Call to Order
President DeBoard called the meeting to order at 2:01PM.

Roll Call
34 Active Senators

Senators Absent (8): Senator Botello, Senator Caldwell, Senator Harrel, Senator Martucci, Senator Rogers, Senator Shortt, Senators Stephens,

Recognition of Visitors
Jerry Legere – Emeritus Faculty Association
Tina Kirk
Stan Gravchikov
Christine Fisher
Teresa Keever
Jennifer Goldwin
Katie Timmerman
Christine Edwards

Approval of the Minutes
Minutes for January and February were approved as distributed.

Special Order of the Day
Diane Feinberg- Assistant Vice-President for Human Resources

UCO has contracted with Paycom for several HR and Payroll technical functions. These include timecards, W-2’s, tax forms, and annual benefit sign-up. Employees will utilize a new Paycom portal for access to these functions. Employees will be able access the portal from any electronic
device 24/7. A key feature of the portal is the implementation of a university wide, electronic leave request form. Time-off requests it will project available time. Timekeepers will no longer be required to enter leave hours. Another goal is to have retirees included the benefits section. They are currently not included in Benefitfocus. The portal will also include a performance management system that will allow two-way feedback and engagement. Onboarding, will be centralized and completed via the Paycom portal. Paycom will come to help with training to use the system and additional offer online tutorials. This new portal will provide cost-savings to the University by going to true time and leave time accuracy. Additionally, the paper management system provides opportunity for significant human error. No complete timeline is in place but time card implementation is expected in April.

**Senate Executive Committee Reports**

**President DeBoard:**

The Executive Committee met with President Betz and Vice-President Neuhold on February 20. FY20 Budget discussions are ongoing. Tuition Waivers are a priority. (The Employee Tuition Waiver is slated to increase to 10 credit hours per academic year.) President Betz reiterated that salary increases are a priority but that must be balanced with the financial realities. We will know more when we have a better idea what state appropriations will be for the upcoming year. HB 2597 was signed by Governor Stitt. While this bill allows for permit less carry in many places, carrying on higher education campuses and facilities will still be determined by each institutions president.

Vice-President Neuhold has approved a $2000 per year recurring budget for the Senate. In the past, the Senate has asked for funds to make individual purchases (orientation materials, food, newsletters, nameplates, etc…). This recurring budget not only gives the Senate more control over its purchases it brings us more in line with the way the Faculty Senate operates. (They have had a recurring budget for many years.) Additionally, a Microsoft Surface has been purchased for the Senate. It will be checked out to Secretary Campbell for the remainder of FY19.

The Registrar requested my participation on a committee that will conduct Academic Calendar planning. If Senators, or their constituents have particular calendar concerns or recommendations please email them to me.

**Vice-President Liskey:**

SSR-003: Honoring President Betz will be presented today in new business
Senator Baird gave the FS report

**Secretary/Treasurer Campbell:**

A volunteer secretary is needed for the month of June. Please contact me if you are interested in stepping into the role for one month.

**Webmaster/Historian Haggerty:**

No report.
Parliamentarian Baird: Senator Baird
No report.

University-Wide Committee/Representation Reports

1. University Planning Council President DeBoard
   UPC met on February 18. There was a brief presentation on Technology Accessibility in Higher Education. The main point was that technology accessibility is as important as physical accessibility. However, technology accessibility is often an afterthought rather than being a planned out from the beginning of a project.

   There was an extensive discussion on UCO and Distance Education. This presentation was led by the Executive Leadership Program class. During the presentation, President Betz gave a full endorsement of expanding UCO’s online course offerings and of offering, for the first time in our history, completely online programs. It is feasible that UCO will be able to offer 1 or 2 online programs as early as Fall 19.

2. Committee for University IT Project Prioritization Senator Button
   No meeting. No report.

3. Committee on Diversity Senator Renteria Mendoza
   The committee met February 13. The committee discussed the progress of the Inclusion and Diversity Planning Process, including the scheduled Diversity Discussions for students and staff and faculty as well as the Diversity Initiative Inventory. Ms. Tina Kirk presented to the committee regarding the Intercultural Development Inventory, an assessment designed to measure sensitivity to cultural difference and provides individuals with guidance in development of intercultural development plan. The committee will meet again on March 13.

4. Oklahoma Legislative Update Senator Botello
   No report.

Senate Standing Committee Reports and Membership

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

   The committee met on February 21. Discussion included legislation:

   a. Election Tie Breaker Amendment
      i. Bylaws updated
   b. Committee Structure/Focus
i. Further discussion

c. 2019 Elections
i. Nominations – conducted
ii. Finance – Scott DeBoard
iii. Operations – Kiefer Pruett, Teresa Delaney, Chelsea Ratterman, Teresa Keever (2 year term)

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

This committee did not meet and gave no report.

3. Personnel Policies and Compensation Committee
Chair: Senator LaFave
Vice Chair: Senator Bieri

The committee met on February 14. Exploring how to move forward with the creation of a compensation bill:

· David brought numbers for how much a cost of living increase is compared to bringing those under the 80% market value up to that point. (See document in shared drive)
· Possible proposal would put this in steps instead of all at once.
· Cabinet would like to see a proposal that they can tweak.
· We need to present the data from peer institutions and the value this would have on retention rate and costs of replacing employees.
· What direction do we want to go with the proposal: Tie to performance evaluations? Compare salaries with value of other benefits included?
· Committee is assigned to complete the peer data sheet

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

The committee met on February 25. Examining the Bereavement Leave/ Non-Exempt Employee Adjunct Policies. This committee met with President DeBoard and Senator Sharon LaFave and Senator David Seigman to discuss the Non-Exempt Employee Adjunct Policy, as well as the Bereavement Leave Policy. Both of these policies will be researched over the next
Current Bereavement Leave policy allows 3 days off work in the event of the death of a close family member. It is challenging to assess the appropriate amount of time off, as well as considering who the appropriate family members are, as each individual is different with different circumstances. We are researching this subject and contacting Peer Institutions to find out if our policy is similar to others.

How many employees have used bereavement leave? (How many employees would this impact?)

The Non-Exempt Employee Adjunct Policy prevents most non-exempt employees from working Adjunct positions, as this would require paying overtime. The main way to change the policy would be to lower the threshold for exempt employees. Doing so would likely negatively impact employees in Operations, as changing their non-exempt status would prevent them from being paid overtime. We are researching this subject and contacting Peer Institutions to find out if our policy is similar to others.

How many people would this impact? Could we go back to the last time we allowed Non-Exempt employees to work Adjunct and find out how many people did this?

The Healthy Campus University Committee did not meet in February and has no report.

The Employee Wellness Committee did meet in February and there is a report.

The Business Continuity Council did not meet in February and there is no report.

5. **Information Resources and Technology Committee**
   Chair: Senator Moore
   Vice Chair: None

The committee met on February 5. Members met to complete discussions concerning concerns about email privacy on the UCO campus. After careful research by the members of the committee we have the following items to report:

Under Oklahoma law, all electronic mail messages are presumed to be public records and contain no right of privacy or confidentiality except where Oklahoma or federal statutes expressly provide for such status. The University reserves the right to inspect electronic mail usage by any person at any time without prior notice as deemed necessary to protect business-related concerns of the University to the full extent not expressly prohibited by applicable statutes.

This statement comes from UCO’s new employee paperwork “Technology Usage Acceptance Form.” For practical purposes employees should have no expectation of
privacy when communicating through the University email system.

6. **Alumni and Community Involvement Committee**
   Chair: Senator Jackson-Hardwick
   Vice Chair: Senator Provine

   This committee did not meet and gave no report.

**Unfinished Business**
None

**New Business**
SSR 2018/2019-003: Honoring President Betz – Vice-President Liskey introduced the bill.

**Announcements for the Good of the Order**
1. President DeBoard reiterated the need for a volunteer to take Minutes in the June meeting. This would be a good way to test the waters and determine if you might want to run for Secretary/Treasurer at some point in the future. The time requirement (outside of regular meeting attendance) would be 1-3 hours.
2. Senator Renteria Mendoza- LFSA is doing a fundraiser March 16 with the Energy FC to support their scholarship endeavors.

**Adjournment**
President DeBoard adjourned the meeting at 2:51PM.

Respectfully Submitted,
Secretary-Treasurer Campbell