Call to Order
President Terrell called the meeting to order at 2:01p.m.

Roll Call

Senators Absent (6): Senator Arnold, Senator Crudu, Senator Moore, Senator Stone, Senator Supon, Senator Talley

Recognition of Visitors
Diane Feinberg, Assistant Vice President Human Resources

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

Special Order of the Day
At 3:30pm we will relocate to take our group photo.

Senate Executive Committee Reports
President’s Report:
Liz Johnson has resigned from the Staff Senate. The Staff Senate was one member over in Academic Affairs and one member under in Student Affairs, the open seat will be filled by the Student Affairs division. The seat will be filled by Presidential appointment with the approval of Staff Senate.

The Staff and Faculty Senate Executive Committees had a meet and greet lunch as well as discussed related issues and concerns.

Provost Barthell has asked for a Staff Senate representation to be on the Library Learning Commons Task Force which was filled by Presidential appointment with approval of the Executive Committee. Britni Brannon has been appointed and accepted the position.
**Vice-President’s Report:**
Senator Marrs is going to be the Legislative Liaison. She will be focusing on the current status of the guns on campus issue. Vice President of Government Relations, Mark Kinders, will be her primary point of contact. There is a gun interim hearing tomorrow and will update the Senate at the next meeting.

There are currently four bills that have been assigned to committees.

- The bill regarding the annual review of current UCO policies and procedures was assigned to the Personnel Policies and Compensation committee.
- The bill to examine the current IPP system was assigned to the Personnel Policies and Compensation committee.
- The bill regarding Professional Development Programs was assigned to the Staff Development and Wellness Committee.
- The bill regarding Staff Awards was assigned to the Staff Development and Wellness Committee.

**Secretary/Treasurer’s Report:**
The Bill flow chart has been completed. It will be posted on the website later this week. Please share with those in your area who are interested in writing a bill.

If you do not have a Staff Senator Desk Plate please pick one up on your way out.

**Reporter/Historian’s Report:**
Senator photos are still needed for the website. Please submit your photo to Senator Stone if you have not done so.

We will have an article in the Broncho Beat each month. Please send topic ideas to Senator Stone.

Senator Stone is still working with I.T. to relocate the shared drive; however everyone should have access to it. If you do not, please contact the UCO Service Desk at x2255.

**Parliamentarian Report:**
According to Roberts Rules of Order in parliament proceedings it states that you stand while talking. The President will then recognize the speaker. This helps to ensure only one person talks at a time. It also helps the speaker realize their surroundings and give pause to address the issue being discussed in a professional and appropriate manner. Please stand while addressing the senate.

Each standing committee and ad hoc committee will have an area or areas within their domain. When a bill falls within a committee’s domain that committee will need time to research and consider the issue at hand. If an issue is outside the area of domain for existing committees then an ad hoc committee may need to be established. A committee has the option to delegate a bill to another committee; however, this should only occur through a majority vote of the committee. It is not be up to the committee chair.
Roberts Rules of Order only requires written reports every year from committees. Our annual report should occur at the end of the year right before the new officers take over. Committees do not have to provide a written report every month. Committees are permitted to do so but it is not required. The only time a report must be written is when the committee submits a bill. Most reports will be oral whether it be, “there is no progress to report at this time” or “we are still working on these issues, issue A and issue B”, etc.

**University-Wide Committee Reports:**

1. **University Planning Council**
   - Senator Terrell
   At the last meeting Vice President Dr. Chrusciel presented on the financial status of the University regarding bonds, debt ratios, leases, and facilities.

2. **Portal Task Force**
   - Senator Terrell
   Senator Terrell has forwarded the survey results. The next phase is to listen to vendors’ demos.

3. **UCO NCUR Planning Committee**
   - Senator Terrell
   President Terrell recorded a video in support of NCUR. UCO is making a final presentation at the end of this week. The representatives are traveling to Washington. We should hear at the end of October or early November of the results.

4. **Branding Initiative**
   - Senator Rogalsky
   TWG is currently conducting phone polls, research, surveys, and looking towards what people feel and think about the University. They will take the data and translate to “who we are” messages that real people can understand. They should be back on campus to present in a few weeks

5. **Communicator’s Council**
   - Senator Ross
   The committee consists of representatives of different entities on campus. Each representative gives a report of upcoming events in their area.
   - University Relations: Consultants from TWG will send online surveys to faculty, staff, and students.
   - CEPS:
     - October 30, 2014 will be the dedication of the Dr. McLaughlin Speech & Hearing Clinic.
     - November 10th–11th, 2014 is a fundraiser consisting of a Dillard’s “pop-up” shop in the ballrooms of the Nigh University Center.
   - Housing & Dining: October 28th is the Rock the Block for Homecoming. Streets will be blocked off for food trucks and entertainment.
   - Alumni/Foundation: Homecoming is November 1st, 2014
     - Homecoming Parade is Saturday, November 1st, 2014 beginning at 10:00 a.m.
     - Homecoming Tailgate will be Saturday, November 1st, 2014 at noon.
     - Homecoming Football game begin at 2:00 p.m. on Saturday, November 1st, 2014.
   - Academic Affairs: November 18th will be an Open Provost Forum.
Commencement times and dates have been announced:

- Friday, December 12th 1:00 PM - College of Education and Professional Studies
- Friday, December 12th 5:00 PM - Jackson College of Graduate Studies
- Saturday, December 13th 10:00 AM - Colleges of Business/Fine Arts and Design
- Saturday, December 13th 2:00 PM - Colleges of Liberal Arts/Mathematics and Science

- Student Affairs: Domestic Violence Awareness Month there will be Project SPEAK activities all week.

6. Professional Development Advisory Committee - Staff Dev and Wellness Comm

7. Healthy Campus Leadership Team - Staff Dev and Wellness Comm

8. Committee for University IT Project Prioritization (CUIT) - Senator Cole

   Nothing to report at this time.

9. National Alumni Board of UCO - Senator Vorpahl

   Nothing to report at this time.

Senate Standing Committee Reports and Membership

1. Constitution, Parliamentary Procedure, and Elections Committee
   Chair: Senator Baird
   Members: Senator Brannon, Senator Irwin, Senator Rogalsky, Senator Supon

   Currently there is an imbalance of term lengths.

   The committee moved to approve the adoption of the following resolution: “(1) That the Constitution, Parliamentary Procedure, and Elections committee be authorized to redistribute the inaugural Staff Senate terms as 1-year, 2-year, and 3-year terms of office; (2) that such redistribution is to be done by random drawing so that, as far as it is mathematically possible, the Staff Senate shall have an equal distribution of term lengths, and, as far as it is mathematically possible, each Division shall have an equal distribution of term lengths; (3) and that any Staff Senator may be present at the random drawing if they so desire.” The resolution was adopted after debate.

2. Communications Committee
   Chair: Senator Stone
   Members: Senator Arnold, Senator Talley

   Nothing to report at this time.
3. Personnel Policies and Compensation Committee
Chair: Senator Short  Vice Chair: Senator Breslin
Members: Senator Curtis, Senator Gillmore, Senator Moore, Senator Renteria, Senator Whatley, Senator Wullstein, Senator Young
The committee is currently researching and reviewing bill SSB 2014/2014-001. Additional clarity was requested from the bill’s originator. The committee plans to talk with the Faculty Senate to discuss the issue.

The committee is currently looking at other colleges and large private sector employers regarding their annual review process. The current IPP is time consuming. Work continues on bill SSB 2014/2014-002.

The committee’s next meeting is October 8, 2014.

4. Staff Development and Wellness Committee
Chair: Senator Ross  Vice Chair: Senator Bounds
Members: Senator Anderson, Senator Bhargava, Senator Doherty, Senator Waddle
The committee met on September 19, 2014.

The committee is currently working bill SSB 2014/2014-003 regarding professional development programs. They need more information and have invited Ryan Kolb, Training & Development Specialist, to their next meeting.

The committee is also working on bill SSB 2014/2014-004. They are in the early stages of looking at the issue and best practices for employee recognition and award. It is a large task and would like to do further research and possibly surveys.

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

6. Alumni and Community Service Committee
Chair: Gypsy Hogan  Vice Chair: John Wood
Members: Senator Sherman, Senator Tadlock, Senator Vorpah
The committee has met twice since the last Staff Senate meeting. They have begun research regarding the Oklahoma Teacher’s Retirement (TR) System. The Faculty Senate and alumni staff members may be interested in what is currently being discussed regarding the TR system. They plan to coordinate with a number of different groups regarding the issue.

The Radke Theatre in the Center for Transformative Learning has been reserved from 3:00 p.m. to 4:00 p.m. on October 28th, 2014. The Executive Director of Oklahoma Teacher’s Retirement, Tom Spencer, will be in attendance as well as UCO Legal Counsel, Beth Kerr. Current and past faculty and staff members are encouraged to attend. Please reach out to invite retirees that you know. The committee has reached to Faculty Senate President Mock. If you have any questions
that you would like to be asked at the event please forward them to Senator Hogan, ghogan@uco.edu.

**Senate Special Committee Reports and Membership**

**Tuition Waiver Committee**

**Members: Senator Gillmore, Senator Doherty, Senator LaFave**

The committee moved to approve the following proposal, “The Staff Senate proposes that the Tuition Waiver Award be increased from the current amount of $1,500 per year to an amount equivalent to fifteen UCO undergraduate credit hours per year (currently $2,355 and due to increase to $2,460 in FY15); this would remain a shared benefit among eligible employees, spouses, and children. In addition, we propose the Tuition Waiver Award be reviewed each year and increased to reflect the amount equivalent to fifteen undergraduate credit hours of UCO tuition.

In addition, we propose a Tuition Reimbursement benefit limited to regular full-time employees who take non-equivalent courses for credit at a public or private institution of higher education other than UCO. This benefit would provide tuition reimbursement up to the shared amount equivalent to fifteen undergraduate credit hours at UCO per calendar year.

In order to contain costs, we propose the Tuition Reimbursement benefit be shared with the Tuition Waiver Award benefit and that the combined benefit does not exceed the equivalent of fifteen UCO undergraduate credit hours per year.”

Senator Curtis moved to amend the proposal to state the tuition waiver could be used at Swansea University. The motioned failed after debate.

Senator Baird moved to amend the proposal to add “an Oklahoma” in the second paragraph first sentence. The motioned failed after debate.

The proposal as stated was adopted after debate.

Senator Gillmore has joined with Faculty Senator, Jennifer Barger-Johnson and plans to present the proposal at the next Faculty Senate meeting.

**Unfinished Business**

None at this time.

**New Business**

President Terrell stated it is our first year and we are continuing to learn. Any issue to be considered by the Senate, must be submitted in writing and it is highly recommended to utilize the Bill template (on website and shared folder). The more information provided, the more informed the Senate is when discussing and deciding whether or not the Senate should commit a bill. In order for a bill, proposal, or resolution to be on the agenda and sent to the Staff Senators, President Terrell must receive it at least five (5) business days prior to the next Staff Senate meeting. This is highly recommended to allow time for Senators to review the documents prior to the meeting. If non-senators have questions on the process please send them to the website. The current templates and flow chart will be posted.
Senator Curtis moved to commit the following bill, “No compensation for staff who take on additional responsibilities when a position is vacated in their area.” The motion was approved after debate.

**Announcements for the Good of the Order**
President Terrell announced the next Staff Senate meeting will be November 4, 2014.

**Adjournment**
President Terrell adjourned the meeting at 3:47 p.m.

Respectfully Submitted,
Secretary/Treasurer—Tamra Kitsmiller