I. Call to order at 2:02 pm

II. Roll Call – 35 Active Senators


Senators Absent (4): Senator Harrel, Senator Selanders, Senator K. Smith, Senator Stephens

III. Recognition of Visitors

Liliana Renteria Mendoza – Staff Senate Past President
Kristi Archuleta – Faculty Senate Past President
Jerry Legere – Emeriti Faculty Association Representative
Shelby Coffee Cup – Student Scholarship Services
Sonya Watkins, Chief Information Officer

IV. Approval of the Minutes [December 1, 2020]

V. Special Order of the Day

Guest Speaker:
Sonya Watkins, Chief Information Officer
Ms. Watkins shared the OIT year in review. In response to COVID-19, many applications were introduced and/or enhanced, including:
- Cisco WebEx conferencing platform implementation
- Soft phone implementation
• Virtual desktop infrastructure expansion
• Computer labs in virtual environment
• Virtual Service desk
• Outdoor Wi-Fi
• Cares act process automation
• COVID-19 website and dashboard
• Virtual Fall Convocation, Commencement, Freshman Forge.

All this was done while keeping things secure, and included:
• Fortinet Quarantine Email
• High capacity VPN
• DUO Multifactor identification integration for OIT staff.

Still maintained strategic services though:
• The opening of CO-OP Esports Arena
• Launched Broncho Analytics
• Redesigning the class schedule to a digital experience
• Rolled out Banner 9 self-service
• HLC Quality Initiative – supporting efforts for accreditation.

OIT was the proud recipient of the Exceptional Group Performance Award at the end of the year. This is a monetary award, which OIT then donated back the award to the Central Pantry.

Future Plans:
• 25 cabinet prioritized efforts working on simultaneously.
• Three or four in the que – some which may not have associated funding.
• No current allocation for the next round of Cares Act funds.

If have any questions or concerns – looking for feedback on services and efforts, so be on the lookout for a satisfaction survey this spring.

VI. Senate Executive Committee Reports

1. President DeBoard:

The Executive Committee met with President Neuhold-Ravikumar and Vice-President Freeman on January 20th.

Spring 2021 enrollment credit hour production is down about 12,000 hours year over year. We were also down about 6,000 hours below the budgeted number but the resident/non-resident mix was favorable. That, combined with the similar situation from fall, should bring us close to the FY21 budgeted dollar amount even with the credit hour shortfall. Fall 2021 enrollment and admissions numbers continue to be lower year over year.

FY22 budget planning continues. The projected deficit is approximately $17 million. This includes approximately $10 million that was filled in FY21 using one-
time funds. It also assumes flat enrollment and a 3% decline in state appropriations. The cabinet is modeling a 6% reduction of E&G budgets required to make up a portion of the deficit. A 6% E&G reduction would be approximately $6.5 million. Unless credit hour production increases over the next two years it is likely that similar E&G reductions will be needed in FY23. The President and Vice-President Freeman were clear that UCO must eliminate our reliance on the use of one-time funds to fill budget deficits.

The Executive Committee met with Ben Hastings and Drew Duke to discuss the Alignment & Allocation tool that they and their team are developing. They continue to refine revenue and expense data and believe they will soon be able to match Banner data to the tool with only a 1% variation. This is critical since Banner doesn’t contain all the relevant data but it does not have the functionality to report and display it in a way that is easily used.

2. Vice-President Dobbs:

In preparation for the likelihood of holding this year’s new senator orientation virtually rather than in-person, a new online orientation is being created.

The next Faculty Senate meeting is on Thursday, February 11 at 2pm. Visit their website to find a Faculty Senator to ask for the link to the meeting.

3. Secretary/Treasurer Kaiser: No report

4. Webmaster/Historian Hunter: No report

5. Parliamentarian Delaney:

An email will be coming out soon seeking nominations for eligible staff for the upcoming election.

VII. University-Wide Committee/Representation Reports

1. University Planning Council President DeBoard

UPC met on January 25th. The meeting centered on the FY22 budget. The substance of the meeting closely mirrored the meeting with the President earlier in the month. It bears repeating that with an anticipated budget gap of $17 million, it is clear that difficult decisions will have to be made. It will almost certainly require an E&G budget reduction and it was noted that 68% of E&G budget dollars go to salary and benefits.

The IT Division is proposing an increase of $2.57 per credit hour in the technology
fee. This is another step in the previously approved (then modified) 5-year plan to increase that fee gradually instead of in one large step.

UCO could receive as much as $19 million from the most recent stimulus package. Approximately $5.5 million was earmarked directly for students and the rest comes with some restrictions on how it can be spent. The expenditures must all relate to the pandemic. I’ll continue to report on this as more information is made available.

2. Committee on Diversity

   Senator Wimmer

   No Report.

3. Inclusive Community Response Team Advisory Council

   Senator Hunter

   **The Inclusive Community Response Team met on December 2, 2020.**

   A few key points from the meeting:
   - The committee will begin meeting monthly in 2021 instead of bi-monthly.
   - We are working on best campus practices, program policy, etc. for when bias incidents occur on campus.
   - Each month, starting in 2021, one or two members from the committee will be asked to share a best practice or emerging practice related to diversity. Example: sharing an article about programs from other institutions.
   - The committee also plans to collaborate more with the Continuous Cultural Competence initiative and may help approve cultural competence event submissions, determine if there are missing topics that need to be included in the initiative, and assess the impact of the Continuous Cultural Competence initiative.

   **The Inclusive Community Strategic Plan Steering Committee met on Jan 29, 2021.**

   The purpose of this committee is to help define and implement an institutional plan to achieve inclusive excellence that communicates UCO’s desired outcomes, and the objectives and action plans for accomplishing them.

   This was the first meeting held by the steering committee. There were some team building exercises and introductions. The committee then was placed into breakout rooms to determine tangible goals, aims, and promises of the committee over the next six months.

   MeShawn Green has asked that Dr. Lena Crouso to act as a mentor/guide through this process. Dr. Lena Crouso is the current Chief Diversity Officer of Intercultural Learning and Engagement at Southern Nazarene University and recently led a similar effort at their institution.

   This committee will be meeting bi-monthly with the next meeting being on February 12th.
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 January 12, 2021. The committee received a list of current eligible staff from HR for spring elections. A survey will be created for Staff Senate nominations.

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

   The committee met on December 3rd. They reviewed an example operational budget that LaDonna Atkins shared. The budget showed what UCO would need in terms of funding to expand the program on campus. It also showed that the program would generate the revenue to sustain the program while allowing discounted rates for students, faculty and staff. Due to the amount of research and planning that has already been done by the Child Development Center committee, our committee decided to move forward with a proposal with the focus of formalizing the Center’s current committee and expanding their members to include other stakeholders on campus that can help find exact start-up costs and potential funding sources to move their initiative forward.

   The committee is also finishing up peer research on Inclement Weather Policies after some concerns about UCO’s current policy were brought to the compensation committee. The concerns mainly focused on employees who had submitted PTO before the university announced closing for inclement weather and then the request for PTO could not be retracted.

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

   The Policy and Staff Welfare Committee met on January 2 to continue discussions around the ombudsperson topic. Ericka Cerda, director of Employee Relations at UCO, joined the meeting to discuss her previous experiences with ombuds programs, as well as her observations for what is successful and not with these programs. Other topics included if the need for the program was due to perceived shortcomings in available resources to employees or lack of communication about methods for having concerns heard and met by the university. The committee will begin drafting a resolution to present this semester to the Staff Senate, as well as seek constituent
feedback, in relation to this topic.

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 January 26th. Topics of discussion were staff morale and welfare, specifically as it relates to the elimination of spring break as well as issues of communication and disconnection due to teleworking. The committee also discussed the University snow day protocols. The committee will continue to work on ways to increase staff morale and welfare.

IX. Unfinished Business  

   None

X. New Business  

   None

XI. Announcements for the Good of the Order  

   President DeBoard encouraged all staff to review vaccine distribution options being issued by campus.

XII. Adjournment  

   President DeBoard adjourned the meeting at 2:43 pm.