Staff Senate of the University of Central Oklahoma
Minutes from Tuesday, August 5, 2014
Nigh University Center, Will Rogers Room

Call to Order
President Terrell called the meeting to order at 2:09 p.m.

Roll Call

Senators Absent (7): Senator Cole, Senator Crudu, Senator Doherty, Senator Gillmore, Senator Hogan, Senator Stone, Senator Talley

Recognition of Visitors
Ann Barnes, Director Employee Life Cycle
Diane Feinberg, Assistant VP Human Resources

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

Senate Executive Committee Reports
President’s Report:
1. President Terrell
   • President Terrell’s primary focus has been rewriting the Constitution and Bylaws. All UCO offices that were contacted regarding Senate representation on various university committees welcomed Staff Senate representation as well as helped determine what Standing Committees may be necessary for the Senate.
   • UCO was a finalist for 2014 National Council on Undergraduate Research (NCUR) and because of the strong application, UCO was asked to resubmit for 2015 by July 31, 2014. President Terrell was asked for a letter of support on behalf of the staff which the Executive Committee supported.
   • Executive Committee met with President Betz and Vice President Don Chrusicel
     ○ The group visited about a few key points in the Constitution and Bylaws along with Senate approval of the Constitution, President Betz will also review for approval.
Primary points discussed were:
- Faculty members on the Staff Senate
- collaboration, liaisons, open communication with Faculty Senate
- Excused Time for serving on Staff Senate
  - Direct/open communication channels with President Betz, Vice President Don Chrusciel, and Assistant VP Feinberg were encouraged.
  - President Betz will be addressing the Senate at the October 7th meeting and if time permits, an opportunity for Q & A
  - If there are concerns and/or rumors, the Staff Senate should not wait until our scheduled monthly meeting. The Senate should go ahead and bring the issue to their attention to address the situation before it gets out of control.
- The primary focus of the Executive Committee was the Constitution and Bylaws
- The Staff Senate on the following will be represented on the following:
  - University Planning Council
  - OIT Campus Portal System Task Force (UCONNECT replacement)

Vice-President’s Report:
Senator Marrs is working tacking of bills and proposals. The final procedure will be introduced after ratification of constitution and bylaws.

Secretary/Treasurer’s Report:
Senator Kitsmiller looked into adding unit names to the name signs that are used during Staff Senate meetings. The only way RK Black could accommodate this request is to completely reprint the name cards. She requested anyone who has a misprint on their name sign to notify her via email, tkitsmiller@uco.edu.

Reporter/Historian’s Report:
Senator Stone has been working towards publishing the Staff Senate website with the assistance of UCO WCMS Manager, Mark Nokes. The web address will be www.uco.edu/staffsenate. The website is not live yet due to the pending approval of the bylaws and constitution. The general Staff Senate email address will be staffsenate@uco.edu.

There will be several pages to our website:
- Home
- Senators
- Agendas
- Meeting Minutes
- Committees
- Photos
The “Home” page will contain important information such as when and where our next meetings will be held. It will also include the Staff Senate email address. This will enable the campus at large the ability to contact the senate as a whole, rather than their individual senator if they wish. Any important announcements will be placed here as well.
The “Senators” page will list every current senator with their name, email address (which will be a hyperlink, term years (i.e. 2014-2017), and which of the nine units they come from.

The “Agendas” and “Meeting Minutes” pages will be drop downs, which will have subfolders for the years (i.e. 2014-2015, 2015-2016). The agendas and meeting minutes for each meeting will be uploaded to the website as a PDF document.

The “Committees” page will include all active committees; it will include the name, purpose, and members of each committee.

The “Photos” page will be of any photos taken throughout the year of the Senators.

This is still a work in progress with an end goal to have the website live by September’s meeting. The website will be updated after each meeting and on an as needed basis.

Senator Stone is also working on having the Staff Senate shared drive moved from the libraries server and to a permanent location. Once committees are formed, each committee will have a folder to store documents as well. These folders will only be accessible to those on the committee. The logistics are still a work in progress.

Parliamentarian Report:
Senator Baird briefly explained Roberts Rules of Order for parliamentary procedures. One Senator may speak at a time. He or she should stand up and wait to be acknowledged by the President. Once acknowledged he or she should address the President as “Madam President” or “Mister President”. He or she should wait for the President to recognize the speaker. At that time the speaker will have the opportunity to voice their question, concern, issue, motion etc…

University-Wide Committee Reports:
Once the Constitution and Bylaws are approved, the University-Wide Committees will be listed here for reporting.

Senate Standing Committee Reports and Membership
Once the Constitution and Bylaws are approved, the Standing Committees will be listed here for reporting.

Senate Special Committee Reports and Membership
1. Tuition Waiver Committee
   • Members: Senator Gillmore, Senator Doherty, Senator LaFave
     The Tuition Waiver Committee is on-hold until the constitution and bylaws are ratified.

Unfinished Business
The Constitution and Bylaws were reviewed and edited for grammatical errors.

Senator Whatley moved “to suspend Robert’s Rules of Order to not review the Constitution and Bylaws seriatim, but rather review and address only those Articles and Sections that were brought to the attention of the Senate.” The motion was adopted.
Senator Shortt moved “to replace the words ‘dispose of’ with ‘implement’ in Article VI, Section 2.4.4 of the Bylaws.” The motion was defeated after debate.

Senator Baird moved “to replace all ‘he/she’ with ‘he or she’ throughout the entire Bylaws.” The motion was adopted after debate and amended.

Senator Baird moved “to remove the faculty as voting members from the Staff Senate.” The motion was defeated after debate.

Senator Brannon moved “to replace the word ‘one’ with ‘any given’ in Article V, Section 1.1.1 of the Bylaws.” The motion was adopted after debate and amended.

Senator Whatley moved “to accept the Staff Senate Constitution and Bylaws as amended.” The motion was adopted after amendment.

The Constitution, accompanied by the Bylaws, will be sent to President Betz for approval.

**New Business**
There was no new business.

**Announcements for the Good of the Order**
President Terrell thanked the Executive Committee for revising the Constitution and Bylaws. She gave a special thank you to Senator Baird for the extra time he devoted to the huge task.

President Terrell will be sending an email requesting Standing Committee preferences this week. She will do her best to honor your preferences. If she does not receive your preferences, it will be assumed you do not have a preference.

President Terrell announced that there will be a group picture taken at the next meeting, September 2.

President Terrell announced that President Betz will recognize the Staff Senate at the Fall Forum. He has asked that the Staff Senators please stand when he recognizes the Staff Senate.

Senator Kitsmiller requested that if you have not picked up a “Staff Senator” desk plate to please do so.

**Adjournment**
President Terrell adjourned the meeting at 3:53p.m.

Respectfully Submitted,
Secretary/Treasurer—Tamra Kitsmiller