forum in January which brought up a lot of important issues. At this point UCOSA and the Faculty Senate are trying to present resolutions regarding this issue. The Staff Senate should be informed of what the issues are in order to be involved and ready to present a resolution if necessary. Senator Hogan moved to commit the following bill: “Support of Finding Better Ways to Meet the Health Needs of UCO Students, Faculty, and Staff”. The motion passed.

**Announcement for the Good of the Order**
Senator Irwin announced that Friday, March 6, 2015 is National Employee Appreciation Day. Please join Human Resources at Buddy’s Cafeteria from 2-4pm for desserts and camaraderie. If you are unable to attend please see Senator Irwin for the employee appreciation gift.

**Adjournment**
President Terrell adjourned the meeting at 3:35 p.m.

Respectfully Submitted,
Secretary/Treasurer—Tamra Kitsmiller