III Staff Senate of the University of Central Oklahoma
Minutes from Tuesday, July 5, 2016
Nigh University Center, Mary Fallin Room

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

Roll Call

Senators Absent (12): Senator Baker, Senator Curtis, Senator Evans, Senator Hsu, Senator Hull, Senator Killian, Senator King, Senator Moore, Senator Rogalsky, Senator Vaughn, Senator Vorpahl, Senator Wullstein

Recognition of Visitors
Patti Neuhold, Vice-President – Finance,
Sara Castleberry, Business Services

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

Special Order of the Day
Patti Neuhold, Vice President - Finance, presented a budget update for FY17. There was a reduction from the State that accounted for an $8.4 million reduction. This is in addition to a cut earlier in 2016. Neuhold explained that the University used reserves last fiscal year for one-time expenses, but those reserve funds have been reduced for future use. Neuhold stated that we did balance the budget and we have a conservative plan moving forward. When questioned about how the cuts would be handled, Neuhold indicated that they would leave that up to the financial managers at the department level. She also discussed the newly approved tuition and mandatory fee increase of 9.9%. When asked about the Administration division being split into finance and operations, Neuhold explained that they would be more effective and planned to be sharing spaces and staff. She also reviewed the areas she oversees. She answered questions about lobbying techniques Mark Kinder’s office handles, upcoming congressional election candidates in our state, the additional step for replacing positions and salary increases, and the upcoming FLSA changes and how they may impact employees. She closed with an invitation to reach out to her if we have additional questions or concerns.
Senate Executive Committee Reports

President Baird
Executive office appointments:
- James Powers as parliamentarian and Justine Tozer as historian have been approved by the executive committee.

Senate Appointments:
- Sara Castleberry, Heather Peck and Lora Motley are the appointments to be considered during new business.

Several senators have rotated off committees, many will be appointed for this term.

Vice-President Renteria:
For the 2016-2017 new session, Staff Senate has two unfinished bills that will be rolled into the respective committees. These bills fall within the purview of the Communications Committee and the Information Technology and Resources Committee. One end-of-year committee report is still outstanding. Thank you to senators submitting reports. Vice President Renteria has set up all committee folders with a 2016-2017 folder and has created the bill tracking spreadsheet for this year. She has also been working on a template for committee reports that will be shared with the Staff Senate at the next meeting.

Secretary/Treasurer Duke:
Reminder to incoming Senators to pick up desk plates at the conclusion of the meeting.
Reminder of attendance policy for senators.

Reporter/Historian Tozer:
Nothing to report. New to the committee; therefore, no report at this time.

Parliamentarian Powers:
Nothing to report. New to this position; therefore no report at this time.

University-Wide Committee/Representation Reports

1. University Planning Council  
   Senator Baird  
   Has not met, report will go into next month’s agenda and minutes.

2. Communicator’s Council

3. Professional Development Advisory Committee

4. Healthy Campus Leadership Team  
   Senator Curtis  
   No report, Senator Curtis absent

5. Committee for University IT Project Prioritization

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

7. **Committee on Diversity**

8. **Transformative Learning for Employees Task Force**
   No report, Senator Moore absent

9. **Web Accessibility Higher Ed Project Team**
   Nothing to report.

**Senate Standing Committee Reports and Membership**

President Baird stated all senators should have received an email requesting their Standing Committee Preferences. Many positions will be appointed. The exceptions are the Parliamentarian and Reporter/Historian are automatically the chairs of the CPP&E Committee and Communications Committee respectively as part of their officer duties listed in the Bylaws. As stated in the Bylaws, the President makes the appointment decisions with Executive Committee approval, and then the Secretary/Treasurer notifies Senators of the appointments as well as adds them to the August agenda. Vice President Renteria gave an overview of the committees. Preferences are due by end of day on July 15.

1. **Constitution, Parliamentary Procedure, and Elections Committee**
   Chair: Senator Powers
   Vice Chair:
   Members:

2. **Communications Committee**
   Chair: Senator Tozer
   Members:

3. **Personnel Policies and Compensation Committee**
   Chair:
   Vice Chair:
   Members:

4. **Staff Development and Wellness Committee**
   Chair:
   Vice Chair:
   Members:

5. **Information Resources and Technology Committee**
   Chair:
   Vice Chair:
   Members:
6. Alumni and Community Service Committee
   Chair:
   Vice Chair:
   Members:

   **Unfinished Business**
   None

   **New Business**
   President Baird moved to appoint Sara Castleberry for the missing senate spot for Administration. Sara left the room during the discussion and vote. President Baird opened the floor for discussion. The appointment was approved.

   President Baird moved to appoint Heather Peck for the missing senate spot for Student Affairs. President Baird opened the floor for discussion. Discussion of notification process for appointments occurred. Discussion concluded. The appointment was approved.

   President Baird moved to appoint Lora Motley as a replacement for Senator Cone’s resignation. President Baird opened the floor for discussion. Discussion of nominations and appointment process occurred. The appointment was approved.

   President Baird called for any other new business. Senator Mankin announced an upcoming RUSO meeting that she will be attending. Senator Terrell recommended an additional senator attend along with Senator Mankin. Senator Butler will attend the meeting.

   **Announcements for the Good of the Order**
   Senator Tozer stated that the new parking and transportation rules and regulations are up on their website.

   Senator Terrell reminded all senators of the upcoming faculty/staff campaign. She stated a possible goal for the staff senate would be to have 100% participation. Senator Hogan is an ambassador for the faculty/staff campaign.

   **Adjournment**
   President Baird adjourned the meeting at 3:06 pm.

   Respectfully Submitted,
   Secretary/Treasurer—Cheryl Duke