I Staff Senate of the University of Central Oklahoma  
Minutes from Tuesday, May 5, 2015  
Nigh University Center, Will Rogers Room

Call to Order
President Terrell called the meeting to order at 2:10 p.m.

Roll Call


Recognition of Visitors
Raul Martinez, Director of Transportation and Parking

Approval of the Minutes
The minutes were distributed and approved with corrections.
Under Special Order of the Day:
- Employ was corrected to employs: “He shared information from their annual report stating Campus Enterprises has over $21 million in annual revenue and employs 250 full-time equivalent positions.”
- Tenants was corrected to Tenets: “The building design as a while integrated all Central Six Tenets.”

Under the Presidential Report:
- Assistant Vice President was corrected to Associate Vice President: “Provost Barthell has asked Dr. Mock and President Terrell to serve on the two Associate Vice President Search Committees.”

Under the UCO NCUR Planning Committee Report:
- The proper title of “Dr.” was added to Greg Wilson and Michael Springer's names: “Also, Provost Barthell, Dr. Greg Wilson, and Dr. Michael Springer will also be attending to scout the event in planning for when UCO will host the event.”

Under Healthy Campus Leadership Team:
The proper title of “Dr.” was added to Josh Overocker's name: “A subcommittee meeting was held with Dr. Josh Overocker regarding Chartwell’s catering events to find ways to phase in more environmentally friendly options.”

Special Order of the Day
Raul Martinez, Director of Transportation and Parking (TPS), presented the upcoming proposed parking changes for fiscal year 2016. The first proposal is to end the electronic process of issuing visitor parking passes. Currently a department can request a free one day visitor parking pass. TPS would email the department a printable pass that could be printed. This enabled the department to print multiple passes. This also caused TPS to lose control of the number of passes that were distributed. Instead, one day scratch off visitor passes will be available for purchase for five dollars. The scratch off passes can be purchased in advance so departments can have them on hand when a visitor comes to campus. If a department is hosting an event or expects a larger number of visitors TPS asks that all visitors park in the Visitor's Pay Lot located on the east side of the Night University Center. This ensures all guests pay to park and that TPS is compensated for services provided for those guests.

The second proposal pertains to parking validations in the Visitor's Pay Lot. The concept of visitor validation is to promote business by offering free parking in the hopes of regaining business from customers. Currently, departments on campus can validate parking at no cost to the department or their guest. This not a common practice. Last fiscal year 7,136 parking lot validations were submitted which can be accounted for almost 600 validations a month. The number of parking validations has almost doubled in two years as the campus grows this number will only increase. This results in an unfair treatment for the visitors who come to campus and pay to park. The Visitor's Pay Lot also undergoes more maintenance than any other lot on campus. TPS is proposing that each department pays for parking validations. Departments or organizations can prepay for parking coupons. The proposed rates are one dollar ($1.00) for the first hour, two dollars ($2.00) for up to four (4) hours, and three dollars ($3.00) for over four (4) hours for fiscal year 2016. In fiscal year 2017 the proposed rates are one dollar ($1.00) for the first hour, three dollars ($3.00) for up to four (4) hours, and five dollars ($5.00) for over four (4) hours.

The third, fourth, and fifth proposals concern metered parking on campus. Currently, UCO visitor parking meters cost fifty cents ($0.50) for the first hour. It is the lowest rate for any of our peer institutes with the average of a dollar and forty-five cents ($1.45). The University of Oklahoma, Oklahoma State University, and Downtown Oklahoma City charge at least one dollar ($1.00) per hour for meter parking. TPS is proposing an increase to meter parking to at least one dollar ($1.00) per hour. On some occasions departments have requested metered parking spaces be reserved for an upcoming meeting/event. Regardless of the time of meeting/event that day TPS has to block the meter for the full day to ensure it is available. Thus, the meter is not accessible to the general public for the entire day resulting in a revenue loss. TPS is proposing a five dollar ($5.00) reservation fee per parking meter per day. The fifth proposal is a pay by cell option for metered parking spaces. This will allow individuals to sign up with a phone application to pay for additional parking meter time on their phone. When time is about to expire on a meter it will send a text message so an individual can input more money via a cell phone.
This would be a great enhancement to services TPS offers. Information Technology and the Bursar Office are currently looking at the proposal and it is pending approval. The sixth parking related proposal is in reference to student permit exchanges. In the past some groups of students on campus are allowed to exchange their student permits for faculty/staff permits. This is not seen as a fair practice. The TPS Office has also received complaints regarding this long standing practice. From an operational perspective it is hard to explain and counterproductive. It is TPS's recommendation to no longer continue this practice.

TPS hopes these changes will instill fairness across campus. Mr. Martinez is seeking feedback from this group and others across campus to provide feedback to Vice President Don Chrusciel and Executive Director Safety/Transportation Jeff Harp the proposals with comments will then go back to the President's Cabinet with the recommendations to move forward and begin implementation.

Senate Executive Committee Reports
President’s Report:
During the April Staff Senate meeting training for Senators was discussed. As you may recall, this issue had support but there was not much consensus for the purpose and/or what type of training may be beneficial. After the meeting, the Executive Committee decided that there may need more discussion and would like to invite any interested Senator to submit a bill to explore this issue further in a committee.

During the Staff Senate Executive Committee meeting with President Betz and Vice President Don Chrusciel, there was discussion regarding the budget and state appropriations. At the time, administration was remaining optimistic but realistically anticipating a decrease from the state; however, only 26% state appropriations is allocated in UCO’s budget.

Due to scheduling challenges experienced during this first year and after conversations with President Betz’s office, the Staff Senate Executive Committee approved scheduling a standing monthly meeting for the Executive Committee to meet with Vice President Don Chrusciel and President Betz. This standing meeting has been set for the second Monday of each month at 1:00 pm. Therefore, this needs to be considered by nominees for elected and appointed Staff Senate officer positions.

Be sure to read the Cabinet Notes closely for any issues/concerns that may directly affect UCO Staff. Often items are presented but not voted on immediately. Therefore, this gives the Staff Senate an opportunity to be proactive in providing support and/or address concerns with presented items. Please reach out to the respective departments that made the presentation to learn more and if a need to support or a concern still exists then it may be an issue that should be brought to the Staff Senate.

In the April 28th Cabinet Notes some Human Resource initiatives were listed regarding the collection of premiums in advance for benefits and leave tracking. Those both directly affect staff. President Terrell will send additional information via email to all senators.
Staff Senate elections have failed to fill the remaining two Academic Affairs and one Student Affairs vacancy by majority vote. As a result, the Constitution, Parliamentary Procedure, and Elections Committee decided that the vacancies needed to be filled by Presidential appointment with Staff Senate approval by majority vote during this meeting. With the support of the Staff Senate Executive Committee Teresa Curtis, Karen Davis, and Sharla Weathers have accepted my request to appoint them to serve a 3 year term as representatives for their respective units beginning in July 2015. A vote to confirm the appointments will be conducted under New Business.

Lance Dougherty has resigned from UCO. His term is for three years; therefore, President Terrell will begin the process of filling his seat by Presidential appointment with the approval of Staff Senate.

Vice-President’s Report:
Last Tuesday Governor Mary Fallin signed a bill into law that will go into effect November 1st that will allow switch blades on campus. Vice President Marrs is reaching out to Mark Kinders regarding this issue.

The Faculty Senate introduced and voted on a resolution regarding single use plastic at their last senate meeting. Vice President Marrs reached out to get a copy and send to the Staff Senators.

Secretary/Treasurer’s Report:
For those Senators who will be rotating off of the Staff Senate please bring your “Staff Senator” desk plate to the June meeting to turn in. If you cannot make it to the June meeting please bring the desk plate to my office. I am located in the Administration Building Room 208B.

For the Senators who will continue to serve in the next year please mark your calendars for the first 2015/2016 Staff Senate meeting. It will be held July 7, 2015 from 2:00pm to 4:00pm in the Mary Fallin Room in the Nigh University Center. You will receive a calendar invitation from the newly elected Secretary/Treasurer.

Reporter/Historian’s Report:
Nothing new to report at this time.

Parliamentarian Report:
According to the bylaws the committees are dissolved and reformed with the newly elected officers. The plan for next year is for the committees to form in the same manner as last year.

Current committee chairs and vice chairs need to create an end of year report addressing unfinished business. The reports will need to be submitted to the secretary before the July meeting so he or she can give the report to the new committee chairs. This will help the newly formed committees to continue to conduct business in a more productive manner.

Committees can handle an issue outside the normal bill submission process. In some cases it would be better for the committee to communicate with the department directly before bringing an issue forward to the Staff Senate in the form of a proposal that is then in turn submitted to the
University President. No department should be surprised by an issue the Staff Senate brings forward in the formal submission process.

University-Wide Committee Reports:

1. University Planning Council
   Senator Terrell
   At the time of our last meeting, administration was anticipating to know more about legislature’s budget plans within the next 2-3 weeks.

   Updates to the FY15 Progress Report were discussed and some edits will be made based on the conversation and feedback. Once edits have been made and the document has been approved by the Cabinet, President Terrell will forward a copy to Staff Senators.

   There was a presentation followed by open discussion regarding perspectives on budget model guiding principles and an appreciative inquiry into UCO’s current budget model.

2. Branding Initiative
   Senator Rogalsky
   Vice President Marrs reported that the Branding Initiative committee is in waiting mode. They are looking at the research to tie to the creative aspect of the new UCO brand. Once that is accomplished they will come back and present to the committee then to the President's Cabinet.

3. Communicator’s Council
   Communications Committee
   Nothing new to report at this time.

4. Professional Development Advisory Committee
   Staff Dev and Wellness Comm
   Nothing new to report at this time.

5. Healthy Campus Leadership Team
   Senator Rogalsky
   Nothing new to report at this time.

6. Committee for University IT Project Prioritization (CUIT)
   Senator Cole
   Nothing new to report at this time.

7. National Alumni Board of UCO
   Senator Vorpahl
   Senator Hogan reported that the committee is waiting on information.
   Senator Bounds announced the new Director of Alumni Relations is Kelli Walsh.

8. Library Learning Commons Task Force
   Senator Brannon
   The task force has completed their service. They submitted their recommendations to Provost Barthell on February 22, 2015. The recommendations included ideas and visions for the spaces in the library dependent on availability and budgets.

9. Executive Director Library Search Committee
   Senator LaFave
   Senator LaFave reported that the committee has met and conducted phone interviews. They plan to bring three (3) candidates to campus. The campus at large will be invited to an open forum for each of the candidates.
10. Oklahoma Higher Education Employees Insurance Group (OKHEEI)  Senator Baird

UCO's current health insurance is with Blue Cross Blue Shield (BCBS). The contract ends with the 2016 calendar year. The main question is whether to renew with BCBS or go with a new carrier. Regional University System of Oklahoma (RUSO) sought out a broker to seek the best insurance plan available. Health insurance costs increased over the last several years. Thus, we will not likely get the same plan for the same price. One of those two things, plan or price, will change. The OKHEEI group will be hearing presentations from vendors on May 7. UCO only has one (1) vote within the RUSO group. Senator Baird will have more details at the next session.

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
Staff Senate officer nominations have begun. Those that the committee knew were going to be senators next year should have received an email soliciting nominations. The three elected positions are President, Vice President and Secretary/Treasurer. The email has a link to the bylaws and a short description of the offices and time commitment. There will be an open forum after today’s meeting with those three offices.

2. Communications Committee

Chair: Senator Stone
Members: Senator Arnold, 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, Whately, Senator Wullstein, Senator Young
The committee is continuing to conduct research on current bills.

4. Staff Development and Wellness Committee

Chair: Senator Bounds  Vice Chair:
Members: Senator Anderson, Senator Bhargava, Senator Waddle
The committee has not had the opportunity to meet as a committee.

5. Information Resources and Technology Committee

Chair: Senator Cole  Vice Chair: Senator Tabatabai
Members: 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
Senator Hogan spoke with Senator Shortt, Personnel Policies and Compensation Committee Chair, about researching a couple of issues. Jeanette Patton, Director of Human Resources, will
be retiring at the end of June. She is known on campus as a Banner expert with issues pertaining to Human Resources. Senator Hogan and Senator Shortt plan to meet with Jeanette Patton to obtain information on how the teachers' retirement contribution is collected. The current method creates a burden on employees at the beginning of each fiscal year. The committee plans to also look into the possibility of a twelve (12) month contribution. Another issue is finding a way to reach out to retirees. Currently, there is no way to collect email addresses after they leave the University. They do not have access to their UCO email. The committee is working with IT requesting to look at when to set up a retiree group. The committee is also examining the possibility of RUSO granting emeritus staff positions. The committee is gathering research at this time. Their main focus is to find out why processes are the way they are and what could be done to change it.

**Senate Special Committee Reports and Membership**

1. **Ad Hoc Committee: Transportation and Security Fee**

   **Chair:** Senator Rogalsky  
   **Members:** Senator Bhargava, Senator Cole, Senator Sherman, Senator Tabatabai, Senator Tadlock  

   Senator Bhargava announced the committee has met with Executive Director of Safety/Transportation Jeff Harp and Patrol Officer Lance Doherty to request additional information. After the meeting the committee asked for a written report and requested a resubmission of the bill with more information and will reexamine at that time.

**New Business**

President Terrell moved to confirm the presidential appointment of Teresa Curtis for the vacancy in Academic Affairs. The motion passed.

President Terrell moved to confirm the presidential appointment of Karen Davis for the vacancy in Academic Affairs. The motion passed.

President Terrell moved to confirm the presidential appointment of Sharla Weathers for the vacancy in Student Affairs. The motion passed.

Senator Gillmore presented the proposal “Recommendations for Modifications to the Existing Project Management Office Project Initiation Workflow”.

Senator Hogan moved to commit the proposal “Recommendations for Modifications to the Existing Project Management Office Project Initiation Workflow.” The motion passed after debate.

Senator Shortt requested clarification regarding what power committees have to influence the bills coming out of a committee to go to another committee.

President Terrell stated that the Staff Senate is an independent voice on behalf of the staff as full time employees. President Betz supports the Staff Senate and takes what the Senate has to say and questions seriously. Fact finding is our most powerful tool if there is an issue that affects the staff negatively or positively that needs to be addressed on behalf of the entire staff. Senators are fact finding so they can educate themselves in order to make more informed decisions.
Senator Renteria voiced the concern about Senators crossing a line by asking or targeting a department. What is the scope, if it is an institutional concern or if it is a concern with a specific department?

President Terrell responded by stating that if it is a University Staff Senate concern then it is the Senate's purpose to examine it. The purpose of the Senate is to examine matters affecting all represented employees of UCO, to act as an advocate for said employees, and to advise and communicate with the UCO administration and governance structure. The functions of the Senate include, but are not limited to, the following:

- Provide official representation for all staff members of UCO in matter which affect the enhancement of the student experience and the goals of UCO;
- Receive and consider recommendations from, and consult with the UCO President and the campus community on matters of concern to staff;
- Receive proposed policies or policy changes for review and make recommendations regarding interest and concerns that affect staff;
- Encourage the professional growth and development of staff members;
- Facilitate and enhance communication between the staff and the UCO President; and
- Act as a collective voice for presenting the concerns and needs of the staff to the UCO President.

Departments are not used to people asking questions about issues on behalf of all the full-time employees. Please be aware of that and give the departments time to respond accordingly.

**Announcements for the Good of the Order**

President Terrell reminded the senate of the open forum immediately after today’s session with current executive officers for those interested in running for an elected office next year.

**Adjournment**

President Terrell adjourned the meeting at 3:59 p.m.

Respectfully Submitted,
Secretary/Treasurer—Tamra Kitsmiller