Call to Order
President Renteria called the meeting to order at 2:07 p.m.

Roll Call


Recognition of Visitors
Jerry Legere – Emeritus Faculty Association
Lisa Haque – UCO Housing Administration, senator-elect
Brittany Platt – UCO Transportation and Parking, senator-elect
Niki Morgan – UCO Dept. of Criminal Justice, senator-elect
Tami Clavin – UCO Academic Advisor, senator-elect
Andrea McCoy – UCO Academic Affairs, senator-elect
John Stephens – UCO Undergraduate Admissions, senator-elect
David Seigman – UCO Office of Information Technology

Approval of the Minutes
The minutes were approved as distributed.

Special Order of the Day
N/A

Senate Executive Committee Reports

President Renteria:
The executive committee met with President Betz and VP Neuhold on May 17. VP Neuhold reported the budget is in progress and will have an update on the Tuition Waiver proposal once budget is approved. VP Freeman is reviewing the Gender-Inclusive Restrooms Guidelines proposal. The committee discussed the bills introduced to the senate for a vote at the May meeting. Clarification was sought on the announcement sent on May 17 via Centralities regarding the dependent graduate tuition waiver. VP Neuhold mentioned this is a new IRS guideline UCO has to follow that will be implemented on July 1. This new guideline only impacts dependents and not employees. VP Neuhold reported the UCO budget is due mid-June to OSRHE. She also asked to remind everyone that no Banner modifications can be made July 2 to mid-July to allow for budget setup. President Betz provided a legislative updated. The Staff Senate executive committee met with the Faculty Senate executive committee on May 22 to discuss the joint process and meet new members of the Faculty Senate executive committee. The Executive Committee met on May 30 to prepare part II of the orientation, review the Staff Senate presentation for UPC, and begin preparation for transition from 2017-2018 to the 2018-2019 year. Elections for the new executive committee will be in July. Expect an email from the CPP&E committee for nominations. FY 2018-2019 senators will receive a Qualtrics survey via email to rate committee interests for committee assignments by the upcoming president. The deadline for the survey is July 10.

**Vice-President Butler:**

Outstanding documents:

For vote during June meeting:
- Fall Break as a Holiday Bill changed to Thanksgiving Break Proposal (SSP 2017/2018-003): Staff Development & Wellness
- Age-Friendly University Resolution (SSR 2017/2018-003): Alumni & Community Involvement Committee
- Staff/Faculty Joint Issues Process Resolution (SSR 2017/2018-004): Executive Committee

Upcoming Staff Senate Orientation Training:
- June 18, 3:00 p.m. in OLN 211
- Both new and returning Senators are invited to attend.

**Secretary/Treasurer DeBoard:**

Secretary DeBoard reminded outgoing Senators that Staff Senate Desk plates should be returned.

**Webmaster/Historian Duke:**

No Report

**Parliamentarian Powers:**
Executive Officer nominations will be open from June 5-29. Officer elections will take place at the July 10 meeting.

University-Wide Committee/Representation Reports

1. University Planning Council  President Renteria
   UPC did not meet in May. The next meeting will be June 8 where President Renteria will provide a presentation of the accomplishments of the Staff Senate this year. President Renteria is serving on a UPC working group that met twice during May to discuss ideas for UCO’s quality initiative that will be presented to HLC.

2. Communicator’s Council  Senator Curtis
   No Meeting; No Report

3. Healthy Campus Leadership Team  Senator Wellington
   No Meeting; No Report

4. Committee for University IT Project Prioritization  Senator Button
   A list of current projects the Office of Information Technology is working on was presented. Projects currently being executed: Job Scheduler, Physical Access Control to UCO Buildings, Banner 9, UCO Website Redesign, Fundraising & Gift Tracking Software, Comprehensive Student Record (CSR) Application – STLR, IT Service Management (ITSM) Software Illume Insights Platform, College of Business Admissions Application, Fundamentals of Speech PRCA-24 Survey Automation.

   Projects currently being planned: Replace Travel and Expense Management System, Replace Benefitfocus – HR department, Nursing Application and Database

   Projects recently initiated: Financial Aid Award Letter, Blackboard Student Account Module, Library Financial System Integration with Banner8

   Projects recently proposed: CRM for Current Students (CRM has three parts, this is the missing part), QLess Check-In system for students at OneStop, Scholarship Management Application

5. National Alumni Board of UCO  Senator Ramsdell
   No Meeting; No Report

6. Committee on Diversity  Senator Braun
   Committee met on May 9. Related to DACA: A “Train the Trainer” ally training will be conducted this summer at UCO in order to create a UCO DACA Ally network on campus. A gala fundraising event to benefit the Dreamer Fund is being planned. LGBTQIA+ Faculty and Staff Association reported that the first Edmond Pride celebration will take place October 20 in Hafer Park. A gala fundraising event is planned for November 17. The committee’s formal proposal to create a campus-wide Diversity Plan will be presented to President Betz and the Cabinet together with the Diversity Committee’s year-end report. African American Faculty and
Staff Association reported that it is continuing and is expanding its support for scholarships for African American Women and for the Black Male Initiative. Native American Faculty and Staff Association reported that it met its goal of fully endowing its scholarship. All parties involved in the Land Run mural are in agreement that the mural should be removed. Discussions continue as to how and by whom it should be replaced.

7. Oklahoma Legislative Update

Senator Butler

House and Senate chambers adjourned May 3, 2018 about three weeks ahead of schedule.

5-25-18: Budget/Legislation update:
- The OSRHE is flat with a $7.5 million increase to support reimbursement for concurrently enrolled students increasing reimbursement from ~ 20 percent to nearly 80 percent.
- The FY budget will be received May 25. The budget is then presented to RUSO and Regents at varying dates throughout June dates to be finalized by the end of June.
- SB1212 update: As mentioned previously through email updates, this bill passed through the House and Senate and then was vetoed by Governor Fallin. This bill would have allowed open or concealed carry for anyone over the age of 21 without requiring a license or firearm training. UCO opposed this bill and is part of a 60-plus member statewide coalition of interest areas also opposing the bill.

Upcoming: June 26th Primary Election

- The deadline to request an absentee ballot is **5:00 p.m., June 20.**
- Early voting will take place:
  - Thursday, June 21, 8 AM - 6 PM
  - Friday, June 22 8 AM - 6 PM
  - Saturday, June 23 9 AM - 2 PM
- **UCO reminds employees about Voting Leave**
  The University of Central Oklahoma is committed to giving all employees a reasonable amount of paid time off for the purpose of voting in national, state and local elections. Any registered voter employed at the University will be granted two hours of paid time off during the period when the election polls are open.
- In addition to political offices, there is one state question on the primary ballot: State Question No. 788 that would legalize the use, sale and growth of marijuana for medicinal purposes.
- A total of 463 candidates filed for the 125 House and Senate legislative seats up for election in November; after candidate withdrawals and challenges, there will be 442 names on the ballot this year; a 24% increase from the 357 candidates on the ballot in 2016 and a 67% increase from the 264 candidates who filed in 2014.

Information on how to register to vote, track bills and find your legislators are on UCO’s Public Affairs website: [http://sites.uco.edu/central/leadership/public-affairs/2018-legislation.asp](http://sites.uco.edu/central/leadership/public-affairs/2018-legislation.asp)

Additional legislative information is also located on this page in the legislative tool box.

8. Business Continuity Oversight Council

Senator Button

The Business Continuity Oversight Council is a university oversight body responsible for ensuring the university remains up-to-date with its business continuity plans and ensures integration and coordination with the university's emergency response, emergency management,
and disaster recovery plans. The Business Continuity Oversight Council (BCOC) will coordinate all individual departmental plans for continuity to operate the university and to meet its mission following recovery from an emergency. This plan is now in place, with re-assessment and revision to the plan to occur on an ongoing basis. For upcoming meetings, various departments will present and review their Business Continuity Plans, and these plans will be reviewed regularly to keep information up to date.

9. **Employee Wellness Committee**

    Senator Wellington

    No Meeting; No Report

10. **Transportation and Parking Committee**

    Senator Castleberry

    No meetings scheduled until fall semester.

### Senate Standing Committee Reports and Membership

1. **Constitution, Parliamentary Procedure, and Elections Committee**

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

    Met May 14. Discussed the upcoming officer nominations and election. The nominations will be sent out to 2018-2019 senators today. The election will be at our next meeting on July 10, 2018. Discussed goals for next year’s committee included in our end of year report.

    **Year End Report**
    Tasks Accomplished
    1. Amendment to change date on when current officer’s term ends from June to July.
    2. Senator and Officer Elections: The Committee determined the size of each division on campus, apportioned the senate seats according to the respective sizes of their constituencies, and sought nominations from each division.

    **Goals for 2018-2019**
    1. Evaluate the committees to see if there are committees that don’t get much legislation and potentially combine or re-work so that the committees that get a lot of legislation are not over-burdened.
    2. Look into a possibility of a tie breaker amendment. This year there was a division that only had 2 candidates and there was a tie after the first round.
    3. Look at creating a resolution for when to hold a special election and when to defer to a Presidential appointment.
    4. Look at a way to determine who gets a shorter term in a division unit that we have rolled a special election into the general election. Right now it is by luck of the draw.
2. **Communications Committee**  
Chair: Senator Duke  
Vice-Chair: Senator Weathers  
Members: Senators Curtis, Duke, Provine, Weathers  

Committee met on May 29. Reviewed Staff Senate Survey. 208 staff members completed the survey online out of 980 (21.2%). The majority of the responders were full-time and non-senators. Over half of the respondents stated they have never visited the Staff Senate website. 68% reported seeing a Staff Senate posting in Centralities and 32% in Broncho Beat. 67% of respondents know who their senators are, but only 43% felt well represented by the senate and 50% by their individual senators. 36% prefer a direct email from their representative regarding Staff Senate News, 30% prefer continuation of Centralities notices. 79% who responded indicated they did not know how to submit an item to senate for consideration. Respondents reported top three issues for Staff Senate to address in Benefits (31%), Staff Development and Wellness (19%), and Parking (19%).  
Alumni/Community issues: 50% reported concerns regarding community involvement and 36% stated diversity. 20 answered. Benefits issues: 33% reported concerns regarding compensation; 20% insurance; 15% leave options; 15% retirement options; 15% policies related to benefits. There were additionally 20 other comments related to tuition waiver benefits. Additional comments noted revolved around compensation and health benefits. Communication concerns: 52% indicated concerns with campus-wide communication and 45% reported concerns within a division communication. 62% reported availability as a concern and 28% indicated cost. Reiterates the many concerns Staff Senators have been privy to in recent past. 45% reported emergency preparedness as a safety issue for Staff Senate’s consideration and 39% regarding campus protocol. The top three issues revolved around career path advancement, wellness initiatives, and professional development. It was an even split with all receiving 32% (access to technology, technology availability, and technology policies).

**Takeaways**  
• Senators could reach out to their specific areas to inform them of their role and duties.  
• Possibly create a Staff Senate newsletter.  
• Improve how individual senators and the Communication Committee receive concerns/issues from staff. Possibly create an online submission for concerns/issues for staff to utilize.  
  • Increase relations with alumni and community.  
  • Increase emergency preparedness training/activities.  
  • Increase development opportunities.  
  • Staff Development and Wellness Committee should review comments regarding the University’s Employee Wellness – Physical Activity. Many concerns noted.  
  • Communications Committee to reach out to individuals (8) who preferred to be contacted regarding their survey responses.  

**Year End Report:** Met regularly throughout the year. Conducted activities during senate meeting regarding communication techniques and proposed plans. Created an email template for senators to utilize in communicating staff senate news to their constituents.
Contact information for senators were created in August 2017 and stored in the shared folder for all to access. Staff survey about staff senate compiled and distributed in May 2018.

Goals for next year: Incorporate results from survey conducted in May 2018. Continue to improve communication throughout UCO staff. Need to evaluate the website and improve as needed.

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

Year End Report: The Personnel Policies and Compensation Committee had one bill, the Campus Expression Policy Review, SSB 2017/2018-001, which the committee internally tabled while they were working on the second item, the joint proposal for the Tuition Waiver Benefit, SSP 2017/2018-001 which was passed on February 13, 2018 by the Staff Senate. The Committee met in May 2018 and reviewed the Campus Expression Policy, which no one had any comments on, but the Committee did want to change some of the wording in the Justification portion of the Bill before presenting it in Staff Senate and voting.

The Committee has prepared the Bill template with the recommended wording they would like to see used, although it was not put to the committee for a vote yet. This will be given to the new committee for 2018-2019 term.

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

Year End Report: The committee completed SSP 2017/2018-003. This proposal will be voted on at the June 5, 2018, meeting. This was submitted by Senator Weathers on behalf of Stephani Cochran originally titled Fall Break as Holiday on January 9, 2018. After much research the committee decided to modify the bill to Thanksgiving Break proposal, recommending that the university close for a full week over the Thanksgiving Break holiday.

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

Year End Report: 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 has been identified as
Personlly Identifiable Information. The IRT Committee recommended that this policy be clarified as per using the UCO ID number to identify students.

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

Year End Report:
Completed Bills:
SSP 2017/2018-002 Gender Inclusive Restroom Guidelines  
This bill was originated by John Stephens and committed by Staff Senate in November. A joint proposal was drafted supporting the addition of gender-inclusive, single-use/single stall restrooms and/or the transformation of existing single-use/single stall restrooms into gender-inclusive restrooms. In addition, the joint proposal requested that guidelines or policy be created requiring new construction projects to include at least one gender-inclusive restroom per building. The joint proposal was introduced to the Senate in February and passed by the Senate in March. As of the writing of this report, Staff Senate has not received an official response from President Betz regarding this Proposal; however, we do know that the Proposal was shared with VP Freeman for his review at the request of President Betz.

SSR 2017/2018-002 Reaffirmation: No Weapons on Campus  
This resolution was introduced by the committee at the February Staff Senate meeting as a reaffirmation of similar Staff Senate resolutions opposing any changes to Oklahoma State law regarding weapons on college and university campuses. Due to time constraints, a motion to suspend the rules was offered, the resolution was debated and passed by the Senate in February.

Outstanding Bills:
SSR 2017/2018-003 Support for Age-Friendly University  
This bill was submitted to the Alumni and Community Involvement Committee by Dr. Melissa Powers in February. The bill requested Staff Senate support of UCO joining the AFU Global Network, endorsing the 10 AFU principles and agreeing to use the principles to develop more age-friendly programs and practices and creating an environment where the ideas and contributions of people of all ages are welcomed and valued. A resolution was drafted and presented to Staff Senate in May and is scheduled to be presented for vote in June.

**Unfinished Business**

SSR 2017/2018-003 Support for Age-Friendly University – Senator Haggerty summarized the resolution. Debate ensued. Motion carried.

SSP 2017-2018-003 The New Thanksgiving Break Proposal – Senator Castleberry summarized the proposal. She made a motion amending the original proposal to remove the
word “reallocation” and insert the word “allocation.” Motion carried. Senator Castleberry began debate on the proposal. Debate ensued. Motion made to amend the proposal to close the university at fall break and leave Thanksgiving Break unchanged from the current calendar. Seconded. Debate on the motion ensued. Amendment failed. Debate on the proposal continued. Proposal failed.


**New Business**

No New Business

**Announcements for the Good of the Order**

1. Senator Button announced that he received feedback from a student expressing concern that the spring semester began too early.
2. Senator Vaughn announced that Housing and Dining is recruiting volunteers for a committee to assist in reviewing dining options on campus.
3. Senator Moore announced that the State of California employees cannot attend events in the state of Oklahoma if they are paid for by state of California funds. This decision was made after the recent passage of an adoption bill.

**Adjournment**

President Renteria adjourned the meeting at 3:46pm.

Respectfully Submitted,
Secretary-Treasurer DeBoard