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

Roll Call


Recognition of Visitors
Beth Kerr, J.D. Legal Counsel, Legal Counsel
Ryan Kolb, Training and Development Specialist, Human Resources
Sarah Moore, Administrative Assistant I, College of Education and Professional Studies

Approval of the Minutes
The minutes were approved with corrections. Under the Alumni and Community Service Committee report, the words “Alumni Board” were corrected to “Faculty Senate”.

Special Order of the Day
Guest Speaker: Beth Kerr, J.D. from UCO Legal Counsel
Beth Kerr, J.D. spoke on the Oklahoma Teacher Retirement System (OTRS). She briefly went over the presentation that was originally given by Tom Spencer, Executive Director of Oklahoma Teacher’s Retirement on October 28, 2014. The main topic of interest is the legislative issues dealing with OTRS.

Senate Executive Committee Reports
President’s Report:
Nothing to report at this time.
**Vice-President’s Report:**
An updated on the guns on campus issue was give. There was a legislative hearing Senator Marrs attended and talked with newly elected K. Floyd. Floyd said it was a productive session addressing the misinformation floating around related to the guns on campus issue. After today’s state election we should get a better feel on where the issue is headed.

Mark Kinders has advanced a legislative watch list to keep an eye out for issues. Senator Marrs is keeping in contact with Mr. Kinders in order to keep up-to-date of the current topics.

There are currently four bills that have been assigned to committees.

- The bill regarding the annual review of current UCO policies and procedures was assigned to the Personnel Polices and Compensation committee.
- The bill to examine the current IPP system was assigned to the Personnel Policies and Compensation committee.
- The bill regarding Professional Development Programs was assigned to the Staff Development and Wellness Committee.
- The bill regarding Staff Awards was assigned to the Staff Development and Wellness Committee.
- The bill regarding Staff Overload Pay was assigned to the Personnel Policies and Compensation committee.

Thank you to Senator Hogan and the Alumni and Community Service Committee for planning the OTRS event.

The current bill, proposal, and resolution number system is being slightly revised. Currently the numbering system is set up with 2014/2014 000. It is being revised to 2014/2015 000 here on out. The senate years will be used.

Senator Marrs has a meeting set up with Mark Kinders soon after the state elections and will send out an email or prepare a report with notes from their meeting.

The tuition waiver proposal that we passed was forwarded on to President Betz. According to the Staff Senate Constitution he has 30 business days to respond in writing.

The CRM project was presented to the cabinet. Ellucian will give a demo on December 9 at 11:00 a.m. in the FSI auditorium. Senator Marrs will forward information regarding the CRM project. If you have any questions regarding the project please email Senator Marrs.

**Secretary/Treasurer’s Report:**
Nothing to report at this time.

**Reporter/Historian’s Report:**
The website is up to date.
If you have not sent your picture to Senator Stone for the website please do so.

The November agenda is currently posted. The minutes will go up as soon as they are distributed.

Please direct all areas to go to the website if they have questions for their senators. Also, help them find the website. It holds a majority of answers for the questions non-senators may ask.

Parliamentarian Report:
The bylaws state, “No final disposition of a bill shall be made during the Senate meeting at which the report is first presented; however, the Senate may suspend this rule by majority vote. The motion to suspend shall be debatable”. This bylaw allows senators a month’s time to think about the bill and compose arguments for an upcoming debate. If a committee has a bill the committee will state the issue and open the floor for questions. The voting on that particular issue will occur at the next senate session.

University-Wide Committee Reports:
1. University Planning Council
   Different divisions are presenting their capital project proposals.

2. Portal Task Force
   Senators should have received a draft of the recommendation for the new portal. All services delivered through UConncet will still be available with the new system. If you have any feedback, please email it to Senator Terrell by 5:00 p.m. today.

3. UCO NCUR Planning Committee
   Nothing to report at this time.

4. Branding Initiative
   Will be meeting on Monday November 10 and will have an update for December’s Staff Senate meeting.

5. Communicator’s Council
   Nothing to report at this time.

6. Professional Development Advisory Committee
   Nothing to report at this time.

7. Healthy Campus Leadership Team
   The current leadership is changing with the departure of Danielle Dill. The team is going to meet with Brittany Criswell to talk about representation.

8. Committee for University IT Project Prioritization (CUIT)
   Nothing to report at this time.
9. National Alumni Board of UCO
Senator Vorpahl
Nothing to report at this time.

10. Library Learning Commons Task Force
Senator Brannon
Nothing to report at this time.

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
The CPP&E Committee redistributed the terms randomly. All senators should have received an email stating your current term length.

A senator cannot have more than three (3) consecutive unexcused absences or a total of six (6) per term year. Currently the bylaws do not define what constitutes an excused absence. The senate needs to define the term for itself. If we do not have a resolution defining what it means each person’s absence will need to be looked at during each senate meeting.

The committee moved to adopt the following resolution:
“(1) That the Staff Senate shall define the term “unexcused” on page 3, section 5.5 of the Staff Senate Bylaws thusly:

a. A Senator’s absence from Senate meetings shall be excused if and only if it falls under one or more of the following categories as defined by UCO Human Resources:
   i. FMLA Leave
   ii. Funeral Leave
   iii. Jury Leave
   iv. Military Leave
   v. Voting Leave

b. A Senator’s absence from Senate committee meetings may be excused by the chairperson of the committee for any reason.

c. A Senator wishing to excuse his or her absence from a Senate meeting or Senate committee meeting, shall share his or her reason for being absent with the Staff Senate Secretary or committee chairperson, respectively.

(2) That the Staff Senate shall define the term “absences” on page 3, section 5.5 of the Staff Senate Bylaws thusly:

a. A Senator shall be considered absent from a Senate meeting or Senate committee meeting if they fail to appear within the first half of the meeting.”

The resolution will be voted on at the next Staff Senate meeting under Unfinished Business”.

2. Communications Committee
Chair: Senator Stone
Members: Senator Arnold, Senator Talley
Nothing to report at this time.
3. Personnel Policies and Compensation Committee
Chair: Senator Short  Vice Chair: Senator Breslin
Members: Senator Curtis, Senator Gillmore, Senator Moore, Senator Renteria, Senator Whatley, Senator Wullstein, Senator Young
The committee has completed their initial review of current University policies and procedures. They found two or three policies that may need to be revised and/or updated. The committee is in the process of drafting recommendations in regards to bill SSB 2014/2015-001.

The committee is still examining the current IPP system. They do not want to take the review process lightly and are taking their time. They are currently looking at the 360 degree review process. It is very similar to what the University currently has but more simplified. This is regards 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 met with Fran Petties, Manager Training & Development, and Ryan Kolb, Training & Development Specialist to discuss the selection process for various programs. The committee is working on a recommendation.

5. Information Resources and Technology Committee
Chair: Senator Cole  Vice Chair: Senator Tabatabai
Members: Senator Crudu, Senator Dean, Senator LaFave
Nothing to report at this time.

6. Alumni and Community Service Committee
Chair: Gypsy Hogan  Vice Chair: John Wood
Members: Senator Sherman, Senator Tadlock, Senator Vorpah
The committee is looking to plan another presentation regarding the pros and cons of possible changes in Teacher’s Retirement. The committee plans to keep in touch with Mark Kinders for bills to be filed in December.

Senate Special Committee Reports and Membership
None at this time.

Unfinished Business
None at this time.

New Business
Senator Shortt moved to commit the following bill, “Offer employees who have served in the military a paid day off to celebrate Veterans Day.”
The motion failed after debate.
Announcements for the Good of the Order

President Terrell stated Raul Martinez, Director of Transportation and Parking (TPS), publicized in Centralities that the parking gate near Police Services has been removed. Further questions or concerns contact Transportation and Parking. Safety was the primary reason for the gate removal. President Terrell was told TPS will increase trafficking of that lot.

Senator Kitsmiller stated the President’s Cabinet has recently approved the revision and immediate enforcement of the Employee Financial Responsibility Policy. Applicants and new employees with outstanding delinquent debt to the University will be approved for new employment with the condition that they must complete the Debt Authorization Form and provide this to Human Resources on or before their first day of employment. Failure to provide this form will result in the conditional offer being withdrawn.

All current employees are required to make arrangements to satisfy their financial obligations to the University in a timely fashion. There are three options for employees to take care of current debt. They can either: (1) pay the debt in full, (2) submit a completed Payroll Deduction Authorization Form, or (3) appeal the debt with the charging department. The Payroll Deduction Authorization Form is located on the Payroll Services website under Payroll Forms. The Payroll Deduction Authorization Form gives four payroll deduction options: (1) 100% of debt in 1 month, (2) 50% of the debt over 2 months, (3) equal payments over a 6 month period if the total debt is over $500, and (4) an amount that must be approved by the employee’s supervisor and Division VP until the debt is paid in full.

Each month the Payroll Services Office will work with the Bursar Office to notify employees who owe a debt. If the debt is not taken care of within 30 days by one of the three methods previously mentioned the employee will be referred to Employee Relations. At that time a meeting will be scheduled with the employee and his/her supervisor to determine the reason for non-compliance. If there is no good reason why the employee is not complying and he or she refuses to comply, he or she can be terminated for failure to satisfy financial responsibility to the University.

When an employee leaves the University for any reason any delinquent debt will be deducted from the employee’s final paycheck and/or any other payout due to the employee by the University (vacation accrual payout, for example).

NOTE: Debt as a result of tuition and fees will be first handled solely by the Bursar as a “student”, i.e. currently enrolled can carry up to $500 in debt and re-enroll. At the point an employee does not re-enroll and still has debt, the actions previously mentioned will be applied.

Senator Kitsmiller stated Human Resources have had a reoccurring issue of late I-9’s coupled with late completion of new hire paperwork for student employees. These problems can cause noncompliance issues with the Department of Labor and US Citizenship & Immigration Service. The President’s Cabinet approved the following solution: all student employees will not be authorized to begin work until they have been through Human Resources to complete paperwork. Human Resources will contact the supervisor/department as soon as the student completes the required paperwork, so the student worker can then begin working. (Supervisors will need to plan start dates around when a student tells the supervisor they can get the necessary paperwork to Human Resources.)
In addition to a student coming to Human Resources anytime during normal office hours, Human Resources will organize and offer “orientations” for students during January and August to welcome students; provide an opportunity for them to process multiple students at a time; and have people/resources available to answer student workers’ questions.

Running background checks on student workers was an option, at the department’s discretion, but they are rarely done. If anything were to ever happen the University does not have a defendable reason why we do not run background checks on student employees, like we do for all other employees. Moving forward, all student employees will have a background checks conducted and reviewed, unless they have one on file within the last year. Human Resources has identified an approved provider for background checks that will support the student to enter their personal identifying information to generate the background check. Applicants will have access to see their background check results which is not currently available today. No one at UCO will collect, pass around, store, or otherwise know social security numbers or dates of birth of applicants. The cost for the new provider is $10. The hiring division will be responsible for paying the background check costs for their student employees, with Human Resources continuing to pay for Staff, and Academic Affairs paying for faculty and adjuncts.

Further announcements/publications will be made regarding all three issues.

President Terrell stated the speaker for next meeting is President Betz. Please be on time to December’s meeting. President Terrell will not be here and Senator Marrs will preside over the meeting.

**Adjournment**
President Terrell adjourned the meeting at 3:27pm

Respectfully Submitted,
Secretary/Treasurer—Tamra Kitsmiller