Call to Order
President Baird called the meeting to order at 2:00 p.m.

Roll Call


Recognition of Visitors
Jerry Legere, 1994-2010 Registrar and Associate Vice President, Enrollment Management; liaison for Emeritus Faculty/Staff Association

Approval of the Minutes
The minutes were approved as distributed without correction.

Senate Executive Committee Reports

President Baird:
President Baird announced that staff senate has had two resignations: Cheryl Evans and Heidi Vaughn. The guest speaker for February’s meeting will be Dr. Mark Kinders, Vice President Public Affairs.

Vice-President Renteria:
For the first half of this year, Staff Senate has reviewed six issues. Two bills have been killed within committees, two bills are currently in committee, one resolution has been passed, and one resolution is up for a vote during this meeting. VP Renteria attended the Faculty Senate meeting on December 8, 2016. Faculty Senate passed the Affirmation of Diversity and Inclusion
resolution, similar to the one on the agenda for today’s meeting. They also presented a resolution for MFA terminal degree policy. The vote was postponed to the next meeting.

Secretary/Treasurer Duke:
Secretary/Treasurer Duke: No report at this time.

Reporter/Historian Tozer:
Reporter/Historian Tozer: No report at this time.

Parliamentarian Powers:
Parliamentarian Powers: Absent, no report.

University-Wide Committee/Representation Reports

1. University Planning Council
   Senator Baird
   VP Renteria attended the UPC committee meeting on behalf of President Baird. Dr. Gary Steward presented data trends for UCO students over the past five years. This data will inform the strategic goals that will be set by the UPC. The committee will be working to develop a document of the strategic goals that has been requested by the HLC committee. The UPC discussed data management recommendations provided by a university taskforce including the creation of a data dictionary and the purchase of online software to manage data quality and integrity. Schedules were set for presentations from all members of the UPC committee for this spring with Staff Senate presenting mid-semester.

2. Communicator’s Council
   Senator Jackson-Hardwick
   No meeting; nothing to report.

3. Healthy Campus Leadership Team
   Senator Curtis
   No meeting; nothing to report.

4. Committee for University IT Project Prioritization
   Senator Dumas
   No meeting; nothing to report.

5. National Alumni Board of UCO
   Senator Morris
   Senator Morris absent, Senator Goad reported that he plans to attend their meeting on January 24th.

6. Committee on Diversity
   Senator Renteria
   The committee met on December 15 to discuss data regarding faculty and staff and how it compared to our student body and metropolitan area. Human Resources is working on several diversity initiatives to include working with the Native American Aging Council on a grant that will assist 55+ workers to be trained at UCO at no cost to the institution and a
job marketing campaign to reach underrepresented populations in our employee base. The committee discussed the results of the Campus Conversations and ways to address concerns raised during the focus groups. Some concerns can be addressed in a short turnaround time. The committee plans to engage the campus community in ways to address some of the larger concerns.

7. Legislative Update

Senator Butler absent, no report.

Senate Standing Committee Reports and Membership

1. Constitution, Parliamentary Procedure, and Elections Committee
   Chair: Senator Powers
   Vice Chair: Senator Rogalsky
   Members: Senators DeBoard, and Moore
   Report: Met via email; working with human resources to review senate open seats with the split of the administration division; election process to begin in February.

2. Communications Committee
   Chair: Senator Tozer
   Vice Chair: Senator Jackson-Hardwick
   Members: Senators Hsu, and Weullstein
   Report: Discussed ideas and thoughts regarding individual senator’s communication responsibilities with their respective areas. Specifically we discussed how we as a committee could aide senators in their communications, such as an e-mail template, best practices document, surveying senators on their current communications, etc. We have decided to ask the senate to provide feedback on what would be beneficial, and what they are currently doing to communicate. We also appointed Senator Jackson-Hardwick as the Vice Chair of the Communications Committee.

3. Personnel Policies and Compensation Committee
   Chair: Senator Mankin
   Vice Chair: Senator Shortt
   Members: Senators Goad, LaFave, Motley, Peck
   Report: Met several times, currently working on paid family leave bill and leave share proposal. Invited several guest members to speak, hope to have a proposal ready by the February Staff Senate meeting. Senator Mankin met with Lisa Harper regarding faculty/staff tuition waivers. The committee has indefinitely tabled this issue.

4. Staff Development and Wellness Committee
   Chair: Senator Curtis
   Vice Chair: Senator Castleberry
   Members: Senators King, Waddle, Weathers, and Young
   Report: No meeting, nothing to report.
5. **Information Resources and Technology Committee**
   Chair: Senator Button  
   Vice Chair: Senator Vorpal  
   Members: Senator Hagy  
   Report: No meeting, nothing to report.

6. **Alumni and Community Service Committee**
   Chair: Senator Hogan  
   Vice Chair: Senator Dumas  
   Members: Senators Butler, Hull, Killian, and Morris  
   Report: The committee agreed to continue the previous practice of compiling information for OTRS; Senator Morris received multiple phone calls from a telemarketer, discovered that there is not a way to block a caller from her UCO desk phone. She will be reaching out to Sonya Watkins in OIT for assistance.

**Unfinished Business**

**New Business**
Bill: Parking Permit Budget Cuts was presented to the Senate. Senator Tozer moved to commit bill, seconded by Senator DeBoard. Debate followed. Call for the question by Senator Hogan. Motion passed by two-thirds vote to call for the question before debate ended. Motion did not pass.

**Announcements for the Good of the Order**
No announcements.

**Adjournment**
President Baird adjourned the meeting at 2:41 pm.

Respectfully Submitted,  
Secretary/Treasurer—Cheryl Duke