Call to Order
President Terrell called the meeting to order at 2:02 p.m.

Roll Call

Senators Absent (2): Senator Arnold, Senator Vaughn

Recognition of Visitors
Sarah Moore, Career Services
Norman Nieves, Emergency Management

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

Special Order of the Day
Guest Speaker Norman Nieves spoke in regard to his position at the University as the Director of Emergency Management. In that role, his goal is to prepare staff in different emergency situations. Security measures are being increased across the campus. New video cameras have already been installed in several buildings, and there are plans to install more cameras in the near future. The department has started a program to train in responding to an active shooter (ALICE). As storm season approaches, the department is working closely with the National Weather Service in Norman, Oklahoma, to ensure that our campus is informed. In all situations, the department will use many means of communication to keep the campus aware and is continually looking at ways to improve and enhance services.

Senate Executive Committee Reports
President’s Report:
Replacement for John Wood’s seat
A finalist will be presented at the March meeting for appointment.
Resolution Updates:
- Instant Runoff Definition Resolution and the Bylaws Amendment: Elections and Legislation will be filed with the Staff Senate Governing Documents folder in the Staff Senate shared network folder.
- No Weapons on Campus Resolution was delivered to President Betz and Vice President Kinders.

Additional Meetings:
Capital Project Update Meeting
- This is a regular meeting that A&E has with President Betz and an invitation has been extended to the UPC. The following are a few of the small projects and reports that may directly affect staff or may be of interest to you.
  - Parking Lots: Lot 57 (Campbell and University) work was to begin last week for completion late April 2016. Lot 16 (Chowning and Ayers) work will begin upon receipt of PO for completion May 2016.
  - NUC Main Stair Handrail: Project redesign and install code compliant handrail and balustrade.
  - Business Building: Major renovation to two restrooms (currently both women’s restrooms are upstairs and both men’s restrooms are downstairs. The project will balance the count as well as provide ADA compliance.
  - Seismic Study report: Engineering study to take place to review the initial ten buildings benchmarked last year and will add ten new buildings in the report as well as housing. If you see something that was not there before, we are asked to report it to David Stapleton and building captains.

Invited to attend Regional University System of Oklahoma Board of Regents meeting last Thursday evening for networking and introductions. This is an annual event that includes the Regents as well as RUSO’s Presidents and guests.

Vice-President’s Report:
VP Renteria met with Dr. Kinders and has requested that the email information regarding legislative issues to President Terrell and herself, so that these can be shared with Senators. Renteria is working with the Faculty Senate Parliamentarian to discuss joint resolutions/proposals between the two senates. Renteria reported that committee work is on track.

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

Reporter/Historian’s Report:
Senator Supon reported that the website is being updated. She thanked all who had their pictures taken.

Parliamentarian Report:
Senator Baird shared the following reminders.
1. Reminder: Non-Senators may serve on Staff Senate committees as long as Staff Senators retain majority membership.
   a. Useful when a non-senator has expertise that would benefit the committee
   b. Useful when small committees want to form sub-committees to tackle different issues or different aspects of the same issue

2. Killing a Bill
   a. The previous process for killing a bill will be updated. In the past, and under instruction of the Parliamentarian Baird, the process has involved committee discussions and voting whether to kill a bill. Then, the chair reports why the committee has taken this action in open senate.
   b. The procedure for killing a bill will now include additional information that needs to be included in the committee report:
      i. Inform the Senate of any offices on campus you contacted to make the determination
      ii. Briefly describe their feedback
      iii. If no offices were contacted, explain why (matters that pertain only to the Staff Senate will rarely require a committee to contact an outside office of the university.)
   c. Parliamentarian Baird asked that this procedure be effective at the next Senate meeting.

3. Reopening a Bill
   a. Any senator may move to reopen a killed bill. To that end, if a committee wants to kill a bill, it is in your best interest to explain to the sponsoring Senator your reasoning.

University-Wide Committee Reports:

1. University Planning Council  
   Senator Terrell

   During the January 22nd meeting, Dr. Chrusciel shared the Drone and Hover Board policies as well as updated the group on staff compensation competitiveness. In order to maintain all staff salaries at 85%, an additional $106,312.40 is needed. HR will be providing each VP with divisional data starting February 1.

   In addition, VP Neuhold shared that the Administration is running budget percentage scenarios for the OSRHE and the Chancellor has charged Universities with identifying potential cutbacks. This process is requested of Universities every year.

   Dr. Barthell shared and the group discussed the Academic Service Fee requests submitted by the colleges. These fees vary by college and are applied according to the college.

2. Communicator’s Council  
   Andrea McCoy

   Nothing to report at this time.
3. **Professional Development Advisory Committee**  Senator Castleberry
Met to discuss the Sandwich Generation Expo and start planning for the Staff Conference.

4. **Healthy Campus Leadership Team**  Senator Curtis
Nothing to report at this time.

5. **Committee for Univ IT Project Prioritization (CUIT)**  Senator Cole
Two items were brought before the committee (Central File Management and Web Redesign). Both were scored and sent to the Cabinet.

6. **National Alumni Board of UCO**  Senator Dumas
Nothing to report at this time.

7. **Committee on Diversity**  Senator Arnold
Senator Arnold was not present to make a report.

8. **Health and Wellness RFP Committee**  Senator Romano
Proposal was accepted. OU Physicians Clinic opened January 11, 2016.

9. **Transformative Learning for Employees Task Force**  Senators Castleberry and Moore
Nothing to report at this time.

**Senate Standing Committee Reports and Membership**

1. **Constitution, Parliamentary Procedure, and Elections Committee**
   **Chair:** Senator Baird
   **Members:** Senator Brown, Senator Davis, Senator Rogalsky
   Senator Baird presented information about re-allocating the number of senate seats according the number of staff within each division.

2. **Communications Committee**
   **Chair:** Senator Supon
   **Members:** Senator Stone, Senator Wullstein
   Committee will meet in February.

3. **Personnel Policies and Compensation Committee**
   **Chair:** Senator Gillmore  **Vice Chair:** Senator Weathers
   **Members:** Senator Butler, Senator Moore, Senator Romano, Senator Shortt, Senator Young

4. Staff Development and Wellness Committee
Chair: Senator Curtis                  Vice Chair: Senator Castleberry
Members: Senator Arnold, Senator Baker, Senator Killian, Senator Waddle

Senator Curtis presented Resolution: SSR 2015/2016-006 Transformative Learning Committee. Debate followed. It will be voted on during new business at the next meeting.

5. Information Resources and Technology Committee
Chair: Senator Wheelbarger                  Vice Chair: Senator Cole
Members: Senator Vorpahl
Will be meeting with OIT to discuss open bill in committee.

6. Alumni and Community Service Committee
Chair: Senator LaFave                  Vice Chair:
Members: Senator Bhargava, Senator Dumas, Senator Hogan
Nothing to report at this time.

Senate Special Committee Reports and Membership
1. Ad Hoc Committee: Transportation and Security Fee
Chair: Senator Rogalsky
Members: Senator Bhargava, Senator Cole
Senator Rogalsky presented a Resolution: SSR 2015/2016-007 in support of the Safety and Transportation Department. It will be voted on during new business at the next meeting.

This is the final report from this committee.

Unfinished Business

New Business

1. Resolution SSR 2015/2016-005 Diversity Committee Website. Senator Curtis made a motion to approve this resolution from the Staff Development and Wellness Committee. Debate followed. After concerns were brought forth, Senator Curtis made a motion to table the resolution so that the committee could address the concerns. The motion passed.

2. Resolution SSR 2015/2016-008 Campus Childcare. Senator Hogan presented this resolution and made a motion to suspend Article VI, Section 2.4.3 so that the resolution could be voted on during the session instead of at the next meeting under new business. The motion passed. Debate followed. As it was approaching 4pm, Senator Moore made a motion to extend the meeting by 5 minutes. The motion passed. During this extension, Senator Hogan made a motion to approve the resolution. The motion passed.
Announcements for the Good of the Order

Adjournment
President Terrell adjourned the meeting at 4:05 pm.

Respectfully Submitted,
Secretary/Treasurer—James Powers