Call to Order
Vice President Marrs called the meeting to order at 2:00 p.m.

Roll Call

Senators Absent (3): Senator Ross, Senator Tadlock, Senator Terrell

Recognition of Visitors
Dr. Betz, UCO President
Fran Petties, Manager Training & Development, Professional Education
Sarah Moore, Administrative Assistant I, College of Education and Professional Studies

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

Special Order of the Day
Guest Speaker: Dr. Betz, UCO President
President Betz spoke about the importance of the Staff Senate. He recognized the work the Senate is currently doing and appreciates the input given thus far. He spoke on the Senate’s purpose here at UCO; the opportunity we create for other people. In closing, he thanked the Staff Senate for the work thus far and wanted to reinforce the message and to embrace UCO 125. It is a moment for celebration and reaffirmation of why we show up each morning. Betz is looking forward to the Senate’s continuous input.

Senate Executive Committee Reports
President’s Report:
Vice President Marrs reported on behalf of President Terrell. Aaron Wheelbarger has accepted a requested appointment to serve as a Student Affairs representative for the remainder of the 2 year
term vacated by Nicole Miller. A vote to confirm the appointment will be conducted under New Business.

**Vice-President’s Report:**
Chancellor Johnson’s Legislative Luncheon was held at UCO on November 21, 2014. Many dignitaries and legislators were in attendance. Chancellor Johnson outlined the 2015 State Regent’s Legislative Agenda and budget Request. The 4 main highlights:
1. Complete College America initiative
2. Maintain Current Law Regarding Weapons of Campus
3. Oklahoma’s Promise

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

**Reporter/Historian’s Report:**
The website is up to date.

**Parliamentarian Report:**
Senator Baird had received a question about abstaining from voting. According to Robert’s Rules of Order there are several types of voting. The voting the Staff Senate currently has in the bylaws is in regards to the majority of votes made. If a senator does not say “I” or “Na”, that is abstaining. The vote is not counted. It does not help or hurt the issue being voted on.

**University-Wide Committee Reports:**

1. **University Planning Council**
   Senator Terrell
   Senator Baird attended in President Terrell’s place. The current capital project proposals are for the Wellness Center addition, Performing Arts Center, and Athletics buildings. The UPC asked that the President’s cabinet prioritize all of the projects presented by all of the divisions.

2. **Portal Task Force**
   Senator Terrell
   Vice President Marrs reported on behalf of President Terrell. The recommendation was presented to the Information Technology Executive Council and it was accepted. They will complete the necessary steps to submit the project to the Committee for University IT Project Prioritization (CUIT) for acceptance and prioritization. Once prioritized, they will begin moving forward with dedicating appropriate resources to the project. The Task Force has completed its purpose.

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

4. **Branding Initiative**
   Senator Rogalsky
   After gathering quantitative and qualitative information TWG came up with a position or promise statement of who UCO is. A survey of four or five statements was sent to faculty, staff, businesses, current students, and future students to see who we are and where we are going. The
committee will meet again in January at which point the creative portion of the initiative will begin.

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

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

7. **Healthy Campus Leadership Team**
   Staff Dev and Wellness Comm
   Nothing to report at this time.

8. **Committee for University IT Project Prioritization (CUIT)**
   Senator Cole
   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
    Two committees have been created within the task force. The task force will be reviewing where the library is going and where the University wants it to go. They toured the library and were given a plethora of information to go through.

**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
   Nothing to report at this time.

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 is continuing to work on the three bills that were assigned. They are doing more analysis of other sectors and what they are doing for employee reviews.

4. **Staff Development and Wellness Committee**
   Chair: Senator Ross
   Vice Chair: Senator Bounds
   Members: Senator Anderson, Senator Bhargava, Senator Doherty, Senator Waddle
   The committee is still in the process of reviewing the two assigned bills.
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 Vorpahl
The committee is still looking at and monitoring the OTRS situation. Senator Woods has put together a white paper. The committee is also looking for anyone who might want to be involved in writing letters to the editorial boards to show our stance on the issues.

Unfinished Business
The committee moved to approve the adoption of the following resolution: “Staff Senate Attendance Policy”. The resolution was approved after debate.

New Business
Senator Marrs moved to confirm the Presidential Appointment Aaron Wheelbarger for the Student Affairs Vacancy. The motion passed.

Announcements for the Good of the Order
Senator Kitsmiller announced the upcoming payroll deadlines.
- All biweekly and student employees have until 12:00 P.M. on Friday, December 12, 2014 to submit online timesheets for BW/ST26.
- All web time approvals and leave forms are due to the Payroll Services Office by 5:00 P.M., Friday December 12, 2014 for BW/ST26.
- All biweekly and student employees have until 12:00 P.M. on Monday, December 15, 2014 to submit online timesheets for BW/ST1.
- All web time approvals and leave forms are due to the Payroll Services Office by 5:00 P.M., Monday December 15, 2014 for BW/ST1.
Please have hourly employees submit the hours they plan to work for December 14-27, 2014, BW/ST1. If the hours that are actually worked varies from the time submitted it will be corrected with BW/ST2 by an amended timesheet. It is critical to have all hourly employees submit the hours online by the deadline in order to ensure all paychecks are paid on time. Please share this information with your coworkers and student employees.

Senator Bounds announced that today is Giving Tuesday. Every dollar that is donated is very impactful. Today is a big campaign and would appreciate any and all donations.

Senator Gillmore stated the Central Pantry is somewhat bare. He asked for help from fellow senators to put the word out to donate and to get your fellow coworkers to donate as well. Please visit The Central Pantry website for needed items. The Food Pantry also accepts cash donations through the VSLC. (http://www.uco.edu/student-affairs/vslc/centralpantry.asp)
Senator Brannon recognized that the UCO football team is leaving this weekend to attend a bowl game. It is the first bowl game in UCO’s history. If anyone is interested in going to the game tickets are $10 and can be purchased online.

Senator Marrs announced the CRM demo is going to happen next week. The purpose for the demo is to go to each unit and explain what CRM is and what it can do for that particular area. It is an Ellucian product that interfaces with banner. The demo will be held next Tuesday, December 9, at 11:00 A.M. at the Forensic Science Auditorium. Flyer or an email blast will be sent with more information.

Senator Marrs gave an update on the current legislative issues. She reminded the Senate that if any communication needs to be made by employees to the legislature to remember NOT to send anything from your UCO email account. All communication whether a phone call, hand written letter or email must be made from an employee’s personal account, number, stationary, etc.

Adjournment
Vice President Marrs adjourned the meeting at 3:10 p.m.

Respectfully Submitted,
Secretary/Treasurer—Tamra Kitsmiller