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

Roll Call

Senators Absent (7): Senator Butler, Senator Hogan, Senator King, Senator Terrell, Senator Vaughn, Senator Waddle, Senator Wullstein

Recognition of Visitors
Ryan Kolb, Training & Development Specialist
Fran Petties Director, Professional Development

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

Special Order of the Day
Guest Speaker, Ryan Kolb, Training & Development Specialist, invited Staff Senate to assist the Leadership UCO program this year by recommending which of 5 projects they should pursue. The options are 1. How to motivate more employees to attend Professional Development. (Sessions, conferences, programs, online training, etc.); 2. How to improve retention of top-talent; 3. How to engage staff with the Transformative Learning Central Six; 4. What should a revised Leadership UCO program look like – our goal is to make the program more UCO-centric; 5. How can UCO generate additional revenue streams? President Baird said the Personnel Policies committee would review and make a recommendation by September 1st.

Senate Executive Committee Reports
President Baird: Senator Baker from Athletics has resigned; the Executive Committee will recommend a replacement at next month’s meeting. The Executive Committee approved the
standing committee appointments as listed in today’s agenda and included in today’s minutes. Committee assignments have been sent out. Consideration was given to personal preference, division, gender and previous service. He instructed the committees to review the committee roles in the Bylaws-Article VI, schedule first meeting, elect a Chair and Vice Chair and inform President Baird. Upcoming guest speakers are as follows: September-Provost Barthell; October-President Betz. We will take a Staff Senate photo with President Betz; also during the October meeting we will also hand out certificates for previous senator’s service.

Vice-President Renteria:
Vice President Renteria presented a committee report template to the Senate. The report is meant to capture all pertinent information regarding committee work. VP Renteria asked that each committee review the document and provide feedback by the next meeting. She will email the template to all senators. Additionally, VP Renteria reviewed the different ways in which senators can introduce issues for Senate consideration:

1. A senator can sponsor an issue and introduce it to the Senate by completing a bill template and submitting the bill as an agenda item for the next available meeting.
2. Constituents can ask Staff Senators to sponsor issues on their behalf through the bill process as well. In this case, the originator fills out the bill template and provides it to the senator who has agreed to sponsor. It is the senator’s responsibility to ask questions of the non-senator (also called originator) before the bill is introduced in Senate as an agenda item.
3. A senator can introduce an issue through a committee, in which case, the committee would have to decide if the committee wants to take on the issue. After review, the committee could develop either a resolution or a proposal for this issue to introduce to the Senate for voting.

Secretary/Treasurer Duke:
Senator Duke gave a reminder to incoming senators to pick up desk plates at the conclusion of the meeting. She also announced room changes for upcoming meetings and the cost saving resulting from those changes.

Reporter/Historian Tozer:
Reporter/Historian Tozer is working on gaining access to the website. Once that is done, she will be able to update and add items to the website. She is also waiting on access to the shared drive and will be able to add senators to the drive.

Parliamentarian Powers:
Parliamentarian Powers Topics for August 2016 Meeting:

1. Reporting from committees. Last year we had a lot of reports of “nothing to report”. Please expand on this answer. According to the Bylaws, Article VI, Section 2; 2.4.1 “Committees shall give a progress report during each regular Senate meeting.” Some possible things that could be mentioned:
a. We met on set date…
b. We did not meet this past month
c. We are looking into…

2. How replacement appointments are made:
   a. According to the Bylaws, Article III, Section 1 Non-Divisional Movement Vacancies; “In case of a vacancy in the Senate, excluding moves from one election unit to another, the President may appoint a staff member from the affected election unit to be confirmed as a Senator by the Senate’s majority vote. Alternatively, the Senate may conduct a special election to provide the replacement. If the Senate seat is not filled at a special election, or there is insufficient interest for an appointment, the seat will remain unfilled until the next general election. In either case, however, the term of the unfilled seat will not change. That is, if a term for three-year term is unfilled, it may be filled as a one-year or two-year term at the next general election.”
   b. During the last meeting, President Baird offered three appointments that were debated and voted on. All three were confirmed by a majority vote.

For convenience a Simplified Roberts Rules of Order is available on the Staff Senate website.

University-Wide Committee/Representation Reports

1. University Planning Council  Senator Baird

   The UPC met and discussed 2 major topics: how to develop measureable goals as a university and how to act on them. Gary Steward is tasked with telling HLC how UCO conducts strategic planning and so has directed UPC to strategically plan for the future. UPC is splitting into different sub committees: Student Success; Transformative Learning; Value; Place. Patti Neuhold spoke with more financial detailed information. The overall message was: We are hurting but will bounce back.

2. Communicator’s Council  Committee Appointment

3. Professional Development Advisory Committee  Senator Castleberry

   Has not met yet – no report.

4. Transformative Learning for Employees Task Force  Senator Castleberry

   Met on July 26th, was not a priority, disbanded that committee

5. Healthy Campus Leadership Team  Senator Curtis

   Have not met, next meeting September 8th.

6. Committee for University IT Project Prioritization  Senator Dumas

   July meeting reviewed banner steps; next upgrade of banner will be more efficient, will have more integration; will have to complete ASAP. It will be a two year project until all the modules have been converted.
7. **National Alumni Board of UCO**  
   Senator Morris  
   Nothing to report at this time, next meeting August 11th.

8. **Committee on Diversity**  
   Senator Renteria  
   Meeting Wednesday August 10th, Senator Renteria will call in for the meeting.

9. **Oklahoma Higher Education Employee Insurance Group**  
   Senator DeBoard  
   Senator DeBoard has attended two meetings. There have been decisions made regarding dental insurance changing for the better next year. Human Resources to rollout specific details later in the year. This calendar year Blue Cross Blue Shield will remain, with benefits largely unchanged. The premium will go up, the rate is not known yet, but at least a 6.6% increase. This increase was better than they had feared. Senator DeBoard gave credit to UCO executives & benefits team, stated it was clear that they are strong advocates for our employees. Long term future unknown.

### Senate Standing Committee Reports and Membership

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

2. **Communications Committee**  
   Chair: Senator Tozer  
   Vice Chair:  
   Members: Senators Hsu, Jackson-Hardwick, and Wullstein

3. **Personnel Policies and Compensation Committee**  
   Chair:  
   Vice Chair:  
   Members: Senators Evans, Goad, LaFave, Mankin, Motley, Peck, Shortt, and Vaughn

4. **Staff Development and Wellness Committee**  
   Chair:  
   Vice Chair:  
   Members: Senators Castleberry, Curtis, King, Waddle, Weathers, and Young

5. **Information Resources and Technology Committee**  
   Chair:  
   Vice Chair:  
   Members: Senators Button, Hagy, and Vorpahl

6. **Alumni and Community Service Committee**  
   Chair:
Vice Chair:
Members: Senators Butler, Dumas, Hogan, Hull, Killian, and Morris

No committee meetings have occurred.

**Unfinished Business**
None

**New Business**
Bill: Tuition Waiver Policy Edits was presented to the Senate. Debate followed. Senator Mankin made the motion to commit the bill to committee. Motion passed.

**Announcements for the Good of the Order**
None

**Adjournment**
President Baird adjourned the meeting at 2:59 pm.

Respectfully Submitted,
Secretary/Treasurer—Cheryl Duke