IV Staff Senate of the University of Central Oklahoma
Minutes from Tuesday, October 3, 2017
Forensic Science Institute, Lecture Hall

Call to Order
Vice-President Butler called the meeting to order at 2:02 p.m.

Roll Call


Recognition of Visitors
Dr. John Barthell – Provost and Vice-President for Academic Affairs
Thalia Rodriguez – UCO Student
Jessica Mascote – UCO Office of Undergraduate Admissions
Stockton Duvall – UCOSA President
Dr. Kristi Archuleta - representative for Faculty Senate
Tiffany Bryant – UCO College of Fine Arts and Design
Susie Braun – UCO College of Business

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

Special Order of the Day

Dr. John Barthell, Provost and Vice-President for Academic Affairs announced that HLC recently reaccredited UCO. This was a 5-year remote Assurance Review, and UCO was given a positive response. NCUR is coming April 2018. Dr. Barthell emphasized that this is the premiere event for undergraduate research in the nation. Dr. Barthell gave an overview of a possible University College. This college would focus on student retention. Possible campus entities that are currently spread out across departments and divisions could be brought under one umbrella focused on student success and retention. Some examples include: Project Persist, Freshman Seminar, Success Central, Bridge, First Year Advisors, First Year Faculty, STLR, Financial Aid,
Office of High impact Practices. Dr. Barthell gave an update on the UCO Downtown campus. Fall 2017 enrollment is up from Fall 2016. UCO will expand its presence in 1 Santa Fe Plaza using the Tax Increment Finance (TIF) to help defray some of the costs of renovating the facility.

Stockton gave an overview of how UCOSA is funded. Student Activity Fee is divided between Athletics and Student Affairs. Of the Student Affairs portion, UCOSA receives 35% to fund their operations. UCOSA allocates funds to various university areas, which then fund student organizations within their area of expertise.

Jessica Mascote and Thalia Rodriguez gave an overview of the DACA program. They emphasized that while DACA students can complete the FAFSA to demonstrate financial need, these students are not eligible for Federal or State Financial Aid. Ms. Mascote gave an overview of support programs in place on campus for DACA students. Ms. Rodriguez spoke in support of DACA students. She emphasized the fear and uncertainty that these students face.

**Senate Executive Committee Reports**

**Vice President Butler reported for President Renteria:**

The executive committee met with President Betz and VP Neuhold on September 20. The committee talked about the DACA resolution to be presented during this meeting and the background on the Campus Expression Policy. The policy was developed as a response to a request from the Oklahoma State Regents for Higher Education. Best practices were reviewed and the policy was drafted to meet the deadline. President Betz welcomed input from Staff Senate.

VP Neuhold discussed the budget cuts and credit shortfall. Temporary salary savings from unfilled positions will be used. The FY19 budget is already being addressed ahead of schedule, in the past it has been addressed in April. President Betz talked about looking ahead and considering UCO's mission, size, enrollment goals, data analytics, re-emphasizing key areas such as distance learning and graduate education, and partnership. VP Neuhold updated the committee on the UCO Compensation Project. The project will be presented to President's Cabinet in September and will also be sent to Deans. After that, Staff Senate input will be requested. Comments sent by the Personnel Policies and Compensation Committee on the Telework policy have been incorporated or will be addressed in the FAQs page. Training development for telework arrangements is currently taking place. A pilot implementation has been approved. OIT is revising policies to align with the new policy.

**Vice-President Butler:**

There is a bill assignment spreadsheet in the shared drive. This will contain all bills from the 2017-18 session. Each committee chair/appointee will update their individual tracking once assigned and track the progress in the aligning folders on the shared drive. This will be done following their committee meeting. The excel document is currently in the shared drive, if the chair/appointee has questions on the process, please contact VP Butler. These will be updated.
and included with the committee report process by the Wednesday prior to each Staff Senate general meeting at the beginning of the business day at 8:00 a.m.

VP Butler Attended the September Faculty Senate Meeting. She reported that speakers included President Betz and two DACA presenters. Faculty Senate unanimously passed a resolution: Commitment to Support UCO’s DACA students.

Secretary/Treasurer DeBoard:

Notified Senators that the January 2018 meeting will be on Tuesday January 9. That is one week later than the normal meeting date due to the Winter Break. Reminded Senators that desk plates are available for check out.

Reporter/Historian Tozer:

The website is up-to-date now, after an issue with getting the box with upcoming meetings to publish correctly. This should not be an issue moving forward. Reminded Senators to submit a headshot, if desired, to include on the website in order to assist constituents with recognizing senators around campus. Still waiting on the group and executive committee photos from Photo Services.

Parliamentarian Powers:

Article 6, Section 2.4.3 states “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.”

The purpose of this is not to rush through the process and to gather feedback from the people we represent. There are times where speed may be important. It is up to us as a body to debate and determine if the DACA resolution should be presented and voted on during the same meeting, which will happen in the session. As an Executive Committee, we felt it important to get the Resolution to the Senate body to provide time for Senators to reach out to the people they represent. This is why President Renteria Mendoza sent it out on Friday, September 22nd.

University-Wide Committee/Representation Reports

1. University Planning Council President Renteria

VP Butler reported on behalf of President Renteria that the UPC meeting was held on September 8. AVP Overocker presented on the Parking and Transportation process that his area will be undertaking to find a new parking model; he showed improvements to visitors parking in front of NUC to allow for areas to accommodate parking for small and big events. Dr. Pope represented on the progress of the Ruffalo Noel Levitz process that is looking at a new model for enrollment and retention. The committee will be analyzing current process and trends to design a new model with assistance of a consultant. VP Neuhold presented on the anticipated cuts this fall (3.17% to 5% rescission that equals $1.2 mil - $2 mil) and how to address these. UPC members did a group exercise to gather information and thoughts on one of the strategic goals.
2. **Communicator’s Council**  
Senator Curtis  
Senator Curtis attended the September 6, 2017. Representatives from most areas on campus reported on their recent and upcoming events or projects. The next Communicator’s Council will meet on October 4, 2017. The committee report will be emailed to Staff Senators prior to the November Senate meeting.

3. **Healthy Campus Leadership Team**  
Senator Wellington  
No report

4. **Committee for University IT Project Prioritization**  
Senator Button  
In-person CUIT meeting for September cancelled. In its place, an email was created for an Electronic CUIT Project Review. There is one new project for CUIT to review and score for prioritization: ALEKS Placement, Preparation and Learning. ALEKS is a mathematics placement and learning system which will replace the math portion of the Accuplacer system (Accuplacer will remain in place for other testing areas). The system costs $25 for each student that tests and about 1000 students expected to test. UCO will be billed every six months. The cost is built into student fees.

5. **National Alumni Board of UCO**  
Senator Ramsdell  
Michele Ramsdell attended the Alumni Board Meeting Tuesday, Sept. 19. The guest speaker was Kevin Freeman, Director of Operations at UCO, who spoke about the various building projects on campus. The Alumni Board approved their 2017-2018 budget. Upcoming Homecoming activities, for the week of October 9-14, were reviewed. Alumni giving was discussed. Board members were encouraged to reach out to other Alumni regarding contributing.

6. **Committee on Diversity**  
President Renteria  
VP Butler reported for President Renteria. The committee met on September 13. Diversity outreach is being conducted for faculty recruitment teams to assist with developing job postings and conducting a search process. The committee was updated on efforts to assist DACA students. A potential student survey titled Culturally Engaging Campus Environments was presented and discussed. Diversity training for new faculty and staff was discussed; individuals are currently looking at data to identify areas for faculty development.

7. **Oklahoma Legislative Update**  
Senator Butler  
The Oklahoma Supreme Court overturned the cigarette tax. Governor Fallin called special session of the Oklahoma Legislature which began Monday, September 25 to discuss the immediate budget shortfall created as a result: $215 million revenue loss. This special session also asked legislation to address a long-term solution for the state’s budget. Due to use of one-time funds next year’s budget is also anticipated to have ~$500 million shortfall. Oklahoma legislative leaders stopped the special session three days after it began. Legislators will not return until called back by party leaders.
8. **Oklahoma Higher Education and Insurance Group**  
Senator DeBoard  
No report

9. **Business Continuity Oversight Council**  
Senator Button  
No report

10. **Transportation and Parking Committee**  
Senator Castleberry  
Met on September 28th. We currently have a Hunting License model, which means we can sell as many permits as we want whether or not there are enough spots for everyone. Our task as a committee is to recommend a model that meets the needs of our community. We discussed what “peer” institutions were doing and requested a copy of the parking assessment to review before we moved forward.

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**Senate Standing Committee Reports and Membership**

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

The committee met on September 9, 2017 and discussed possible changes to the Bylaws.

2. **Communications Committee**  
Chair: Senator Tozer  
Vice-Chair: Senator Weathers  
Members: Senators Curtis, Provine, Tozer, Weathers  

The committee met on September 12, 2017. Reviewed completed activity worksheets and discussed action items as a result of comments/suggestions written. Senator Provine will oversee the feasibility of creating a listserv for each area. Senator Weathers will create a word document template for all senators to use as needed in communicating senate news to their constituents. Senators Tozer and Provine will work together to create a staff senate listserv. Senator Tozer to follow up with Senator Butler and Senator Bieri regarding their comment on the activity worksheet.

3. **Personnel Policies and Compensation Committee**  
Chair: Senator Shortt  
Vice Chair: Senator LaFave  
Members: Senators Bieri, Caldwell, Crouch, Hocking, LaFave, Martucci, Shortt, Vaughn  

Committee did not meet; no report
4. **Staff Development and Wellness Committee**  
Chair: Senator Castleberry  
Vice Chair: Senator Wellington  
Members: Senators Campbell, Castleberry, Hagy, Jones, Wellington  

The committee met on September 8, 2017 and discussed issues they want to work on in this year. They discussed having representatives from other departments attend committee meetings to gain input on proposals before these are presented to the Senate. Next meeting is October 6th and the guest will be Josh Stone from Parking and Transportation.

5. **Information Resources and Technology Committee**  
Chair: Senator Button  
Vice Chair: Senator Moore  
Members: Senators Button, Gamagedara, Mankin; Moore  

Committee did not meet; no report

6. **Alumni and Community Service Committee**  
Chair: Senator Haggerty  
Vice Chair: Senator Jackson-Hardwick  
Members: Senators Haggerty, Jackson-Hardwick, Liskey, Peck, Ramsdell  

No meeting was held in the month of September.

**Unfinished Business**

None

**New Business**

Susie Braun was recommended for appointment to an Academic Affairs seat with a 1-year term remaining. Taylor Baird was recommended for appointment to 3-year term for a Student Affairs seat. After reading statements of interest and debate, both nominees were confirmed.

Senator DeBoard presented SSR 2017/2018-001 Resolution in Support of DACA students on behalf of the Executive Committee. Senator DeBoard moved to suspend rule that prohibits voting on a resolution during the same meeting in which it is introduced. It was seconded. Debate ensued on the motion to suspend. Motion passed. Then, debate ensued on the Resolution. Resolution passed.

**Announcements for the Good of the Order**

Senator Curtis - Indigenous Peoples Day is Monday, October 9  
Senator Powers - United Way Campaign is underway  
Senator Mankin - Annual Open enrollment for benefits is open Oct 9-27. Action is required by every employee. There are 15 open meetings and 3 lab sessions.
Senator Button - Announced that he is concerned that the Selman Lab is underutilized and he intends to explore options to increase its visibility.

**Adjournment**

Vice-President Butler adjourned the meeting at 3:36pm.

Respectfully Submitted,
Secretary-Treasurer DeBoard