Call to Order
President Renteria called the meeting to order at 2:08 p.m.

Roll Call

Senators Absent (6): Senator Bieri, Senator Butler, Senator Jones, Senator Moore, Senator Provine, Senator Vaughn

Recognition of Visitors
Sonya Watkins – Chief Information Officer, UCO
Jerry Legere – Emeritus Faculty Association
David Seigman – UCO Office of Information Technology
Jerod Kersey – UCO College of Liberal Arts

Approval of the Minutes
The minutes were approved as distributed.

Special Order of the Day
Sonya Watkins – Chief Information Officer, UCO
Ms. Watkins spoke about the Business Continuity Plan. The plan is designed to determine what is required to get UCO up and running after a disaster. The plan is in place and operational. Ms. Watkins gave an overview of the Office of Information Technology division. It has 63 employees with 95 open projects. They recently engaged a consultant to ensure the department is operating as efficiently as possible. Based on recommendations from the consultant, OIT has requested 2-4 new positions related to Information Security. Ms. Watkins gave an overview of three OIT policies that are currently under review by Staff and Faculty Senates: The Electronic Communications Policy, the Social Media Policy, and the Web Content Team Policy.

Senate Executive Committee Reports
President Renteria:

President Renteria discussed the excellent work happening in committees, from joint proposals to policy reviews to tabling at the Spring Forum. The executive committee met with President Betz and VP Neuhold on January 17. During the meeting, the tuition waiver joint proposal was discussed, and President Betz recommended that the joint committees from Staff and Faculty senates meet with VP Neuhold for budget considerations. President Betz updated the executive committee on construction projects around campus and the state of the budget. The Staff Senate, Faculty Senate, and UCOSA joint council did not meet since the last Staff Senate meeting. President Renteria attended the kicked off event for the State Regents’ Legislative Tour on January 23, 2018 at UCO. A record-breaking number of legislators attended. Chancellor Glen Johnson provided information on the FY 2019 Budget request, which is a 16.6% increase in FY18 appropriations. The three major foci of the request are degree completion programs and initiatives; financial aid programs and special programs; and shared services to improve efficiency. Chancellor Johnson stated that the appropriation per student FTE for FY18 was below FY 2001 levels. He also spoke about maintaining current law regarding weapons on campus and briefly discussed the outcomes of The Taskforce on the Future of Higher Education.

Vice-President Butler:

VP Butler sent in her report. Faculty Senate met on February 8. They had Eddie Griffith, Athletic Director, as their speaker. Mr. Griffith spoke about his vision for Athletics. The Faculty Senate voted to expedite voting on the No Weapons on Campus resolution, and unanimously passed the resolution. Their technology committee is finalizing review of the OIT policies. The Faculty Welfare committee updated senators about the work on the Tuition Waiver Benefit joint proposal and the Student Relations, Alumni, and Community Service introduced the Gender Inclusive Restroom Guidelines joint proposal.

Secretary/Treasurer DeBoard:

No report.

Webmaster/Historian Duke:

Senator Duke reminded Senators to submit a headshot, if desired, to include on the website in order to assist constituents with recognizing senators around campus. If senators notice outdated or incorrect information on the website, contact her to update as soon as possible.

Parliamentarian Powers:

Amend “The subsidiary motion to Amend is a motion to modify the wording - and within certain limits the meaning – of a pending motion before the pending motion itself is acted upon.” A motion to amend: 1) Takes precedence over other motions; 2) Can be applied to any main motion; 3) Is out of order when someone else has the floor; 4) Must be seconded; 5) Is debatable; 6) Is generally amendable; 7) Requires majority vote; and 8) Can be reconsidered.
University-Wide Committee/Representation Reports

1. University Planning Council President Renteria

UPC met on January 22. Dr. Pope updated the committee on the Ruffalo Noel Levitz strategic enrollment planning process. The group has continued to develop strategies that focus on the improvement of persistence, recruitment, and graduation. The group will continue to explore the options that will work best for UCO. The process is projected to end in June 2018. Dr. Mark Kinders reported that the current session set to being the first Monday of February and run concurrent with the special session. He provided information on the STEP UP Oklahoma plan. He also anticipates that reform questions will be tackled during this session (e.g., percentage required for constitutional amendments). At the time of meeting, 2,500 bills had been filled for the upcoming session. VP Neuhold reported that the deficit from the spring credit hour shortfall will be covered mostly using temporary salary savings. Spending is on track for the year. She also mentioned a trend of reduction to operating budgets in order to attract and retain employees. UCO is looking at a flat budget next year; however, this still does not cover mandatory cost increases and the funds that need to be permanentized from last year. VP Neuhold discussed the potential expansion for the Broncho Advantage program to attract students from surrounding states as well as international students. Deans presented their proposed course fee changes. Dr. Barthell gave an update on NCUR.

2. Communicator’s Council Senator Curtis

Report emailed to senators on February 12.

3. Healthy Campus Leadership Team Senator Wellington

Healthy Campus will conduct the National College Health Assessment in fall 2018 when the online version is available. Once the data is received programming for students revolves around the needs expressed by the students in this survey. To join this committee, please contact Julia Reed or Alex Russell.

4. Committee for University IT Project Prioritization Senator Button

No meeting; No report.

5. National Alumni Board of UCO Senator Ramsdell

No report; next meeting is January 18

6. Committee on Diversity Senator Braun

Adrienne Nobles and Stephanie Edwards shared information about the university's new template and goals for the uco.edu webpages. A subcommittee was formed, Ms. Renteria, Mr. Stephens, Dr. Vanhoy, and Dr. Macey to identify the audiences we wish to reach and to prioritize the information that we wish to convey to those audiences. Ms. Conley and Dr. Macey are finalizing a proposal to the President and the President's Cabinet for the development of a campus-wide Diversity Plan. Ms. Weathers provided a detailed report on Disability Support Services work over the past year. There has been a steady increase in the number of students served in spite of UCO decrease in enrollment. The Land Run Mural working group has agreed that the existing
mural should be removed and is working on a proposal for a new mural that will present a more complete and inclusive representation of Oklahoma's history. 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.

7. **Oklahoma Legislative Update**  
   **Senator Butler**

Senator DeBoard gave the Legislative Update: The 2018 legislative session started on February 5, 2018 where Governor Mary Fallin delivered the 2018 State of the State. In Governor Fallin’s Executive Budget for Fiscal Year19, she recommended a flat budget from the FY18 appropriation for our state system of higher education. Her budget recommendations did include an increase for common education for $5,000 teacher pay raises ($298.5 million) and to pay for annual flexible health benefit allowance increases ($22.6 million). The recommended budget for CareerTech is a flat budget from the FY18 appropriation.

A special Centralities was issued on Friday, February 09, 2018 discussing one of the proposed state budget plans, Step Up, introduced as House Bill 1333x. President Betz also had an opinion piece shared in Wednesday, February 7 edition of the Oklahoman. On Monday, Feb. 13, the Oklahoma House of Representatives vote on the revenue proposal, which is contained in House Bill 1033 where a rally, program and legislative debate occurred with supporters from K-16 education. Information about House Bill 1333x and directions on how to track that bill through the legislative process are located on UCO’s 2018 Legislation. Higher Education Day hosted by the Oklahoma State Regents for Higher Education is occurring today at the Capitol: Tuesday, February 13. This annual event is an opportunity for students and the higher education community to connect with legislators discussing the importance of higher education in Oklahoma. UCO, along with multiple Oklahoma colleges, has students, administrators and staff in attendance sharing higher education.

8. **Continuity Oversight Council**  
   **Senator Button**

The Business Continuity Council held a meeting held at 2 pm January 23, 2018. Members of the Council have been assigned user accounts to a portal which houses the Continuity Plan. The Staff Senate representative has viewing permissions. Username and password and security question information is assigned to Senator Button and will need to be transferred to the succeeding Staff Senate representative holding a position on the Business Continuity Council. Senator Button created a folder on the Staff Senate shared drive to house the Business Continuity Council Reports and associated information, such as a Council member contact list. The State of Oklahoma has a Security Risk Assessment score for universities. The Business Continuity Plan increases UCO’s state assessment score. The Continuity Plan is integrated with the Disaster Recovery Plan to address emergency response and restoring a safe work environment. The Business Continuity Council plans to hold quarterly meetings.

9. **Employee Wellness Committee**  
   **Senator Wellington**

Employee Wellness Committee had a new policy approved by the president and his cabinet regarding a physical activity policy for all employees for 2 hours a week. The roll out of this will
be coming in March. The committee also plans 10 wellness events each year. If you have a suggestion, please let us know. Wheelchair basketball intramurals and pickle ball intramurals for all employees are happening during March and April. Contact Vivian at the wellness center to sign up.

10. Transportation and Parking Committee

Senator Castleberry

Parking and Transportation Committee met on January 18, 2018. The consultants provided the committee with some recommended price points ($125-$275). It was not discussed if the university would pay on behalf of the employees, but could be taken as a monthly payroll withdrawal. Currently the Parking and Transportation budget is $1.6 million and it covers their bond payment, the broncho link bus and a small amount of maintenance. They are needing to increase their budget to about $2.2 million to work on extensive repairs to the existing parking lots and they are funded entirely by the parking permit sales. Currently there is about $3-$4 million in parking lot maintenance that needs to be done. This includes the possibility of tearing up and completely redoing the parking lot by Coyner Health Science. Since one of the main purposes of the committee was to ease the burden of the parking lots closest to the center of campus it was suggested to Josh Stone to begin an extensive parking campaign to encourage people to use the lesser used parking lots by offering a discounted parking permit. The committee suggested that this needs to be implemented to see if that would help ease the parking burden prior to doing the zonal parking model that was suggested earlier since the parking is already there and this would be a cheaper alternative. There was also discussion about whether parking permits needed to be slightly increased to $150 to give parking the budget that they need to make necessary repairs to the parking lots.

Senate Standing Committee Reports and Membership

1. Constitution, Parliamentary Procedure, and Elections Committee

Chair: Senator Powers
Vice Chair:
Members: Senators Daro, Powers, Wimmer

Discussed the upcoming nominations and elections. The nominations started last week and will continue until Monday, February 26, 2018. Notifications to those nominated will be ongoing with a deadline to accept the nomination by 5pm on Friday, March 2, 2018. Elections will begin on Monday, March 5, 2018, and will end on Friday, March 16, 2018. Results will be calculated beginning on Monday, March 26, 2018. There are twelve (12) open seats. Of those eleven (11) are for a three-year term and one (1) is for a one-year term to fill the vacant seat in Operations.

2. Communications Committee

Chair: Senator Duke
Vice-Chair: Senator Weathers
Members: Senators Curtis, Duke, Provine, Weathers

The communications committee met on January 16 to discuss what had been accomplished thus far this fiscal year. The committee highlighted the email template which has been
created for senators to utilize in communicating staff senate news. It is available in the shared drive. The committee is looking at other ways to assist in spreading staff senate news. Senator Weathers will submit Centralities with information on upcoming meetings. Senator Duke discussed posting upcoming legislation to the staff senate website with the executive committee and a new section was added (vote pending). Also, information about nominations for membership and a link were added to the staff senate homepage.

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

The joint Staff and Faculty Senates committees sponsoring the Tuition Waiver proposal met to discuss how to present the Tuition Waiver Benefit Proposal to VP Patti Neuhold. We discussed implementing the bill over a number of years, working toward our final goal of 14 hours covered tuition a year. We also addressed the justification for asking for 14 hours tuition coverage. The committees subsequently met with VP Neuhold and AVP Lisa Harper and developed the updated proposal to be presented during this meeting for a vote.

4. **Staff Development and Wellness Committee**  
Chair: Senator Castleberry  
Vice Chair: Senator Wellington  
Members: Senators Campbell, Castleberry, Hagy, Jones, Wellington

The committee met on January 30. We discussed the Fall Break as Holiday Bill that was assigned to us. Research is being done against other RUSO schools and peer institutions to see what they are doing for Fall Break. We are also researching to see what areas would suffer as a result as well as the cost of closing for 2 days.

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

The IRT Committee met on January 18, 2018 with Sonya Watkins, CIO of OIT to review OIT policy documents. Senator Button, Senator Powers, Sonya Watkins from OIT and David Seigman from OIT attended the meeting. The committee is drafting Policy Review documents to provide feedback to the Office of Information Technology about UCO’s Social Media Policy, the Electronic Communications Policy, and the Web Content Team Policy. Issues regarding Retired Employee Email Access, Social Media Publisher permissions and responsibilities, and best practices for email communications were discussed and transcribed in three Policy Review documents which have been provided to the Staff Senate Executive Committee.

6. **Alumni and Community Service Committee**  
Chair: Senator Haggerty
The committee met on January 23 and January 26. Two meetings were held to draft a joint Faculty and Staff Senate proposal for the gender-inclusive restroom guidelines. It was agreed that this proposal should be presented as quickly as possible in an effort to have it voted on prior to NCUR in April. Many changes are occurring to accommodate NCUR attendees, and the Committees felt it important that these changes continue for the UCO community after NCUR. A final draft of the proposal has been completed and submitted for review to both senates. This committee was also asked to review and draft a reaffirmation of the resolution regarding no weapons on campus. The final draft was completed and received. The committee approved via email and has been submitted for review and vote by the Senate during this meeting.

**Unfinished Business**

SSP 2017/2018-001 Tuition Waiver Benefit - Senator Shortt made a motion to accept the proposal; as amended. Seconded. Debate ensued on the updated proposal. Motion to consider the updated proposal passed. Debate ensued on the proposal. Motion made to amend the proposal to remove the per semester credit hour limit. Seconded. Debate ensued. Motion failed. Debate continued on the resolution. Motion passed.

**New Business**

SSR 2017/2018-002 No Weapons on Campus - Resolution was introduced by the Alumni and Community Involvement Committee. Motion by Senator Haggerty to suspend the rules. Seconded. Debate ensued. Motion passed. Debate ensued on the resolution. Motion passed.

SSP 2017/2018-002 Gender Inclusive Restroom Initiative was introduced by the Alumni and Community Involvement committee. Proposal will be voted on at the next meeting.

SSA 2017/2018-001 Officer Election Rules was introduced by the Constitution, Parliamentary Procedure, and Elections Committee. Amendment will be voted on at the next meeting.

**Announcements for the Good of the Order**

1. Senator Scism encouraged senators to volunteer for the upcoming NCUR Conference.
2. President Renteria reminded senators that staff have 2 days per year of paid volunteer leave.

**Adjournment**

President Renteria adjourned the meeting at 3:55pm.

Respectfully Submitted,
Secretary-Treasurer DeBoard