Call to Order
President Terrell called the meeting to order at 2:02 p.m.

Roll Call

Senators Absent (7): Senator Bounds, Senator Brannon, Senator Johnson, Senator Miller, Senator Moore, Senator Renteria, Senator Rogalsky

Recognition of Visitors
Dr. Don Chrusciel, Vice President
Patti Neuhold, Associate VP of Plan & Budget
Diane Feinberg, Assistant VP of Human Resources

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

Special Order of the Day – Guest Speakers
Dr. Don Chrusciel, Vice President
Dr. Chrusciel spoke to the Staff Senate about how anxious and excited he is to get the group rolling. He has already requested the Staff Senate’s input for three potential committees or task forces.

The first potential group would be to examine a numeric promotion process in which reclassification and promotions of jobs will be reevaluated. There currently is no mechanism in place to move an individual within their salary range. Currently the only way to change an employees’ salary is by reclassification, merit or promotion increases. He has requested a subcommittee or task force to identify how to process a potential increase in pay. He stated he would be a resource for the group that will be assigned the task. He hopes the outcome would result in a proposal that could be taken to the President’s Cabinet.
The second potential group would look into an awards and recognition program for UCO employees. He would like for this group to come up with an award system that employees actually desire. He has asked that the committee/task force research other recognition programs and see what would work for UCO and to help them carry out the process.

The third potential committee would look at replacing the IPP (Individualized Performance Plan). He would like the committee to look at other alternatives. It could be as simple as getting rid of IPPs altogether. However, he will leave it up to the task force/committee.

**Patti Neuhold, Associate Vice President for Planning and Budget**
Patti presented on the creation of UCO’s new budget model. Patti has been holding, and will continue to hold, conversations across campus to share information, gather input, and incorporate feedback in the development of the new model. She has requested an audience with any group interested. Prior to making recommendations, a small development team will discuss campus feedback and test variables within the new model to ensure the model aligns resources with outcomes and centers our academic mission. Patti is researching similar models at other institutions for best practices and lessons learned. Communication to campus will be widely available via website, newsletters, open sessions and group meetings throughout the process. Two task forces need to be created and software selected for facilities management and financial analytics in order for the budget model to move forward.

**Senate Executive Committee Reports**

**President’s Report:**
President Terrell’s first order of business was to appoint a Parliamentarian, Auditor, Reporter/Historian and Standing Committee Members, meet with our newly elected officers, and schedule one-on-one meetings with Dr. Mock as the current Faculty Senate President, Dr. Montes as a former Faculty Senate President and co-author of the Staff Senate Proposal, and Ms. Feinberg as the interim executive of the Staff Senate.

She is pleased to share that Taylor Baird and Josh Stone have been appointed and approved by the Executive Board to serve as our Parliamentarian and Reporter/Historian, respectively.

In addition to appointing the remaining Executive Board officers, she was to appoint Senators to various committees; however, after thoroughly reading the Constitution and Bylaws, meeting with Dr. Mock, Dr. Montes, Diane, and the our Executive Board, she quickly realized that the Constitution and Bylaws needed to be revised for structural, organizational, and operational purposes. We will be closely reviewing the Faculty Senate governing documents as well as benchmarking with other institutions to make the necessary changes for you to review prior to our August session. We will vote on adopting the Constitution and Bylaws during the August session.

She is in the process of scheduling a meeting with Dr. Betz as well as identifying University-Wide Committees that should have Staff Senate representation. If you know of any University-Wide Committees that you feel should have Staff Senate representation, please email them to President Terrell and who to contact.

She will be inviting guest speakers to our meetings. We may or may not have a guest speaker each month. Recommendations from the officers included: Pres. Betz, Provost Barthell, Josh Overocker regarding current housing initiatives, Dr. Beth Kerr regarding Title 9 and what it means to us as staff as well as to students and university. If you have any recommendations for
future speakers, please send President Terrell an email with the name (contact information if not a UCO employee) and a brief statement about why you would like to speak and what topic you would like them to speak about.

Vice-President’s Report:
Senator Marrs is going to be tracking the Staff Senate bills. A bill is either a resolution (sentiment of the body) or a proposal (call to action). She is currently working on what it will look like and present at next month’s meeting. The procedure to propose a bill will be included in the bylaws, in addition to, how a bill will be tracked and sent to a committee.

Secretary/Treasurer’s Report:
Senator Kitsmiller went over how she will be taking roll. As you come in please pick up your name card. At the end of each meeting she will gather the name cards that were not picked up and use those to signify a senator’s absence. The attendance will be recorded on that month’s official minutes. If a senator’s name is marked as absent in error the correction should be noted at the following month’s meeting during the approval of the minutes.

Senator Gillmore requested adding a senator’s department to the name cards. Senator Kitsmiller will look into it.

Reporter/Historian’s Report:
Senator Stone is currently working on creating a Staff Senate website and email. The potential Staff Senate email is staffsenate@uco.edu. The website will list the names of senators, bills, etc... He is currently waiting on IT to finish the requests.

Senator Hogan mentioned making a PR announcement regarding new officers and staff senate. President Terrell stated she is still in the process of meeting with individuals and did not want to make an announcement prematurely

Parliamentarian Report:
Baird – nothing to report

University-Wide Committee Reports:
President Terrell: As University-Wide Committees are identified, they will be listed here along with the Staff Senator representing the Senate who will report information relevant or may be of interest to the Senate.

Senate Standing Committee Reports and Membership
President Terrell: As part of the changes to the Constitution and Bylaws, Standing Committees will be modified and additional multiple Standing Committees will be necessary to review bills as well as ensure alignment and Staff Senate representation on University-Wide Committees.

Also, with the exception of Senate officers, Senators will be expected to serve on at least one committee. In order to do this efficiently and utilizing your strengths, knowledge, and interest in specific areas, there will be a list of Standing Committees with brief descriptions in the revised Bylaws for you to review. During our August meeting, we will ask that you indicate a minimum of two committees that you would be interested and willing to serve. Then, the Staff
Senate President, with a two-thirds vote of the Executive Board in the affirmative, will appoint committee members.

Standing Committees’ chairs and members will be listed on the agenda and report recorded in the minutes at each meeting.

Potential Standing Committees:
- Public Relations
- Student Relations
- Budget (University budget concerns not the Staff Senate budget)
- UCO Alumni and Community Relations
- Information, Resources and Technology Committee
- Personnel Policy
- Employee Handbook
- Bylaws

**Senate Special Committee Reports and Membership**

**Name Acknowledgment Committee**

Senator Young

The committee looked at several different name plates and prices. She emailed what was found and with no objections via an email ballot ordered the name plates. They do not have individuals’ names because they will be handed down to the next senator. Please pick one up from Senator Young. When your term is up return it for your replacement to use.

**Tuition Waiver Committee**

Senator Gillmore

The committee has half formulated a proposal. The committee is waiting on a template and for the bylaws to be in place before submitting to VP Marrs. The committee is happy to hear more input. Currently the committee is asking for the equivalent of 15 hours and to be able to use at an external institution.

**Unfinished Business**

**New Business**

**Announcements for the Good of the Order**

Senator Curtis questioned who the three faculty members would be.

President Terrell stated the Staff Senators who are faculty is still pending. In the currently bylaws they are to be elected. However, since this is our first year we will be asking for volunteers. She would like them to not be on the Faculty Senate because we will invite a faculty and student representative from those two governing bodies.

**Adjournment**

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

Respectfully Submitted,
Secretary/Treasurer—Tamra Kitsmiller