Call to Order
President DeBoard called the meeting to order at 2:03PM.

Roll Call


Recognition of Visitors
Jerry Legere – Emeritus Faculty Association

Approval of the Minutes
The minutes were approved as distributed.

Special Order of the Day
None.

Senate Executive Committee Reports

President DeBoard:
The Executive Committee met on December 12th. We discussed active legislation. We also discussed possible ways to assist committees with their legislative work. All Senators are encouraged to reach out to myself or another member of the Executive Committee if we can be of assistance to your committees. Due to the Winter Break, the Executive Committee did not meet with President Betz in December. We will meet with the President and Vice President Neuhold on January 16.
Niki Morgan has resigned from the Staff Senate. In accordance with the Senate Bylaws, since this vacancy occurred with less than half the legislative year remaining, her seat will be filled during the next general election.

**Vice-President Liskey:**
President DeBoard gave the Vice-President Report on behalf of Vice-President Liskey: The Senate will debate and vote today on SSR 2018/2019-001: Diversity Round Table Goals Support. Two pieces of legislation will be introduced today: SSA 2018/2019-002: Breaking Election Ties and amend previously adopted proposal SSP 2018/2019-001 Campus Expression Policy Revision.

Vice-President Liskey attended the December 13 meeting of the Faculty Senate. Vice-President Neuhold gave that body a budget update on the Fall 2018 credit hour shortfall and the anticipated Spring 2019 credit hour shortfall.

**Secretary/Treasurer Campbell:** No report.

**Webmaster/Historian Haggerty:** No report.

**Parliamentarian Baird:**
The Parliamentarian Topic was on Amending Legislation that was Previously Adopted:
- Must be 2nded
- Debatable
- Needs notice beforehand (cannot exceed the scope of the notice)
- Majority vote
Parliamentarian Baird also gave a refresher on Debate Protocol
- Address debate towards the chair
- May speak for 10 minutes at a time; twice
  - Questions addressed to another member have been allowed in the past

**University-Wide Committee/Representation Reports**

1. **University Planning Council**
   
   President DeBoard
   
   UPC met on December 7. The HLC strategy was discussed along with ways to operationalize the 12 strategic goals. Working groups will be evaluate each goal and recommend methods to implement them and capture data to help determine if the goals are being met.

   Academic Service fees were discussed. Colleges are largely holding fees flat or are requesting small reductions.

2. **Committee for University IT Project Prioritization**
   
   Senator Button
OIT completed 36 projects in CY18. This includes CUIT-reviewed projects, internal projects, construction projects and some unplanned projects. In 2018, held six CUIT meetings to review 13 new project requests.

Current Open Projects include:

- Replace Travel and Expense Management System
- Job Scheduler (Bursar)
- BANNER 9
- Replace Benefitfocus
- UCO Website Redesign
- CRM – Fundraising Software
- Study Abroad and Travel Risk Management Software
- Wireless Microphone 600 MHz Decommissioning
- Financial Aid Awards Software

Three proposals for new software applications were presented:
- Replace GradLeaders with Handshake (HireBronchos) – this is Career Central’s Application to connect Employers with Bronchos
- Event Management Software for the Department of Wellness and Sport – presentation on this postponed until January 2019
- Technology Asset Management – this would assist Office of IT with coordinating and managing multiple projects across campus

Updates were provided on the following:
- New GEAR UP Database – GEAR UP is a federally funded Grant to increase the number of cohort students
- Human Resources Management Solution RFP

3. **Committee on Diversity**  

Senator Renteria Mendoza

The committee met December 12. The committee discussed the questions to be included in the Diversity Initiative Inventory to be disseminated to offices, departments, and units via Qualtrics this spring as part of the campus-wide Diversity Planning Process. The committee will also organize a series of focus group discussions to gather feedback from the campus community regarding diversity and inclusion efforts. Syllabus statements addressing sex- and gender-based discrimination were provided to the committee. If you are interested in receiving the statements, contact Senator Renteria Mendoza. The faculty and staff associations reported on their end-of-year efforts. The committee will meet again on January 9.
4. **Oklahoma Legislative Update**

Senator Botello

Currently 175 Bills filed, anticipating 2000 before the filing deadline. This is a slow process with all the new legislators. Dr. Kinders is reviewing unusual bills, i.e. Regulating Daycare, compensation for state employees that are on-call (no lobbying) – a variation of last year’s bill – attempts at controlling state employees. There are a few good ones, i.e., Collaborating with school districts for bulk purchasing. We will continue our focus on advocacy with the legislature. Will be stepping it up this year. Dr. Kinders compares this session to statehood with 75% of legislators having under four years of experience.

Budget is expected to be a primary issue. As expected, agencies made requests that are up to 3 times larger than the anticipated 6 million dollar surplus. K-12 could see up to 2 to 3 million, some needed for salaries, teachers want to see the funding in the classrooms.

The State Regents made a 100 million dollar request. We are currently funded at the same as the year 2000. We are one of the worst states in the nation for funding higher ed having lost 37% of our funding over the last five years.

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**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

   Met on December 13. Legislation presented:
   a. University Committee names stripped from Bylaws Amendment
      i. Updated copy of the Bylaws
   b. Election Tie Breaker Amendment
      i. Review and edit 3rd draft
   c. Committee Structure/Focus
      i. Further discussion

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 Bieri
Vice Chair: Senator LaFave
Members: Senators Bieri, Caldwell, Dobbs, Haque, LaFave, Martucci, Platt and Seigman

Met on December 12. **Topic: Campus Expression Policy**- Senator Lauren Bieri gave a document to the PP & CC committee regarding the Campus Expression Policy put together by a committee across campus assembled by President Betz. They have included Staff Senate in the working group (Vice President Mike Liskey and Senator Bieri) along with some faculty. The committee will recommend how to apply this policy by providing scenarios and other avenues. There was a question raised about the new language of the Staff Senate Campus Expression Policy due to the language confusing some members of the UCO community. The PP & CC committee moved to make an amendment to the approved language to read: Enforcement & Interpretation for staff shall be the responsibility of Human Resources, the Office of Legal Counsel, and the Campus Police. Senator Bieri will work with President Scott DeBoard and Senator Taylor Baird to move this to a vote in the January 2019 meeting.

**Topic: Staff Senate Award**- The PP & CC committee expressed their frustrations on finding the staff awards from across campus due to their not being a centralized location online for them all. Senator Dallas Caldwell mentioned the technology software OnBase if we were to move forward with applications.

**Action Items:**
- Identify potential names of the award
- Identify what makes the award unique
- What type of funding/prize would be needed?
- Establish a process- (promotion, application, selection, acknowledgment)
- What is the timeline/volume? Annual/monthly/quarterly/semester/etc

**Topic: Staff Compensation Proposal**- President Scott DeBoard pitched the idea of having the PP & CC committee work on a Staff Compensation Proposal. He expressed there is not an immediate deadline. Senator Lauren Bieri contacted institutions (RUSO, OSRHE, Near Peer Group, Metro Peer Group) to see how they are doing things. Concerns were raised due to Human Resources already doing research in this area, however, the committee wants to be advocates for our staff population.

Topic was tabled for next meeting.

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

Met via email. No reports from Carlie Wellington or Kelly Vaughn. Shelby Button does have a report for CUIT. Niki Morgan no longer works at UCO. Carlie Wellington is the representative for the Healthy Campus University Committee. This committee did not meet
in December and has no report. Kelly Vaughn is the representative for the Employee Wellness Committee. This committee did not meet in December and there is no report. Shelby Button is the representative for the Business Continuity Council. This committee did not meet in December and has no report. Shelby Button is the representative for CUIT. This committee did meet Tuesday, December 18, 2018. There is a report for CUIT from December 2018.

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

   Met via email throughout the month December. Discussion of swag purchases for the promotion of Staff Senate.

**Unfinished Business**  

**New Business**
1. SSA 2018/2019-TBA Breaking Election Ties  
2. SSP 2018/2019-001; Campus Expression Policy Revision: Senator Bieri moved to amend this previously adopted proposal. Senator Dobbs seconded the motion. Debate ensued. The amendment passed.

**Announcements for the Good of the Order**
1. Senator Provine: Jan. 29th Spring Forum date possibly  
2. President DeBoard: Staff Senate will have a table at Spring Forum. Senators are encouraged to attend.

**Adjournment**  
President DeBoard adjourned the meeting at 2:31PM.

Respectfully Submitted,  
Secretary-Treasurer Campbell