Call to Order
President DeBoard called the meeting to order at 2:02PM.

Roll Call


Recognition of Visitors
Susie Braun, Former Senator
James Powers, Former Senator
Laura Butler, Former Senator
Jeff Hagy, Former Senator
Jared Scism, Former Senator
Sarah Castleberry, Former Senator

Approval of the Minutes
1. Senator Campbell motioned to amend the minutes to reflect the attendance of Senators Dobbs and Ramsdell.
2. Senator Baird 2nd the motion.
3. The motion passed to approve the minutes as amended.

Special Order of the Day
Recognition of Senators who completed their Senate term in 2018
Staff Senate Photo
Dr. Don Betz, UCO President

Recognized of the value Staff Senate brings as we communicate with the President allowing him to share with his cabinet; to facilitate informed decisions as opportunities and challenges face the University. Fiscally, the University has endured through an extended period of time with decreasing State resources and low prioritization for higher education by the legislative body. As a result, this situation will take a longer time to rectify. However, the influx of new legislators provides new opportunity for change. The University has upheld an unspoken credo to preserve faculty and staff during this sustained period of limited resources, which creates its own challenges. The Cabinet will begin meeting and high on their list is compensation with the understanding that we have to have the resources in place to do so. He outlined the role of UCO as positioning ourselves as a leader by providing vision in the community. This has been reflected in coverage of UCO by the media as we receive the most favorable press coverage out of all the universities in the state. Dr. Betz shared that UCO is under-resourced when comparing FTE and/or headcount- we are the lowest supported institution in the state by as much as 30% per student. The allocation formula is based on new dollars (from the State) but there have been no new dollars. This is the most robust building phase in the University’s history and all of the new campus projects are being done without State funding- solely donations, partnerships, and bonds. President Betz shared that the STEM building is scheduled to open on November 18th with the Liberal Arts addition and North Hamilton Annex projected to open in June 2019. Additionally, all of the outdoor fields will be lite for the first time providing more opportunities for those sports teams. In closing, President Betz imparted the University is conscious and sensitive to providing a high quality education that is convenient, affordable, and accessible.

Senate Executive Committee Reports

1. President DeBoard:

The Executive committee met with President Betz and VP Neuhold on August 15. We discussed the Administration’s response to the Gender Inclusive Restroom Initiative. Vice-President Neuhold gave a budget and enrollment update. Over the next 18 months the university will roll out multiple fully online programs and hybrid programs. President Betz noted that a significant portion of the state legislature will be new in 2019. UCO wants to work with the legislature to help make them aware of the positive impact of higher education in Oklahoma.

The Executive Committee met to discuss the open senate seats. Now that the vacant IT and Combined Division seats have been filled the senate has two remaining vacant seats. Both are from the Academic Affairs division. Both will be filled by appointment. The next Joint Council meeting with Faculty Senate and UCOSA is scheduled for September 11. The manner in which University Wide Committee reports are handled will change beginning this month. Four committees (UPC, Committee on Diversity, CUIT, and the Legislative Update) will continue to have a slot on the agenda. The others will be folded into Senate Standing Committee reports. The Transportation and Parking Committee is currently inactive and no date has been set for that group to restart their work.
Thank you to committee chairs for getting your committees up and running. We have multiple committees already working on legislation.

2. Vice-President Liskey:
   Reported that the Personnel Policies and Compensation Committee had outstanding legislation and requested that Committee Chairs and Vice-Chairs stay for a short meeting at the conclusion of the general meeting.

3. Secretary/Treasurer Campbell:
   No report.

4. Webmaster/Historian Haggerty:
   Reported that headshots would be available tomorrow, September 5th from 10:00AM-12:00PM in the Communications building, room number 108.

5. Parliamentarian Baird:
   a. Fundamental Principles of Robert’s Rules:
      i. Keeps debate meaningful
      ii. Protects the voice of the minority

University-Wide Committee/Representation Reports

1. University Planning Council

2. Committee for University IT Project Prioritization
   Reported there was no meeting and no report.

3. Committee on Diversity
   Reported that the committee meet on August 8. Delta Alpha Pi, an international honors society for students with disabilities is being formed. There is a new policy on service animals and on emotional support animals. The committee made its yearly report to the President’s Cabinet, which included a proposal for a campus-wide diversity planning process. The Division of Academic Affairs will be implementing a required inclusion and diversity training session for faculty screening committees. CEPS submitted a US Department of Education grant to support a Native American Teacher Preparation Academy. The next meeting is September 12.

4. Oklahoma Legislative Update
   No report.
Senate Standing Committee Reports and Membership

1. Constitution, Parliamentary Procedure, and Elections Committee
   Chair: Senator Baird
   Vice Chair: None
   Members: Senators Baird, Clavin, Daro and Wimmer

   The committee met on September 25th and discussed potential Bylaws amendments for this term. University Committee names stripped from Bylaws.

2. Communications Committee
   Chair: Senator Haggerty
   Vice-Chair: Senator Duke
   Members: Senators Duke, Haggerty, Ramsdell and Smith

   No meeting and no report.

3. Personnel Policies and Compensation Committee
   Chair: Senator LaFave
   Vice Chair: Senator Bieri
   Members: Senators Bieri, Caldwell, Dobbs, Haque, LaFave, Martucci, Platt and Seigman

   The committee met on September 12. Minor revisions will be submitted by Proposal at the October 2018 staff senate meeting for review and debate. Mr. Deboard will reach out to the Faculty Senate president to see if this is something to collaborate with them on or not.

   Also, the committee will be researching what is currently done for staff in the way of appreciation, and what might be done for staff in the future.

4. Staff Development and Wellness Committee
   Chair: Senator Button
   Vice Chair: None
   Members: Senators Botello, Button, Carter, Morgan, Vaughn and Wellington

   The committee met August 24. Meeting to discuss topic of research for Leadership UCO 2018-2019. Committee members include: Niki Morgan, Lauren Carter, Kelly Vaughn, Shelby Button, and Carlie Wellington. Associated committee members include: Jakey Dobbs and President Scott DeBoard.

   **Major updates:** The following topics were discussed in committee, and are listed in order of least to most recommend:

   **Subject #6 – Financial Resource Development**

   Considering the trend of decreasing financial funding from the State of Oklahoma, what other financial resources can the University utilize and develop in order to maintain the
University’s budget and increase the amount of scholarships awarded to students? This may not be a feasible topic of research, as there may be restrictions with tracking and researching financial resources.

Subject #5 – Employee Benefits / Employee pay increase

Employees have expressed interest in pay increases, or improved benefits. Because it is a voiced concern, it is included in this list. Employee Benefits have already been researched by the Benefits Department, and updated policies for Benefits are in place for 2018-2019. This also may not be a feasible topic of research, as compensation and benefits policy information may also be restricted.

Subject #4 – Diversity Action, not Policy

How can the University implement and act upon Diversity Initiatives, rather than simply stating support? This topic suggested by Roberta Botello, Assistant VP of Public Affairs

Subject #3 – Employee Mental Health / Personal Leave / Live – Work Balance

Some employees expressed concerns about creating a culture of mental health awareness and support among faculty and staff. There is a suggestion to find additional mental health resources and policies beyond the Employee Assistance Program. However, the EAP seems to provide a comprehensive set of programs to address a wide variety of personal issues. Perhaps more employees should be informed of these services, as they are likely unknown and underutilized. From the UCO Human Resources webpage:

“Employees have access to the Employee Assistance Program through Deer Oaks, from day one of employment, through 6 months after they separate, whether it is through voluntary or involuntary termination. The Employee Assistance Program (EAP) provides free and confidential assessments, short-term counseling, referrals, prevention, and education services for you, your dependents (whether they live at home or away), and anyone who lives in your household. All services are confidential.”

http://sites.uco.edu/administration/human-resources/employee-relations/eap.asp

Employees also suggested policies that support a live / work balance wherein Personal Leave might be better utilized. An example would be a nine-day 2 week pay period, wherein staff would be scheduled for a compensated day off every other Friday. Offices would remain open on Fridays, but with staff reduction. These issues tie in closely with compensation and benefits.

Subject #2 – Employee Retention

In previous Leadership UCO programs, participants researched and presented on Employee Retention issues. It seems that more than one LUO program used this subject as a topic of research, so this subject is worth considering for LUO 2018-2019 participants. Employee Retention is a subject that encompasses a broad set of policies and
programs that impact employees both personally and professionally, and it involves both established employees and incoming new employees.

**Subject #1 – Leadership and Staff Engagement**

Leadership practices can include professional development, training, staff empowerment, navigating change, and creating a culture where leadership is encouraged. How can the University improve training opportunities and develop leadership and engagement among staff?

The Staff Development and Wellness Committee strongly recommends this subject, as it involves a broad scope of existing and new strategies to promote leadership.

5. **Information Resources and Technology Committee**
   Chair: Senator Moore
   Vice Chair: None
   Members: Senators Gamagedara, Moore, and Shortt

   No meeting and no report.

6. **Alumni and Community Service Committee**
   Chair: Senator Jackson Hardwick
   Vice Chair: Senator Provine
   Members: Senators Huff, Hunter, Jackson-Hardwick, Provine and Stephens

   The committee met September 11.
   I. No Guns On Campus Resolution
      President DeBoard shared with the committee the need to begin looking at a renewal of the No Guns on Campus Resolution and provided additional background to this piece. Each year, the Oklahoma Legislature has several bills related to the Second Amendment and campuses/public places. Additionally, President Betz likes to have a sense of both the Faculty and Staff Senates. In looking at previous resolutions, the Staff Senate resolution: “reaffirms its continued opposition to any modification of Oklahoma State law, which would allow non-law enforcement personnel to carry weapons on college and university campuses.”

      Our committee needs to prepare for this resolution again. Members should look over the previous resolutions in the shared drive in preparation for drafting a new resolution to express the sentiment of this year’s Senate. Our committee does not have all the information yet to submit the resolution for a vote, but we can do some research now. Suggested timeline is introduce the resolution in January and for Senate voting in February.

      Tasks:
      - See what our peer institutions and RUSO institutions are doing
      o Peer institutions: [http://sites.uco.edu/academic-affairs/ir/peer_groups.asp](http://sites.uco.edu/academic-affairs/ir/peer_groups.asp)
II. Staff Senate Promotion
The committee with President DeBoard discussed ways to promote and communicate the importance of the Staff Senate. For the Spring Forum, we will contact Lori Beasley to get a table next to the Faculty Senate by the doors. It was noted that the table has many paper handouts and not a lot of swag. The committee discussed purchasing swag for handout at the forums. Additionally, the committee discussed redoing the handouts for the table.

Tasks:
- Update the handouts
  - Khari will ask if student worker with graphic design experience is available to work on Staff Senate materials
  - Dana will ask Mark Walvoord about STLR tagging project
- Ordering Swag
  - Everyone look at swag purchase ideas
  - Have ideas for our next meeting in October
  - What other ideas to promote the Staff Senate?
  - Think of ideas to share at the October meeting
  - Dana will invite and chair of the Communications Committee, Dawn Haggerty to the October meeting

III. Other Ideas and Work for Our Committee
- Issues that our committee can address for our constituents – see Staff Senate Bylaws for information on our committee
- How can we work with our past senators?

Unfinished Business
Seeking additional appointments for the two vacant Academic Affairs seats.

New Business
None

Announcements for the Good of the Order
1. Chairs and Vice-Chairs to remain after adjournment
2. The Sports Performance center Grand Opening is September 21 from 9:30-11:30. Senators are encouraged to attend.
3. Senator headshots available tomorrow, September 5, from 10:00-12:00 in the Communication Building.
4. 1890 (formally Legends) is now open in the NUC.
Adjournment

President DeBoard adjourned the meeting at 3:04PM.

Respectfully Submitted,
Secretary-Treasurer Campbell