AMENDMENT
SSA 2018/2019-003

Staff Senate Sponsor(s):
Constitution, Parliamentary Procedures, and Elections Committee

I. Title of amendment: Standing Committee Reorganization

II. Citation of Bylaws verbatim:

In Article V (page 8)
6.4.5 Chair the Communication Committee

In Article VI (pages 11-13)
3.3 The Communications Committee shall:
  3.3.1 Familiarize the UCO community regularly with the purpose and responsibilities of the Senate;
  3.3.2 Publicize activities regularly through multiple UCO publications and other appropriate media;
  3.3.3 Design and implement methods of polling as directed by the Senate;
  3.3.4 Ensure that all forms of communication publicized are accurate and disbursed effectively;
  3.3.5 Ensure interaction with non-UCO media sources is authorized through the University Relations office;
  3.3.6 Arrange yearly photos with Photographic Services of the Senate and Senate officers as well as any relevant Senate activities;
  3.3.7 Review and recommend website content;
  3.3.8 Be chaired by the Webmaster/Historian
  3.3.9 Send a committee member to serve as the Senate representative on any pertinent UCO committees as deemed necessary by the Executive committee;
  3.3.10 Work closely with University Relations on matters of mutual concern; and
  3.3.11 Perform other duties deemed appropriate for this committee.

3.4 The Personnel Policies and Compensation Committee shall:
  3.4.1 Study and make recommendations regarding;
    3.4.1.1 The interpretation and/or enforcement of UCO policies, procedures, practices, and external regulations related to labor/staff relations;
    3.4.1.2 The identification and resolution of concerns related to the management of UCO staff;
    3.4.1.3 Compensation programs that ensure appropriate, competitive, and efficiently managed staff compensation;
    3.4.1.4 A job classification system that facilitates employee training, promotions, transfers, and other personnel administrative functions; and
    3.4.1.5 Staff recognition and awards.
  3.4.2 Work closely with the Human Resources Department offices on matters of mutual concern; and
  3.4.3 Perform other duties deemed appropriate for this committee.

3.5 The Staff Development and Wellness Committee shall:
  3.5.1 Study and make recommendations regarding;
    3.5.1.1 Programs and opportunities designed to benefit personal growth and organizational success; and
    3.5.1.2 The healthy campus initiative in the development and maintenance of a healthy body, mind
and spirit.

3.5.2 Send a committee member to serve as the Senate representative on any pertinent UCO committees as deemed necessary by the Executive Committee;

3.5.3 Send a committee member to serve as the Senate representative on any pertinent UCO committees as deemed necessary by the Executive Committee;

3.5.4 Work closely with the Human Resources Department and/or the Wellness Center on matters of mutual concern; and

3.5.5 Perform other duties deemed appropriate for this committee.

3.6 The Information Resources and Technology Committee shall:

3.6.1 Study and make recommendations regarding

3.6.1.1 Staff and faculty technology needs and priorities that enhance the work environment and improve service and communication;

3.6.1.2 Computing, networking, e-learning, telephone, training, and support services; and

3.6.1.3 Access to useful information through the application of technology.

3.6.2 Send a committee member to serve as the Senate representative on any pertinent UCO committees as deemed necessary by the Executive Committee;

3.6.3 Upon invitation, send a committee member, or designee, to serve as the Senate representative on various information technology task forces, advisory committees, and/or team/user groups;

3.6.4 Work closely with the Office of Information Technology on matters of mutual concern; and

3.6.5 Perform other duties deemed appropriate for this committee.

3.7 The Alumni and Community Involvement Committee shall:

3.7.1 Study and make recommendations regarding;

3.7.1.1 Staff interaction with alumni and the community;

3.7.1.2 Programs and opportunities that may foster staff relationships with alumni and friends;

3.7.1.3 Philanthropic efforts among staff;

3.7.1.4 Diverse opportunities for staff to perform meaningful service in the UCO, Edmond, and Oklahoma City metro communities; and

3.7.1.5 Potential federal, state, and/or local legislation that may affect UCO Staff.

3.7.2 Send a committee member to serve as the Senate representative on any pertinent UCO committees as deemed necessary by the Executive Committee.

3.7.3 Work closely with the Alumni office and/or Volunteer and Service Learning Center on matters of mutual concern; and

3.7.4 Perform other duties deemed appropriate for this committee.

III. Amendment desired:

In Article V (page 8)
6.4.5 Chair the Communication Committee

In Article VI (pages 11-13)
3.3 The Communications Committee shall:

3.3.1 Familiarize the UCO community regularly with the purpose and responsibilities of the Senate;

3.3.2 Publicize activities regularly through multiple UCO publications and other appropriate media;

3.3.3 Design and implement methods of polling as directed by the Senate;

3.3.4 Ensure that all forms of communication publicized are accurate and disbursed effectively;

3.3.5 Ensure interaction with non-UCO media sources is authorized through the University Relations office;
3.3.6 Arrange yearly photos with Photographic Services of the Senate and Senate officers as well as any relevant Senate activities;
3.3.7 Review and recommend website content;
3.3.8 Be chaired by the Webmaster/Historian
3.3.9 Send a committee member to serve as the Senate representative on any pertinent UCO committees as deemed necessary by the Executive Committee;
3.3.10 Work closely with University Relations on matters of mutual concern; and
3.3.11 Perform other duties deemed appropriate for this committee.

3.4 The Personnel Policies and Compensation Committee shall:
3.4.1 Study and make recommendations regarding:
   3.4.1.1 Staff salaries, benefits, and other areas promoting the economic welfare of staff. The interpretation and/or enforcement of UCO policies, procedures, practices, and external regulations related to labor/staff relations;
   3.4.1.2 The identification and resolution of concerns related to the management of UCO staff;
   3.4.1.3 Compensation programs that ensure appropriate, competitive, and efficiently managed staff compensation;
   3.4.1.4 A job classification system that facilitates employee training, promotions, transfers, and other personnel administrative functions; and
   3.4.1.5 Staff recognition and awards.

Send a committee member to serve as the Senate representative on any pertinent UCO committees as deemed necessary by the Executive Committee;
3.4.2 Work closely with the Human Resources Department offices on matters of mutual concern; and
3.4.3 Perform other duties deemed appropriate for this committee.

3.5 The Staff Development Policy and Wellness Staff Welfare Committee shall:
3.5.1 Study and make recommendations regarding:
   3.5.1.1 Programs and opportunities designed to benefit personal growth and organizational success; and
   3.5.1.2 The healthy campus initiative in the development and maintenance of a healthy body, mind and spirit.
3.5.2 Send a committee member to serve as the Senate representative on any pertinent UCO committees as deemed necessary by the Executive Committee;
3.5.3 Send a committee member to serve as the Senate representative on any pertinent UCO committees as deemed necessary by the Executive Committee;
3.5.4 Work closely with the Human Resources Department and/or the Wellness Center on matters of mutual concern; and
3.5.5 Perform other duties deemed appropriate for this committee.

3.6 The Information Resources and Technology Committee shall:
3.6.1 Study and make recommendations regarding
   3.6.1.1 Staff and faculty technology needs and priorities that enhance the work environment and improve service and communication;
   3.6.1.2 Computing, networking, e-learning, telephone, training, and support services; and
   3.6.1.3 Access to useful information through the application of technology.
3.6.2 Send a committee member to serve as the Senate representative on any pertinent UCO committees as deemed necessary by the Executive Committee;
3.6.3 Upon invitation, send a committee member, or designee, to serve as the Senate representative on various information technology task forces, advisory committees, and/or teams/user groups;

3.6.4 Work closely with the Office of Information Technology on matters of mutual concern; and

3.6.5 Perform other duties deemed appropriate for this committee.

3.7 The Alumni and Community Stakeholder Relations and Involvement Committee shall:

3.7.1 Study and make recommendations regarding:
- Matters which enhance the wellbeing of part-time staff and student workers
- Part-time staff and student worker matters such as compensation, benefits, and other means of enhancing the wellbeing of part-time staff and student workers;

3.7.1.1 Staff interaction with alumni and the community;

3.7.1.2 Programs and opportunities that may foster staff relationships with alumni and friends;

3.7.1.3 Philanthropic efforts among staff;

3.7.1.4 Diverse opportunities for staff to perform meaningful service in the UCO, Edmond, and Oklahoma City metro communities; and

3.7.1.5 Potential federal, state, and/or local legislation that may affect UCO Staff.

3.7.2 Send a committee member to serve as the Senate representative on any pertinent UCO committees as deemed necessary by the Executive Committee.

3.7.3 Work closely with the Human Resources Department, Alumni office, and/or Volunteer and Service Learning Center on matters of mutual concern; and

3.7.4 Perform other duties deemed appropriate for this committee.

By adopting this amendment, the Senate also authorizes the CPP&E committee to correct article and section designations and to make such other technical and conforming changes as may be necessary to reflect the intent of the Senate in connection with this amendment.

IV. Justification:

The current bylaws charge certain standing committees with too narrow or broad range of responsibilities. Some of these responsibilities are too narrow to justify a standing committee. At the same time, other standing committees have been charged with too broad of a mission. Furthermore, the bylaws ignore other important issues altogether.

First, this amendment seeks to remove the Communications Committee from the Staff Senate. Historically, the Webmaster/Historian duties overlap significantly with those of the committee, does most of, if not all, the duties assigned to the Communications Committee. The proposed removal is not a reflection, an indictment of, the past and/or current membership of the Communications Committee, but rather a reflection of the problematic nature of assigning tasks to a group that are more easily accomplished by an individual. The Webmaster/Historian coordinates with Centralities and the Broncho Beat and updates the website themselves rather than through the committee. The current Webmaster/Historian agrees that a committee is not needed to accomplish the goals and tasks appropriate for the office.

Additionally, this amendment seeks to remove the Information Technology Committee. Nearly every Staff Senate issue directly or indirectly involves technology. Yet, the IT Committee has struggled to find issues that are purely technological in nature, but over the past several years, the IT Committee has failed to find many issues that are purely theirs. According to past and current IT Committee members, the Bylaws as written and the previous issues in the Senate have not simply do not give them enough to do provided enough issues for the committee to address. Thus, the committee has been underused. While IT concerns remain an important part of being a UCO staff member, there remains too large of an overlap between information technology, benefits, and policy to justify having a dedicated IT committee.

This amendment also seeks to divide the responsibilities of the Personnel Polices and
Compensation Committee between policy and compensation. For the past several years, this committee has been the most overworked committee on Staff Senate with the possible exception of the Executive Committee. Currently, the Bylaws charge the PP&C Committee with too many responsibilities to adequately address them all. To solve this problem, this amendment reassigns the personnel policy concerns to the Staff Development and Wellness Committee. Furthermore, the committee names will change in order to better reflect their new responsibilities.

Finally, this amendment seeks to formally adopt part-time staff concerns and student worker issues under the umbrella of Staff Senate business. Part-time staff and student workers are UCO employees yet have not had representation on the Staff Senate. These unique populations have distinct issues that deserve attention, and without a specific charge in the Bylaws to examine these issues, they will remain unexamined by the Staff Senate.

Passed by consent of the UCO Staff Senate this 4th day of June 2019.

Scott DeBoard, Staff Senate President