Call to Order
President Terrell called the meeting to order at 2:03 p.m.

Roll Call

Senators Absent (7): Senator Bhargava, Senator Breslin, Senator Crudu, Senator Irwin, Senator Marrs, Senator Watley, Senator Wheelbarger

Recognition of Visitors
Don Chrusciel, Vice President of Administration
Fran Petties, Manager Training & Development, Human Resources
Tracey Romano, Office Manager, Planning & Analysis

Approval of the Minutes
The minutes were distributed and approved with corrections.
The Library Learning Commons Task Force report was corrected as followed:
“Senator Tabatabai reported that the task force is in a search and discover mode. Taskforce members have toured the library, in two groups, to see what is all housed in the library and take an inventory of services. Library currently houses a mixture of services.”

Special Order of the Day
Guest Speaker: Vice President of Administration Don Chrusciel

Vice President Chrusciel spoke about the recent financial status of the University and future budget constraints due to state appropriations. He went on to discuss the possibility of tuition increases. The basic calculation is the University needs a four (4) or five (5) percent increase to cover mandatory costs for fiscal year 2016. Based on the current figures enrollment is not going up. However, thanks to non-resident out of state tuition we are still in the positive. Even though our numbers are down overall other categories of students are making that up the difference in
cost. On the bright side UCO is one of the more fiscally sound institutions compared to our peers. Viability takes into account the University’s fluid assets as opposed to how much debt the University has. The ideal target for an institution is around one (1). As of today our calculation is .88. This translates to we have capacity for more debt. Meaning, we can invest in more buildings, upgrade current buildings, or expand our campus. However, we still have to take into consideration what it takes to operate these things.

Vice Present Chrusciel went on to talk about the new budget model. Currently the leadership is still putting it together. They are hoping it will be somewhat of an answer as to how to get the colleges to collaborate more. He compared the new budget model to driving down I35 and seeing the speed limit as a guideline, until you get pulled over and are held accountable. He hopes the new budget model will bring transparency and accountability. Potentially the new model and the current budget model will parallel to each other in fiscal year 2016. The suggestion is for all participants to create a hybrid that is unique to UCO. The goal is for the users to help create and take ownership of the new model. Currently the new model has not been created; however, the framework has been put together. The whole idea is instead of the budget being given to the President and then divided out there will be revenue centers and they will pay for their utilities and whatever else they wish. One piece of the framework is the colleges. A college will get a portion of the tuition for all students who declare the college as their major. The other portion will go to the college that is providing instructions. Each college will operate in various ways that fits their needs the best. They each have different goals and accrediting agencies.

Vice President Chrusciel ended with potential future changes with the University’s benefits package. Human Resources is currently looking to build a cafeteria plan with all benefits including parking, dependent day care, flex medical, health, etc… Hypothetically, each full time eligible employee would receive their allotted dollar amount in benefits and the individual would be able to choose which benefits would best suit their needs. Human Resources are also attempting to engage a broker to lower our current medial premiums. He hopes to confirm hiring a broker to look at more cost effective models.

**Senate Executive Committee Reports**

**President’s Report:**

President Terrell has forwarded Chancellor Johnson’s response to Governor Fallin’s State of the State address and supporting documents. Please read the document there is a lot of information the Senate will want to keep up to date on.

President Betz has requested a feasibility impact review of the Modification to Employee Tuition Benefit proposal which is important in the consideration of next steps and options. We should have more detail at our next meeting.

Ann Barnes, Director of Employee Life Cycle, with support from the President’s Cabinet, is scheduling Dr. Leah Hollis who wrote Bully in the Ivory Tower to present her research on bullying in higher education. Her research shows that bullying in Higher Education is more prevalent than in corporate America. In addition, Ann is scheduling times for Dr. Hollis to meet
with specific groups of people on campus. Staff Senators have been invited to join Directors and Assistant Directors for a special session tentatively scheduled for April 15th from 10am-11am.

Reminder, 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.

Vice-President’s Report:
President Terrell reported on behalf of Vice President Marrs
Mark Kinders provided the following:

- No OTRS legislation has been introduced to change defined contribution to defined benefit. This will not be an issue this session. Doesn't mean it won't be in future sessions.
- Also analyzing specific pieces of legislation to determine their impact on UCO:
  - Firearms - There are 24 bills that address guns or switchblades. We remain resolute in opposing all of these. It would be extremely helpful at this point if both the Faculty Senate and Staff Senates reviewed, passed, and re-dated their resolutions of opposition from last year. One bill that the Senates will particularly want to look at is one that would muzzle your ability to speak out in opposition to 2nd Amendment rights.
  - OTRS - There are numerous bills that affect the conditions of the current OTRS operational policies. The most troublesome are a range of bills that would restrict income earnings and availability of recent retirees. This could affect the size of our adjunct pool. Special thanks to John Wood for the OTRS White Paper which circulated and is now housed on the Staff Senate shared drive.
  - General legislation - There are a variety of bills that would affect our institutional operations.
- In the cases of legislation we are still weighing their impact on us. Once that review is done, we will also determine whether the bill will actually have any traction. All of this will take about two weeks or so. I have shared my lists with RUSO leaders and our lobbyists so we are collaborating on our reviews and priorities.
- There are over 3,000 bills and resolutions introduced. We need a lot of eyes on this to ensure we don’t miss something.

A Legislative Folder has been added to the Staff Senate shared drive with pertinent documents for review. Included will be Governor Fallin’s State of the State address that was emailed to the Senate this morning from President Terrell.

Vice President Marrs will be meeting with Mark Kinders next week to discuss any immediate issues of concern as the Legislature begins its session.

Thank you to the committees for continuing to be diligent in this important work.
Secretary/Treasurer’s Report:
Nothing new to report at this time.

Reporter/Historian’s Report:
The Staff Senate did not have a Broncho Beat article in February’s edition. March’s Broncho Beat will be about the upcoming Staff Senate Elections, how the election will run and the available seats. Senator Stone will be working with Senator Baird in order to come up with the verbiage to be used in the article.

The Staff Senate website is up to date.

Senator Stone is currently working on a Staff Senate distribution list. The request has been submitted and it is being worked on.

Parliamentarian Report:
Nothing new to report at this time.

University-Wide Committee Reports:

1. University Planning Council
   Senator Terrell
   The U.P.C. is a transparent group. Several members on the council were unaware of the current debt and understanding the University’s financial situation. The council meets again tomorrow and will be talking about tuition and fee increases, bonds, initiatives for growth, Transportation and Parking, and the President and Vice Presidents initiatives and priorities. The Council is also developing a website to help get the information out to the community. There have been proposals for locations and new buildings.

2. Branding Initiative
   Senator Rogalsky
   Senator Rogalsky reported the Branding Initiative met on January 22, 2015. It was follow up from December’s meeting. At that time, the TWG group mailed out a survey for five (5) test statements that the committee came up with as a brand promise. The statements were not a slogan or logo but more of what the University’s core values would be considered. According to TWG they had a fairly good response rate. The brand promise with the best results was “UCO promises a personal experience for students who want value, connection, and the competitive advantage to be confident in their future”. The next step will be creative concepts that will incorporate the research they have done.

3. Communicator’s Council
   President Terrell will reappoint a Senator to sit on the Communicator’s Council.

4. Professional Development Advisory Committee
   Senator Ross
   Nothing new to report at this time.
5. Healthy Campus Leadership Team

Senator Rogalsky reported that the Healthy Campus Leadership Team is currently working on five (5) priority areas:
1. Physical Activity & Nutrition
2. Mental Health & Well-Being
3. Sexual Health
4. Create Campus Community Environment Conductive to Wellness
5. Environment Health Work Group

They are also looking into reducing food waste at catered events, reducing single-use plastic on campus, and the increasing the use of biodegradable products for food.

6. Committee for University IT Project Prioritization (CUIT)

President Terrell reported on Senator Cole’s behalf. The committee has met and two proposals have been submitted for prioritization. The committee is still in the voting process.

7. National Alumni Board of UCO

Nothing new to report at this time.

8. Library Learning Commons Task Force

Nothing new to report at this time. The task force will meet again on Friday.

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

Senator Baird reported on the upcoming elections. Nominations will begin on Monday for the new senators. An announcement will be sent to everyone on the nominations process. It is currently still being worked on.

According to the Staff Senate’s governing documents there is one (1) Staff Senator per twenty-five (25) employees. If a department has less than twenty-five (25) employees it will be combined with other smaller departments. Due to the fluctuation in current employees we will be losing five (5) Senate seats in the following year. To see more specific numbers please contact Senator Baird.

2. Communications Committee

Chair: Senator Stone
Members: Senator Arnold, Senator Talley, Senator Wheelbarger

Nothing new to report at this time.

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

Senator Shortt reported that the committee met on January 22, 2015. They have identified four (4) areas that the committee will be making recommendations for personnel to look at polices.
This is with regards to Bill SSB 2014/2015-001. The committee is working on a finalized draft for a proposal.

The committee is also working on a final draft in response to Bill SSB 2014/2015-002.

4. Staff Development and Wellness Committee
Chair: Senator Ross  Vice Chair: Senator Bounds
Members: Senator Anderson, Senator Bhargava, Senator Doherty, Senator Waddle
The committee proposed the following resolution:
“The members of the Staff Development and Wellness Committee recommend that Human Resources continue with the current selection process for LUCO participants. Furthermore, the Committee recommends that the composition of the committee be diverse and include a representative from Staff Senate if there are senators that meet LUCO selection committee criteria.”
The resolution will be voted on at the next Staff Senate meeting.

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.

New Business
Senator Renteria moved to commit the following issue:
“Establishment and accessibility for UCO staff employees to a “curriculum vitae”, or CV, via an online platform for use as part of the employee’s performance review. Currently, the UCO faculty has access to the online platform called Digital Measures to submit their CV for tenure and promotion purposes. UCO staff is very involved. Having access to an online platform to document their job- and service-related accomplishments will allow staff to be recognized for their efforts.

Additionally, the use of an online platform for documenting service, publications, presentations, etc., performed by staff will provide a repository of information that could be used for reports, grants, and applications. One recent example was the completion of the Carnegie Foundation classification application to receive the community service designation. For this application, the taskforce pulled data from Digital Measures regarding service learning projects, internships, practicums, and community projects lead by faculty. UCO was not able to document the engagement of staff at an institutional level because a platform for staff that collects this information is not available.”
The motion passed.
Senator Doherty presented the following resolution:
“Resolution Name: Support to instill a transportation and security fee on campus for additional personnel and equipment to support the Police Department.
Stated Resolution: The Staff Senate of the University of Central Oklahoma agrees that security on the campus is an important function to create a safe environment for students to learn and employees to work. We understand that not only is it important to have the correct number of personnel but also the right equipment. This not only goes for the Police Department but the University in its entirety. We understand securing a campus that is continually growing can be costly and with the requested fee, items such as cameras and door locks would be obtainable. These items are necessary to maintain the safety and security of the campus as a whole. Also, it would allow the Police Department to efficiently and effectively perform the functions of their duties as they relate to the campus.”
Senator Baird moved to commit the resolution to an ad hoc committee.
The motion passed.

Senator Baird explained that an ad hoc committee is formed to look at and review a particular issue.

Senator Gillmore questioned the upcoming elections and the misconceptions for the one (1) year and two (2) year terms. What is the opportunity to rerun for several terms?
Senator Baird answered that a senator can only serve two (2) consecutive terms. However, according to Roberts Rules of Order if a Senator serves less than half of a term he or she can round down and is allowed to rerun for two consecutive terms.

Adjournment
President Terrell adjourned the meeting at 3:51 p.m.

Respectfully Submitted,
Secretary/Treasurer—Tamra Kitsmiller