VIII Staff Senate of the University of Central Oklahoma
Minutes from Tuesday, October 6, 2020
Held via Zoom

I. Call to order at 2:02 pm

II. Roll Call – 35 Active Senators


Senators Absent (3): Senator Harrel, Senator Taylor, Senator Stephens

III. Recognition of Visitors

Liliana Renteria Mendoza, Staff Senate Past President
Jerry Legere, Emeriti Faculty Association Representative
Kristi Archuleta, Faculty Senate Past President
Sara Miller, Office for Advancement
Kris Pittman, Operations Manager for Transportation & Parking
Jay Hargett, eLearning Support Specialist
Julie Baker, Office Manager Library
Cami Cho, Research Analyst
Kristi Thurmon, Administrative Assistant, Psychology
Rudy Garcia, A&E Services
Tamara April, CEPS, Curriculum & Instruction
Paige Buchanan, Human Resources Department
Amy Johnson, Professor, Design
Elizabeth Overman, Professor, Political Science
IV. Approval of the Minutes [September 1, 2020]

V. Special Order of the Day

Guest Speakers:
Dr. Gary Steward, Co-Interim Vice-President for Academic Affairs

Student Affairs is working on assessing the effectiveness of in-person and extended classrooms. In terms of instructional effectiveness, still too early to tell. By the end of the semester, the student surveys will be completed and there should be some data to assess the effectiveness of this model. Some colleges are developing faculty and student focus groups to examine more data points.

Student surveys were sent out regarding demand and student preferences as it relates to extended classroom. 1269 responses were received, with the delivery preferences as follows:
1. Face to face
2. www 100%
3. www-hybrid
4. face to face with extended section
5. face to face with extended section-remote instruction
6. SPOC –self-paced online course

Faculty surveys were also sent out regarding delivery preferences with 273 responses received. 65% of the respondents felt they were able to interact with students in both on-campus and extended classrooms, while 40% felt they were able to engage students in extended classroom.

UCO currently has 14,132 students. Approximately 3100 or 22% are attending classes virtually. If you look at last 3 or 4 fall semesters, it is typically around 1100 students taking online classes.

Dr. Charlotte Simmons, Co-Interim Vice-President for Academic Affairs

UCO has seen a substantial growth in online opportunities. Connected campus had created strategic goals for online learning and has been actively implementing them before and during the pandemic.

A STEM lab will now be at the Carnegie location in addition to the lecture classrooms. Additionally, UCO is also launching a STEM-cubator, where researchers will come in and work alongside our students and instructors.

UCO’s University College, led by Dr. Jeanetta Sim, has now launched. Broncho Blueprint, an integrated first year experience that is discipline specific, launched in FSI.

UCO will be launching three dean searches for three colleges: CFAD, Math and Science, and Business. Provost search is also continuing. Optimistically hoping to have a new provost by January 1.
Much time is being spent on budgets and determining how divisions will align with one another, especially in light of alignment and allocation data as finance begins to work through that.

There are currently no new initiatives in Academic Affairs in recognition of a new provost coming soon.

A comprehensive visit from HLC is 2022. Along with that is the qualitative initiative. The University is working diligently to make sure the institution is prepared for the reaffirmation.

Laura Butler Claussen, Legislative Liaison

It is important to note that UCO is non-partisan and does not endorse candidates.

Several bills will be introduced that will impact UCO. The Department of Public Affairs and Leadership will share bills that we track online. Bills will start to be filed mid-November through January. Now is the time to reach out to our legislators. It takes approximately seven times for people to reach out to your legislators for them to look into the issue. The more you reach out, the better changes for you to get a bill or legislation looked at.

NOTE: It is state law that we must document when a state legislator comes to campus. Contact the Public Affairs office to do so.

Be sure to visit the Public Affairs web page for Fast Facts, legislative updates, and how to get involved.

VI. Senate Executive Committee Reports

1. President DeBoard:

The Executive Committee met with President Neuhold-Ravikumar and Vice-President Freeman on September 16th.

Fall 2020 enrollment is down 5.3% from Fall 2019. The FY21 budget was built based on a 7.5% reduction. Approximately 11,000 of the 14,500 students taking classes in Fall 2020 are taking at least one course online or in a virtual seat of a traditional class.

FY22 budgeting discussions have begun. Early updates from the State of Oklahoma are cautiously optimistic that tax collections are meeting budget expectations thus far for FY21. If these hold that reduces or negates the need for any mid-year rescission. Oil and gas collections are the most volatile factor. Those can fluctuate widely.

As of our September 16 meeting date, campus COVID numbers were increasing. At that time the seven day moving average was 9. (According to the UCO COVID-19 Dashboard.) That seven day moving average has decreased to 5 as of Sunday October 4. UCO has a robust contact tracing program in place. The goal is to begin tracing within
two hours of notification of a positive case on campus. So far, contact tracing does not indicate a pattern of university related spreading. It appears that a majority of campus cases are related to community spread.

The Executive Committee met on September 30th.

The University is forming a Digital Accessibility Coalition and has asked for a representative from the Staff Senate. This group will be tasked with establishing long-term goals designed to improve digital accessibility of UCO’s electronic resources and tools as well as raising awareness around campus regarding digital accessibility, the student experience, and inclusivity. If you are interested in representing the Senate in this Coalition please reach out to me via email or phone.

Additionally, Human Resources asked for a Senate representative to participate in the upcoming RFP process that will select a new Employee Assistance Program. I will keep the Senate informed about that process as the timing and specifics are made firmed up.

Finally, the Executive Committee met with Vice-President Kevin Freeman, Associate Vice-President Ben Hastings, and Assistant Vice-President Drew Duke for an update on the Alignment and Allocation tool that is under development. This tool is designed to raise questions around where UCO allocates its resources. Different models will be sued for different divisions. For most staff areas an Overhead Calculation will be sued for the quantitative portion of the analysis. The tool will use Banner roll up data calculate what percentage of university funds are spent in any given area. That can be compared to a peer group to determine how our spending compares to other institutions. This is a time consuming process because it requires reviewing detailed budget data from other institutions and translating it into UCO’s structure. The goal is to have 5-10 schools to use ion this comparison. The qualitative portion of the analysis will ask questions related to the amount and type of support that an area provides with their budgeted dollars. Additional comparison data will hopefully be gathered to explain the variances.

For Academic areas the quantitative model will look different. An Academic Contribution Margin will be calculated to compare how much revenue a department generates and how much that department costs to operate. The revenue data will be calculated down to the section level and rolled up to course level. The costs associated include the Cost of Instruction (again by section, by class, and by department), Operating Budgets (which can be calculated by department and by degree), and Overhead Costs (College costs and Academic Affairs costs).

Vice-President Freeman commented that this effort is partially about generating conversations about where the University is doing well and what areas offer opportunities for improvement. The goal is to have some meaningful data to use in the FY22 budgeting process.
2. Vice-President Dobbs:

The Faculty Senate met on September 10th.

The meeting started with the same presentation by Justine Kendall, Director of Benefits, on the upcoming changes to our medical insurance plans and benefits. Annual open enrollment for all active employees will begin on Monday, Oct. 26 and end on Wednesday, Nov. 11, 2020. Details on the open enrollment labs and information sessions will be coming soon.

President Barger-Johnson recognized the returning and new senators, executive team and COVID-19 Questions Task Force. The Faculty Senate voted and confirmed a new Parliamentarian, Senator Daisy Folsom, Standing Committee Appointments, University-Wide Committee Appointments, and Academic Affairs Curriculum Council member Senator Jerry Green (CLA).

Next, the Faculty Senate presented joint resolution FSR 2020-2021-03 / JSR 2020/2021-001 in Support of the International Student Population at UCO. They will be voting on it during their October meeting.

3. Secretary/Treasurer Kaiser:

No Report

4. Webmaster/Historian Hunter:

No Report

5. Parliamentarian Delaney:

Parliamentarian topic for the day: Motion to Commit (or refer to committee) – A recent campus modification to the Winter Break schedule justifies the standing committee to reevaluate the current resolution that was introduced at the August Staff Senate meeting. Proposal to refer this motion to the standing committee (Stakeholder Relations and Involvement Committee) to reevaluate will be discussed during this Staff Senate meeting.

VII. University-Wide Committee/Representation Reports

1. University Planning Council

UPC met on September 21. Dean Jeanetta Sims gave an update on the ongoing HLC Quality Initiative pilot program that is designed to implement a Career Readiness Framework through an integrated First Year Experience. These discipline specific pilot courses in FSI and CFAD include weekly themes that incorporate the Broncho Blueprint which is designed to lay a foundation for learning what students can do with their degree.
There was an update on the operationalization of Strategic Goals 10-12. The final recommendations are compete and the HLC Writing Team will move forward with final language.

Vice-President Freeman presented a possible budget scenario for FY22. As always, the final budget is dependent on credit hour production and state appropriations. As a reminder, FY21 credit hour production is 18.5% lower than FY15 (326,525 vs 400,611). The potential budget gap could be as large as $14 million. This includes more than $10 million of one-time funds used in FY21 and an anticipated $2.5 million in mandatory cost increases. Vice-President Freeman made it clear that these are early projections and that credit hour production can make a significant difference in how this gap is filled.

2. Committee on Diversity

Senator Wimmer

The Committee on Diversity met on September 9th.

The 2019-2020 annual committee report was presented to Presidents cabinet on August 25th. Topics discussed included establishment of community response team, creating DACA Training, as well as newer items such as forthcoming plans from the curriculum committee as well as the Inclusive Community Blueprint. It was well-received.

Dr. David Macey gave an update that the Curriculum Committee is working on a written proposal to share with the new Provost and Vice President of Academic Affairs. The goal of the proposal is to sketch out a vision of a more robust diversity, inclusion and multicultural competence element in the core curriculum or other programs. This could be in the form of a course or a certain number of hours in the general education curriculum. This would be a recommendation as we move into future semesters. They plan to meet on Tuesday, September 15th to discuss further.

Julia Reed presented on the Center for Counseling and Well-Being’s Inclusive Programming Toolkit - Lunch and Learn Series. This programming and outreach is meant to help organizational departments and units engage in sustainable conversations on policies and processes around the topic of equity and inclusion in intentional ways. It was originally created for Peer Health Leaders. More info will be provided via an E-Blast and, also, in Centralities.

The inclusive community response team met in early September. The Bias Reporting Tool has had two submissions and those were addressed by academic affairs. UCO has the opportunity to participate in the Campus Pride Index, which is a tool that helps students find LGBTQ-friendly campuses. A proposal will be submitted to the President’s cabinet for consideration.

Dr. Kato Buss reported that the College of Fine Arts and Design has formed a task force for racial and social justice under the leadership of Dr. Charleen Weidell. They are forming a strategic plan and will host a forum to discuss and address issues. The
theater arts program has also formed a student advisory board for diversity and inclusion to further understand how we can support our students.

MeShawn Green updated us on the Inclusive Community Blueprint Steering Committee. The Inclusive Community Blueprint is the strategic planning process to help the institution be more intentional in creating a shared vision for inclusive excellence at UCO, supported by outcomes and our shared values. President Neuhold-Ravikumar sent out a Special Centralities today about the new Blueprint Process.

MeShawn also updated us on the Continuous Cultural Competence Program (C3P), which aims to support a wide range of discussions and workshops designed to provide faculty and staff an opportunity to learn, reflect, and apply information centered on one’s knowledge, skills, and attitudes in areas of social justice, equity, diversity, and inclusion. Supporting a life-long learning model, the C3P promotes an internal shift in perspective that supports an inclusive university environment. The C3P aligns with one of UCO’s four pillars, transformative learning, where one has an experience that confronts their expectations resulting in a shift in worldview. More information about C3P will be presented as it evolves and is presented to the President’s Cabinet.

3. Inclusive Community Response Team Advisory Council

The Inclusive Community Response Team Advisory Council met on September 2nd and September 16th.

MeShawn Green provided a quick update on the Inclusive Community Response tool – the tool where individuals can report bias on campus. As of September 2nd there had been two reports of bias on campus – Both reports coming from Academic Affairs.

The group discussed the Campus Pride Index website. Campus Pride Index is a website that prospective LGBTQ+ students can use to find inclusive and welcoming colleges and universities. Institutions can go through the Campus Pride process of being approved and being a listed school on the website. Currently OU is the only Oklahoma institution listed so we will be exploring the process of having UCO listed as well.

Laura Butler shared an updated on the 2020 census data tracking. UCO students can now view census information and 2020 election absentee ballot information on the Public Affairs website.

Kato Buss shared that the College of Fine Art & Design has created a racial and social injustice taskforce. CFAD hopes to hold future forums and conversations between faculty, staff, and students.
HR / Talent Acquisition will be adding diversity, equity, and inclusion questions on UCO job applications for leadership positions.

Tina Kirk shared an idea for a possible Global Competence Program. This program might be a future addition to UCO study tours and aims to increase diversity, inclusion, and global and cultural awareness.

VIII. Senate Standing Committee Reports and Membership

1. Constitution, Parliamentary Procedure, and Elections Committee  
   Chair: Senator Delaney  
   Vice Chair:  
   Members: Senators Gamagedara and Harrel

   CPPE met on September 15th to discuss the process for obtaining list of current eligible staff from HR for spring elections.

2. Compensation Committee  
   Chair: Senator Platt  
   Vice Chair:  
   Members: Senators Schwab, Herd, Edwards-Johnson, Selander, Huff, Rogers, Scism, and Jackson

   The committee met on Wednesday, September 16th, to further discuss next steps in our progress to research childcare benefits for possible legislation. We have created a list of what information we need to explore to see where this legislation should go. The committee is combining existing research gathered by last year’s LUCO groups and delegating research tasks. The compensation committee will meet again on October 12.

3. Policy and Staff Welfare Committee  
   Chair: Senator Ratterman  
   Vice Chair:  

   The Policy and Staff Welfare Committee met on September 9 to continue discussion of a campus ombudsman program. After a review of the originally submitted survey questions, additional research is needed due to the nature of the survey in order to ensure questions are comfortable for the constituency to answer. A current UCO faculty ombudsperson, Dr. William Radke, was invited by the committee to the next meeting for a Q&A session on the topic. The committee was also informally asked by MeShawn Green to provide feedback on a potential diversity initiative being presented to cabinet. Our next meeting is October 14.
4. Stakeholder Relations and Involvement Committee
   Chair: Senator Tabak
   Vice Chair: Senator Hendricks
   Members: Senators Keever, Romano, Hudson, Richardson, Kuschel, Stephens, K. Smith

   The committee met on September 10th and deliberated selection of LUCO Capstone Topics with finalization completed later in the month. The position of Secretary was discussed and the committee unanimously approved Senator Keever as Secretary. The committee then discussed the open Vice Chair position and unanimously approved Senator Hendricks as Vice Chair.

IX. Unfinished Business

   1. SSR 2020/2021 – 001 No Weapons on Campus
      Debate ensued; the resolution passed.

   2. SSR 2020/2021 – 002 Winter Break 2020 Reassessment
      Senator Dobbs moved to recommit the resolution back to committee; seconded by Senator Edwards-Johnson. Debate ensued; motion passed.

X. New Business

   1. JSR 2020/2021 – 001 Support of the International Student Population at UCO was introduced to the senate. Debate and vote will occur at the November Staff Senate general meeting.

   2. SSR 2020/2021– 003 2020-2021 Leadership UCO Capstone Topics was introduced to the senate. Debate and vote will occur at the November Staff Senate general meeting.

XI. Announcements for the Good of the Order

   Senator Delaney – the Staff Senate book club is being launched. The first book is Caste by Isabel Wilkerson. Senator Delaney will be sending out the information to the Staff Senate seeking interest.

   Senator Kathy Smith – UCO Student Nursing Association gave 590 flu shots. The goal was 500 and that was exceeded.

   Senator Schmidt: Announced that she is on the CFAD Racial & Social Injustice Taskforce. Feel free to reach out to her with any needs.

XII. Adjournment

   President DeBoard adjourned the meeting at 3:45 pm.