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

Roll Call


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:
President Terrell met with Dr. Chrusciel and Diane Feinberg on August 22 to discuss the Administrative Division’s initiatives and how to involve the Staff Senate. They are involving the College of Business and utilizing their faculty expertise to conduct research and make recommendations to:
- Assist divisions in the development of criteria for levels within unique, division-specific profiles.
- Development of criteria for levels that are used across campus (Administrative support, department level IT positions, and Advisors, as examples).
- Criteria on how many, and what levels, are needed in any given area. From Administrative Assistants I’s, II’s and III’s to AVP’s.
- Criteria for promotions (from one pay grade to a higher pay grade)
- Criteria for salary advancements within an employee’s current range

In order to follow the process as approved in the Bylaws, she asked them to submit a bill or bills regarding the Administrative Division’s initiatives. This will help everyone learn the process for submitting business before the Senate.

As non-Senators they will have to find a Senator, from their election unit, willing to bring the bill before the Senate. This Senator(s) will then become the Sponsor of the bill and present it to the Senate for consideration under New Business. The Senate will then discuss the bill and decide as a whole what they want to do or decide if they want to commit the bill to a committee, which will then be assigned (within one week) as deemed appropriate by the Senate Vice President.

All bills must be in writing. The Executive Committee has developed a bill template to assist with providing basic information that may be helpful for the Senate and/or Committee to decide how to proceed as well as expedite the process; however, it is not a requirement.
The Staff Senate Executive Committee met on August 27 and discussed the OK Council of Public Affairs. It was advised to follow what they are doing. The organization is known for supporting causes that desire to defund Higher Education.

The Executive Committee will have open communication with the Faculty Senate Officers. A meet and great luncheon with be scheduled for the two Executive Committees as well.

The approved three Faculty Senators are Senator Michael Breslin, Senator Kanika Bhargava, and Senator John Wood.

The Staff Senate group photo has been rescheduled to the October meeting. President Betz is scheduled to speak and will also join us in the picture.

Vice-President's Report:
Templates for bills, proposals and resolutions have been created to help you start thinking about the issues and who needs to be involved. A bill is any issue that needs to be addressed. Proposals are directed to the UCO President and require a written response within thirty (30) business days. Resolutions may be directed to any person or organization, requires no other action, and represents the sense of the Senate. All bills, proposals and resolutions will be numbered for tracking purposes. Tracking charts for each committee have been placed in the committee folders in the Staff Senate shared network folder. They can be used at the discretion of each committee. The executive committee is currently working on setting permissions for each folder. Please review Article VI, specifically sections 3 and 4, covering committees and bills.

Secretary/Treasurer’s Report:  
Legal Counsel, VP Don Chrusciel, and Provost Barthell have reviewed and approved of the Constitution. President Betz has signed and approved the Constitution as of 9/2/14.

Templates for Bills, Proposals and Resolutions have been created and will be posted to the website. They are currently located in the Staff Senate shared network folder. The templates are not required but are helpful.

A flow chart will be created to illustrate the process of recommending a bill to the end proposals, resolution or expiration of said bill. Once the chart is completed it will also be posted on the website.

The basic flow of an issue is as followed:
• Issue
• Bill is written
• A staff senator(s) will need to sponsor the bill
• Senator(s) brings the bill to the senate
• Senate votes on whether to commit the bill or not (bring 40 copies to distribute and/or send to President Terrell at least 5 days prior to the meeting to be added to the agenda and displayed by projector)
  o If committed VP Marrs will assign the bill to a committee within seven days, place the bill in the committee’s folder, and notify the committee
    ▪ Committee will research the issue to determine if a proposal, resolution or expiration of the bill needs to occur
    ▪ Committee will bring a proposal or resolution to the senate for a vote to approve the proposal or resolution
  o If the bill is not committed the issue is noted in the official records and no other action will be taken

Reporter/Historian’s Report:  
The website should be live by the end of this week. As proposals and resolutions are passed they will be posted on the website as well.
Parliamentarian Report:
Basic rules of parliamentarian debate:

- On any motion or issue the original speaker will have ten minutes at a time for up to two times in one day for a single issue to voice his or her opinion
  - The second time they wish to speak on the issue will be granted if no one else desires to address the issue being discussed
- If the speaker veers off topic it is referred to as germane
- Politeness: all comments need to be directed to the chair
  - you cannot attack the speaker but can attack the issue
- The person who made the initial motion has permission to speak first

University-Wide Committee Reports:

1. University Planning Council
   Member: Senator Terrell
   First meeting is August 28. The Co-Coordinators are Associate Vice President Hughes, Associate Vice President Neuhold with members including the President’s Cabinet, Academic Deans, Faculty Senate President, Staff Senate President, UCOSA Executive Branch and Legislative Branch.

   The UPC manages the annual operational framework for implementing the UCO Strategic Plan: Vision 2020. The UPC ensures that planning at all levels is aligned with institutional strategic goals and promotes opportunities for developing cross-functional collaborations in support of the university mission. The UPC annually reviews projected resource needs from each division and develops a prioritized budget recommendation to the President’s Cabinet.

   President Terrell will send more information with the minutes.

2. Portal Task Force
   Member: Senator Terrell
   Meeting on August 22. The currently platform is UCONNECT. The task force will explore and implement a new Portal platform that will meet the needs of our Students, Faculty, and Staff now and well into the future.

   Fall 2014 is Discovery Phase – Four ways you are needed:
   - Complete the Fall Survey scheduled to be available September 8-23
   - Encourage staff in your division to complete the survey – send email, ask them to participate
   - Attend Technology Discovery Day September 16
   - Encourage staff to attend and take some people with you

   The target go live date is December 2015. President Terrell will send a copy of the charge with the minutes.

3. UCO NCUR Planning Committee
   Member: Senator Terrell
   September 3 is the NCUR site visit. President Terrell will have lunch and a 20 minute meeting with the NCUR team. This committee will be instrumental in the planning and implementation of the NCUR event if UCO is selected. The goal of the Sept 3 meeting is to let the Site Visit team know that our faculty and staff support the conference in 2018.

4. Branding Initiative
   Member: Senator Marrs
   There will be focus groups to help determine the new branding of the University. There is a call to faculty, staff and students to try to help redefine the current brand. The target date of the new branding to debut is Spring 2015.

5. Communicator’s Council
   No report

6. Professional Development Advisory Committee
   No report
7. Healthy Campus Leadership Team  
   No report

8. Committee for University IT Project Prioritization (CUIT)  
   No report

9. National Alumni Board of UCO  
   No report

**Senate Standing Committee Reports and Membership**

The Executive Committee was able to honor at least one of everyone’s preferences that were requested. The next steps for the committees is to review the Bylaws Article VI, elect a Chair and Vice Chair (except for CPP&E and Communications Committees) and inform Senator Kitsmiller, and schedule the committees’ first meeting. Please include President Terrell in scheduling your meetings (except for the CPP&E) and committee correspondence. One of the President’s duties is to serve as a non-voting member on all Senate committees except for the CPP&E. President Terrell strongly encourages finding non-senators to be on the committees. Non-senator committee members do have voting rights. However, there cannot be more non-senator committee members than senator committee members.

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

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

3. **Personnel Policies and Compensation Committee**
   Chair: TBD  
   Members: Senator Breslin, Senator Curtis, Senator Gillmore, Senator Moore, Senator Renteria, Senator Short, Senator Whatley, Senator Wullstein, Senator Young

4. **Staff Development and Wellness Committee**
   Chair: TBD  
   Members: Senator Anderson, Senator Bhargava, Senator Bounds, Senator Doherty, Senator Ross, Senator Waddle

5. **Information Resources and Technology Committee**
   Chair: TBD  
   Members: Senator Cole, Senator Crudu, Senator Dean, Senator LaFave, Senator Tabatabai

6. **Alumni and Community Service Committee**
   Chair: TBD  
   Members: Senator Hogan, Senator Sherman, Senator Tadlock, Senator Vorpah, Senator Wood

**Senate Special Committee Reports and Membership**

1. **Tuition Waiver Committee**
   Members: Senator Gillmore, Senator Doherty, Senator LaFave
   The Tuition Waiver Committee will be drafting a bill to submit to the Senate.

**Unfinished Business**

None at this time
New Business
Senator Kitsmiller moved to commit the bill “Conduct an annual review of current UCO policies and procedures, to look for points of policies and or entire policies that may need to be updated, modified or abolished.” The motion was adopted after debate.

Senator Kitsmiller moved to commit the bill “Examine the current IPP system and look at other ways to review an employee’s performance.” The motion was adopted after debate.

Senator Kitsmiller moved to commit the bill “Review the criteria and selection process for current Professional Development programs, like L.U.C.O., to determine if revisions should be considered. Human Resources would like the Senate to consider having a committee, in cooperation with the Faculty Senate, be the ‘selection’ body to review and approve applications for participation.” The motion was adopted after amendment and debate.

Senator Kitsmiller moved to commit the bill “Review the criteria for current staff awards (Exceptional Performance and Three C’s). Consider modifying or eliminating current awards, and consider adding more awards or other forms of employee recognition. Human Resources would like the Senate to consider having a committee be the “selection” body to review nominations and select recipients.” The motion was adopted after debate.

Senator Stone requested a professional headshot be submitted to him at jstone23@uco.edu to add to the website. If Senator Stone does not receive your headshot by October’s meeting he will use whatever photo he can obtain from the University, i.e. your I.D. photo. You can schedule to have a University headshot taken with Daniel Smith, Photographic Services.

Senator Renteria moved to approve a resolution regarding the Staff Senate’s support of NCUR being on campus in the 2018 calendar year. The resolution was adopted after debate.

Senator Hogan moved “to have the first person on the list for each committee who is present be responsible for scheduling the first meeting within 14 days to establish a chair and vice-chair of each committee.” The motion was adopted after debate amendment.

Announcements for the Good of the Order

- Senator Renteria announced the Latino Faculty and Staff Association is recognized by the President’s Cabinet. The mission of the University of Central Oklahoma Latino Faculty and Staff Association (UCO LFSA), in collaboration with the UCO community, is to support the success of Latino faculty, staff, and students at the University by advocating for efforts, programs, and policies that promote an understanding of Latino issues within the University. We will promote the Central Six among Latino faculty, staff, and students using these to serve the metropolitan community and will establish a network of support for Latinos at UCO. LFSA will be hosting an inaugural event on September 8th from 11:30am – 1:00pm in the Nigh University Center Will Rogers Room. All are welcome and may join if they desire. You do not have to be Latino to join; however, you must support the mission of the association.

- President Terrell announced the Staff Senate Photo has been rescheduled for October 7 with President Betz. Please arrive early October’s meeting. We will be meeting in Room 201 in the Nigh University Center.

Adjournment
President Terrell adjourned the meeting at 3:44p.m.

Respectfully Submitted,
Secretary/Treasurer—Tamra Kitsmiller