Call to Order
President Renteria called the meeting to order at 2:06 p.m.

Roll Call

Senators Absent (6): Senator Bieri, Senator Butler, Senator Bryant, Senator Crouch, Senator Haggerty, Senator Jackson-Hardwick,

Recognition of Visitors
Jerry Legere – Emeritus Faculty Association
David Seigman – UCO Office of Information Technology

Approval of the Minutes
The minutes were approved as distributed.

Senate Executive Committee Reports

President Renteria:

The executive committee meet with President Betz and VP Neuhold on December 6. VP Neuhold reported that the Telework Policy was being rolled out in December. They will be working on the pilot training and documentation. VP Neuhold mentioned UCO is looking a spring enrollment. Also, VP Neuhold has started working on the permanent absorption of the $3 million of one-time funds that were used this year for FY 19. Temporary salary savings will be used to offset some of these expenses. President Betz discussed the possible development of online programs as well as the construction projects currently being undertaken. President Betz reported that the state regent’s Taskforce on the Future of Higher Education provided recommendations that will be presented to the regents.
Since the December 5 meeting, I received and accepted 2 resignations. Justine Tozer accepted a position outside of UCO. Her last day was January 5. This leaves a vacancy for Operations with the term ending in 2019. Because of her departure, a new webmaster/historian has been appointed with the approval of the executive committee. Senator Cheryl Duke will be serving as the webmaster/historian for the remainder of the term. I also received a resignation from Justine Mankin, which leaves a vacancy for the Division of Finance. Both of these vacancies will be filled through the upcoming election process.

The Joint Council meeting with Faculty Senate and UCOSA occurred earlier today. Faculty and Staff Senate leadership discussed the joint legislation process and ways to improve communication between senates, as senate committees have expressed interest in working on joint legislation. We also discussed the Gender-inclusive restrooms bill.

**Vice-President Butler:**

No Report

**Secretary/Treasurer DeBoard:**

February meeting moved from Feb 6 to Feb 13. Location is TBD.

Secretary DeBoard gave the Faculty Senate Update. Faculty Welfare Committee reported on joint proposal on faculty/staff tuition waiver. They received the proposal two days prior to the meeting. Senate voted to suspend their rules to vote on the proposal on the day of submission. That vote to suspend passed. They reported that the Staff Senate had already approved the proposal. That mistake was clarified. Debate ensued on the proposal. Motion passed.

**Reporter/Historian Tozer:**

No report

**Parliamentarian Powers:**

Parliamentarian Topic 1/9/18

-Questions during debate
   “Merely asking a question or making a brief suggestion is not counted as speaking in debate; nor is the making of a secondary motion counted as speaking in debate, so long as in making the motion the member makes not comment on the then-pending question.” In an effort to use time efficiently, it may be advisable for the Staff Sponsor or Committee bringing forth a bill, proposal or resolution to yield part of their time in debate to answer questions.

-Proposal Process
   Any proposal that is approved in Senate is forwarded to the President for a written response within 30 days. At that point the proposal may be accepted or not accepted as written. If
accepted, the information will be given to the Senate with details about implementation. If not accepted as written, the response is also disseminated to all Staff Senators and the Committee has 3 options: Revise Proposal, Reaffirm the Proposal, or take No Action.

**University-Wide Committee/Representation Reports**

1. **University Planning Council**
   
   UPC met on December 8. Dr. Kelvin Droegemeier, Secretary of Science and Technology presented to UPC on the new definition of STEM and STEM graduates. Dr. Droegemeier discussed the shift from producing STEM majors to preparing a STEM-capable workforce. He also presented about the One Oklahoma project which is looking to document the STEM capabilities of the state through its higher education offerings compiled in one document by industry. Dr. Pope provided a report on spring enrollment numbers as well as a progress report on the Strategic Enrollment Planning Council. The Ruffalo Noel Levitz consultant will be on campus prior to the winter break to work with the taskforce. President Betz discussed the recommendations of the state regents’ Taskforce on the Future of Higher Education and clarified that these recommendation will be reviewed and voted on by the Oklahoma State Regents for Higher Education in January.

2. **Communicator’s Council**
   
   December report emailed to senators. No January meeting.

3. **Healthy Campus Leadership Team**
   
   Next meeting is January 29

4. **Committee for University IT Project Prioritization**
   
   Two new projects that the Office of IT is now working on are: 1) Replacing the BANNER Travel and Expense Module (it will no longer be supported by Ellucian) and 2) Replacing the BENEFITFOCUS application with SMBO.

5. **National Alumni Board of UCO**
   
   No Report; next meeting is January 18

6. **Committee on Diversity**
   
   Dr. Melissa Powers presented the Association for Gerontology in Higher Education (AGHE)’s Age-Friendly University Initiative. While UCO already has a number of initiatives in place that address the needs of older adults, additional steps might be taken to promote awareness. The Committee on Diversity voted unanimously to recommend that UCO join the Age-Friendly University initiative. Dr. Powers will work with Dr. Macey, also seek support for this initiative from the Faculty and Staff Senates, and then present this initiative to President Betz and the President’s Cabinet.

Ms. Conley and Dr. Macey presented a proposal that the committee draft a campus-wide Diversity Plan. The committee voted unanimously to support the creation and implementation of a campus-wide Diversity Plan. They will present the proposal to Provost Barthell and Vice
President Pope and request their assistance in presenting the proposal to President Betz and the President’s Cabinet. The Chickasaw Nation Office at UCO will host an open house in its new location of NUC 115 at 10 am Monday, January 29. Martin Luther King, Jr. Enterprise Oratory Contest will take place at 2:00 on Wednesday, January 17. Proposals to present at the 2018 Black Male Summit are due Friday, January 12. Next meeting is January 10 at 3:30.

7. **Oklahoma Legislative Update**  Senator Butler
   No report

8. **Continuity Oversight Council**  Senator Button
   No meeting; no report

9. **Employee Wellness Committee**  Senator Wellington
   A new staff fitness challenge will be starting soon. Encourage staff to participate.

10. **Transportation and Parking Committee**  Senator Castleberry
    The committee met Dec. 14th and reviewed all of the information that we had received this semester. We decided that the Zone/Hunting Hybrid model is what we are going with as the new model. We will evaluate how zones will be established and who gets first choice at purchasing permits at next meeting.

**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
   
   Met December 11, 2017, and talked about upcoming election. Working with HR and Secretary DeBoard to get the nomination process started.

2. **Communications Committee**
   Chair:
   Vice-Chair: Senator Weathers
   Members: Senators Curtis, Provine, Weathers
   
   No report

3. **Personnel Policies and Compensation Committee**
   Chair: Senator Shortt
   Vice Chair: Senator LaFave
   Members: Senators Bieri, Caldwell, Crouch, Hocking, LaFave, Martucci, Shortt, Vaughn
   
   The committee met on December 8. Both Faculty and Staff Committees met to agree on Tuition Waiver Bill Language. The Bill was read line by line to be made clear. Many
Changes to the first draft were voted on and changed in the meeting, updated bill to be finalized via email.

4. **Staff Development and Wellness Committee**  
   Chair: Senator Castleberry  
   Vice Chair: Senator Wellington  
   Members: Senators Campbell, Castleberry, Hagy, Jones, Wellington  
   
   No meeting; no report  

5. **Information Resources and Technology Committee**  
   Chair: Senator Button  
   Vice Chair: Senator Moore  
   Members: Senators Button, Gamagedara, Moore  
   
   The Committee met on December 12, 2017. IRT Committee met to review OIT Policy documents. After discussing various issues, the primary concern is the continued use of BANNER ID numbers in interdepartmental communications, although the BANNER ID is identified as Personally Identifiable Information, which should NOT be used in interdepartmental communications. The committee will likely hold a second meeting in January 2018 to discuss this topic further.

6. **Alumni and Community Service Committee**  
   Chair: Senator Haggerty  
   Vice Chair: Senator Jackson-Hardwick  
   Members: Senators Haggerty, Jackson-Hardwick, Liskey, Braun, Ramsdell  
   
   The committee met on December 18, 2017. Reviewed research conducted by committee member.

**Unfinished Business**

None

**New Business**

SSP 2017/2018-001 Tuition Waiver Benefit was introduced by the Personnel, Policies, and Compensation Committee. The committee took questions about the proposal.

SSB 2017/2018-003 Fall Break as Holiday was introduced by Senator Weathers. She moved to commit the bill. Seconded. Motion passed.

**Announcements for the Good of the Order**

1. February is Black History Month. Senators are encouraged to participate in events.
2. Human Resources will be refreshing and re-visioning the employee appreciation events. Staff Senators who are interested in being part of the Employee Appreciation Events Committee. Please email President Renteria if you are interested in serving on the committee.
3. President Renteria announced the Spring Forum will occur on February 6 at 2pm in the NUC ballrooms.

**Adjournment**

President Renteria adjourned the meeting at 3:05pm.

Respectfully Submitted,
Secretary-Treasurer DeBoard