



Serving the HSC Campus since 1973

STAFF SENATE MEETING
Agenda*

Thursday, August 6, 2009
10:00 a.m.
Library Auditorium

Call to Order – Brian Wilburn, Chair

Staff Senate Orientation

Identify Quorum and Voting Members - Paije Fauser, Past Chair

- I. **Approval of Minutes:** June 2009
- II. **Treasurer's Report** – Rhonda Miller, Treasurer
- III. **Senator Spotlight** – Gail Chapman
- IV. **Committee Reports:**
 - a. Committee on Committees Report – Matt Cloud, Chair
 - b. Community Outreach Committee – Lisa Suriano/Paije Fauser, Co-Chairs
 - c. Communications Committee – Paula Meder, Chair
 - d. Employee of the Month – Patsy Kouhdari, Chair
 - e. Employee Recognition Committee – Mary Baisch/Sandy Warner, Co-Chairs
 - f. Special Projects Committee – Melissa Borchardt/Michelle Bremenkamp, Co-Chairs
 - g. Staff Week Committee – Heather Markgraf/Kelli Hayward, Co-Chairs
- V. **Unfinished Business**
- VI. **New Business**
- VII. **Announcements**
- VIII. **Adjournment**

**Reminder – Campus Tour immediately following the meeting*

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THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
STAFF SENATE
Regular Meeting
Thursday, June 4, 2009
FAMILY MEDICINE CENTER CLASSROOM

<u>GROUP</u>	<u>MEMBERS PRESENT</u>	<u>MEMBERS ABSENT</u>
Ex-Officio Members and Provost Designees	Kevin Rinaldi, Cynthia Clegg, Don Clothier, Joie White	Ken Rowe
Officers	Casey Partridge, Brian Wilburn, Whitney Steele, Patsy Kouhdari, Paije Fauser, Cheryl Williams	
Guests	Nichole Hood, Rhonda Miller, Doug Myers, James Fitzgerald, Harriet Parmar, John Mork, June Pearson, Gerald Bray, Kim Jackson, Breann Lowe, Beverly Patchell, Lyndi Porter, Kathy Walker, Kelsey Northcutt	
Group I	Cheri Elliott	Jennifer Springer, Stephanie Odparlick, Beth Garison
Group II	Andie Stringfellow	
Group III	Brandi Green, Heather Markgraf	Sondra Metzger, John Oster
Group IV	Matt Cloud, Jeffrey Wetmore	Patti Matney, Sandy Warner,
Group V	Beverly Blanton, Tina Pekas, Paula Prevatt, Kimberly Hutchison	Prabhu Kalyanaraman, Brittany Scroggins
Group VI		Tasiska Davis, Heather Hogan-Cline, Bobbie Brewer
Group VII	Patsy Johnson, Pat Vinson, Jill Black	Katy Wandel
Group VIII	Cece Robertson	
Group IX	Gail Chapman	Amber Hicks, Mary Baisch, Sherrie Moser
Group X	Linnea Melton, Kasie Nichols, Tisha McGhee	Judy Kranz
Group XI	Lisa Suriano, Leah Lewis	Eileen Blankenship, Debbie Scott, Lori Bradley

Casey Partridge, Chair, welcomed everyone to the Staff Senate meeting. He announced that Lisa Rogan was the winner of the Best Baked Bean contest. Casey introduced Dr. Joseph Ferretti as the guest speaker.

Dr. Ferretti was very pleased to speak to the Staff Senate about the budget. He announced that the Health Sciences Center is doing O.K. this year. OUHSC has had a flat budget the last three years. We took a 7% cut on \$7 million of State money but were able to back-fill with stimulus money for this year only. We have \$3 million but need \$5 million for cost to continue. OUHSC has implemented a 2% cut this year to help with next year's budget. Dr. Ferretti also mentioned that the OUHSC campus has no deficit.

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Call to Order: Casey Partridge, Chair, called the meeting to order at 10:08 a.m. Paije Fauser, Past Chair, indicated a quorum was present and announced the Senators and Alternates who would be voting members for the meeting.

I. Approval of the May 2009 Minutes - A motion was made by Kimberly Hutchison to accept the May 2009 minutes based upon the correction of Page 2 Section IV and was seconded by Lisa Suriano. Motion passed.

II. Treasurer's Report – Patsy Kouhdari, Treasurer

	<u>Revenue</u>	<u>Expenses</u>	<u>Balance</u>
April 1, 2009			12,857.57
ERC Luncheon Tickets	606.00		
Spring Craft Fair 2009	299.00		
Fall Craft Fair	70.00		
Staff Week Shirts 2009	3682.00		
Total Revenue	4,657.00		
Printing (EOM Cards)		250.00	
Staff Week Supplies		96.18	
Sales Tax (March 2009)		89.32	
Total Expenses		435.50	
<hr/> April 30, 2009 <hr/>			<hr/> 17,079.07 <hr/>

III. Senator Spotlight: There is no Senator Spotlight this month. The Spotlight will resume in August.

IV. Report of the Chair – *presented by Casey Partridge, Chair*

This has been a great year. Thanks to all Senators, Alternates, and Committee members for all of their help.

- A.** Outgoing Senators and Alternates will receive recognition certificates for their hard work. Also, midterm Senators and Alternates will receive a Certificate of Appreciation.
- B.** There are many things that the 2008-2009 Staff Senate has accomplished. These accomplishments include: 35th Anniversary celebration with promotional items, growth of committees, Senator Spotlight, carpooling/RideShare options (Doug Myers), pictures at events (Sondra Metzger), updated brochure, EOM nomination cards in buildings, new banner, improvement on organization, new newsletter, Payday on Payday, Community Outreach Committee, start of credit card sales, Cupid Express at cost, December Christmas Party instead of meeting, improvement of attendance, continued success of the ERC luncheon at the Cowboy Hall of Fame, first ever hamburger meal provided by Staff Week, website improvement to begin this summer, and record breaking sales on all fundraisers.

V. Committee Reports:

A. Committee on Committees Report – presented by Brian Wilburn

For the 2009-2010 committee memberships there are only six committee vacancies. There was a motion and second to approve. Motion passed.

B. Community Outreach Committee – presented by Paije Fauser, Co-Chair

No report for this month.

C. Employee of the Month - presented by Dave Clark

The Employee of the Month for May was Beverly Blanton. Beverly is an Administrative Coordinator for OU Physicians. Her reception was held Wednesday, May 13, 2009, in the O'Donoghue Research Building basement. The Employee of the Month for June is Matthew Grim. Matthew is the Business Advisor for the Department of Pediatrics in the College of Medicine. His reception will be held in the OUCPB conference room Tuesday, June 30, 2009, from 3:00-4:00 p.m.

D. Special Projects Committee – presented by Matt Cloud

Bag and towel sales are going good. The online store should be open by Friday. Since the online store has not been up and running, sales will likely be extended.

A motion was made by Matt Cloud to not have a meeting in July and was seconded by Andie Stringfellow. Motion passed

VI. Unfinished Business – None

VII. New Business – Doug Myers gave the parking update.

A. Parking garage and lot repairs and maintenance –

- i. The contractors are working on the punch list for the repairs of the Williams Pavilion guardrails on the 2nd and 3rd floors. They should be completed by next week, weather permitting.
- ii. The construction of the Ambulatory Surgery Center started last month. They will be trenching across the north side of the east parking lot starting next week to place the fiber. The trenching will take approximately two weeks.
- iii. Parking will be seal coating the top level of the Stonewall Parking Garage this summer in order to keep the warranty.
- iv. Site Support was contacted concerning the completion of the trenching in K Lot. The weather has delayed this project. They anticipate they will be able to fill the hole next week and then have the cement poured the following week. Estimates are being received to have K and O Lots seal coated and restriped this summer.

B. Parking is in the process of a traffic study at the OU Physicians patient entrance.

Architectural Design Group is working on the project. They presented a few options and are now drawing them up and doing an estimated cost on the project. Parking will be presenting the options to the Health Authority for consideration.

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- C. Bike racks have been ordered and received by Site Support. There is a meeting scheduled with Mike Dunn, Site Support, to discuss the placement of the bike racks. Family Medicine Classroom, Williams Pavilion, the College of Allied Health, and the College of Nursing will receive new bike racks.

VIII. Announcements –

- A. Cynthia Clegg introduced Lyndi Porter, a new Human Resources Business Partner
- B. Door prizes of coffee mugs with mints were given away. Winners were Beverly Blanton, Rhonda Miller, and Gail Chapman.

- IX. Adjournment -** A motion was made to adjourn by Matt Cloud at 11:00 a.m. and seconded by Brandi Green. Motion passed. Next meeting will be Thursday, August 6, 2009, at 10:00 a.m. in the Bird Library Auditorium.

Respectfully submitted,

Whitney Steele
Secretary

Handouts:

June 2009 Agenda
May 2009 Staff Senate Minutes
June 2009 Treasurer Report
Committee on Committees Report
2008-2009 Staff Senate Accomplishments Flyer
2009 Spring/Summer Order Form

Treasurer's Report
 OUHSC Staff Senate
 August 6, 2009

	<u>Revenue</u>	<u>Expenses</u>	<u>Balance</u>
May 1, 2009			17,079.07
ERC Luncheon Tickets	5,730.00		
Spring Craft Fair 2009	208.00		
Fall Craft Fair 2009	100.00		
Staff Week Shirts 2009	1,300.00		
Beach Towels and Beach Bags	410.00		
Total Revenue	7,748.00		
ERC Luncheon Tickets		6,529.00	
Returned Check (SW Shirts)		20.00	
Spring Craft Fair		761.75	
Staff Week Shirts 2009		1,929.75	
Staff Week supplies		4,183.42	
Sales Tax (April 2009)		304.52	
Total Expenses		13,728.44	
May 31, 2009			11,098.63
May 31, 2009			11,098.63
	<u>Revenue</u>	<u>Expenses</u>	<u>Balance</u>
June 1, 2009			11,098.63
Uncashed Check	10.00		
Spring Fundraiser (OU Beach Towels/Bags)	5,109.00		
Total Revenue	5,119.00		
Staff Week Shirts 2009		713.70	
Staff Week Shirts 2009		7.85	
Staff Week Supplies		16.75	
Returned Check (Staff Week Shirts)		10.00	
Sales Tax (May 2009)		141.42	
Total Expenses		889.72	
June 30, 2009			15,327.91
June 30, 2009			15,327.91

**THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
STAFF SENATE**

**TREASURER'S REPORT
ACCOUNT: ADM003 - AGENC - 00031 - 00000 - FY2009
YEAR-TO-DATE FINANCIALS**

Month: June-09

	Current Month REVENUE	Current Month EXPENSES	Year To Date REVENUE	Year To Date EXPENSES	NET
BEGINNING BALANCE 07-01-2008					\$9,467.74
Inventory Sales	0.00	0.00	15.00	0.00	15.00
35th Anniversary	0.00	0.00	0.00	(2,348.36)	(2,348.36)
Payday on Payday	0.00	0.00	0.00	(766.59)	(766.59)
Water Sales at Events	0.00	0.00	37.00	0.00	37.00
Christmas Party	0.00	0.00	0.00	(384.00)	(384.00)
Spring Craft Fair	0.00	0.00	1,869.00	(801.75)	1,067.25
Fall Craft Fair	0.00	0.00	2,084.00	(798.50)	1,285.50
Spring Fundraiser	5,109.00	0.00	6,214.57	(718.08)	5,496.49
Fall Fundraiser	0.00	0.00	9,964.00	(5,223.50)	4,740.50
Christmas Fundraiser	0.00	0.00	5,558.50	(3,307.60)	2,250.90
Cupid Express	0.00	0.00	3,736.26	(3,384.84)	351.42
ERC Luncheon	0.00	0.00	6,676.00	(6,704.44)	(28.44)
Staff Week T-shirts	0.00	(731.55)	6,502.00	(3,327.05)	3,174.95
Staff Week	0.00	(16.75)	0.00	(4,339.12)	(4,339.12)
Encumbered Funds FY 2009	0.00	0.00	2,033.33	(3,533.33)	(1,500.00)
Sales Tax	0.00	(141.42)	0.00	(2,228.16)	(2,228.16)
Miscellaneous	10.00	0.00	20.00	(984.17)	(964.17)
ENDING BALANCE: 6-30-2009	\$5,119.00	(\$889.72)	\$44,709.66	(\$38,849.49)	\$15,327.91

OUHSC Staff Senate
Committee on Committees Report
August 6, 2009

Senate Resignations

Heather Hogan-Cline, Group VII (2009-2011)
Andie Stringfellow, Group I (2008-2010)

Senate Changes

Paula Prevatt, moved to Group V, Senator 2008-2010 (from Group I, Senator 2008-2010)
Beverly Blanton, change from Alternate to Senator, 2008-10, Group I
Katy Wandel, moved to Group II, Alternate (from Group IX, Senator 2008-2010)
Devin Bartlett, change from Alternate to Senator, 2008-10, Group I

Senate Recommendations - None

Senate Vacancies

Group I	3 Alternates, 2009-2010
Group II	1 Alternate, 2009-2010
Group III	1 Senator, 2009-2011; 2 Alternates, 2009-2010
Group IV	1 Alternate, 2009-2010
Group V	1 Senators, 2008-2010; 3 Senators, 2009-2011; 3 Alternates, 2009-2010
Group VI	3 Alternates, 2009-2010
Group VII	2 Senators, 2009-2011; 2 Alternates, 2009-2010
Group VIII	1 Senator, 2009-2011; 1 Alternate, 2009-2010
Group IX	1 Senator, 2008-2010; 1 Alternate, 2009-2010
Group XI	1 Alternate, 2009-2010

Committee Resignations

Employee of the Month - Doug Myers, 2008-2010 (Administrative appointment)
Community Outreach – Heather Hogan-Cline, 2009-2010
Athletics Committee – Casey Partridge, 2009-2012
Communications Committee – April Sandefer, 2008-2010

Committee Recommendations

Athletics Committee – Matt Cloud, 2009-2012
Community Outreach – Bobbie Brewer, 2009-2010
Community Outreach – Patti Matney, 2009-2010
Community Outreach – Judith Kranz, 2009-2010
Communications – Kasie Nichols, 2008-2010
Employee of the Month – Lyndi Porter, 2009-2011
Employee of the Month – Tisha McGee, 2008-2010
Employee of the Month – Michelle Park, 2008-2010 (Administrative appointment)
Employee Recognition Committee – Brian Burrough, 2009-2011
Policy Review – Brandi Green, 2008-2010
Shared Leave – Doug Myers, 2010-2012
Special Projects – James Fitzgerald, 2008-2010
Staff Week – James Carr, 2009-2011

Committee Vacancies

Committee on Committees – 2009-2011