



Serving the HSC Campus since 1973

STAFF SENATE MEETING
Agenda*

Thursday, November 5, 2009
10:00 a.m.
Library Auditorium

Speaker

Julius Hilburn

Associate Vice President and Chief Human Resources Officer

Call to Order – Brian Wilburn, Chair

Identify Quorum and Voting Members – Paije Fauser, Past Chair

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

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DRAFT

THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
STAFF SENATE
Regular Meeting
Thursday, October 1, 2009
BIRD LIBRARY AUDITORIUM

<u>GROUP</u>	<u>MEMBERS PRESENT</u>	<u>MEMBERS ABSENT</u>
Ex-Officio Members and Provost Designees	Kevin Rinaldi, Cynthia Clegg, Don Clothier	Ken Rowe, Joie White
Officers	Brian Wilburn, Matt Cloud, Whitney Steele, Paije Fauser, Rhonda Miller, Cheryl Williams	
Guests	Paula Meder, Daphne Hennesey, Cheri Elliott, Pamela Cedeno, Melissa Borchardt, Jessica Brown, Tara Pogue, Julie Mowdy, Mark Ballard	
Group I	Beverly Blanton, Tina Pekas, Michelle Park, Marie Ramirez	
Group II	Sandy Warner, Patsy Johnson, Jeffrey Wetmore, Pat Vinson	
Group III		Jennifer Springer, Beth Garison, Stephanie Odparlik
Group IV	Kasie Nichols, Tisha McGhee	Brian Burrough, Linnea Melton
Group V		Kellie Hayward, Kimberly Hutchison, Paula Prevatt, Anne Cuomo
Group VI	Leah Lewis, Lisa Suriano, Patsy Kouhdari	Kelsey Northcutt, Eileen Blankenship, Debbie D Scott, Jill Black, Lori Bradley
Group VII	Bobbie Brewer	
Group VIII	Gail Chapman	
Group IX	CeCe Robertson, Steve Payne	
Group X	Kim Gaines, Nichole Hood, James Fitzgerald	Heather Markgraf, John Oster, Sondra Metzger
Group XI		Soni Thomas, Carla Guy

Guest Speaker: Brian Wilburn introduced Dr. Ferretti, Provost and Senior Vice President, the guest speaker for the meeting. Dr. Ferretti gave an update on the construction on campus right now. There are currently eight cranes on campus.

The campus has had a flat budget for the last couple of years. We have been taking 5% cuts for the last couple of months. There are many who are concerned about next year's budget. This campus only gets a small percentage of our funding from the State. The remaining has to be generated from different resources. The Deans' and Vice Presidents' will be looking at a Matrix for Financial Decisions. This matrix looks at Mission and Strategic Contribution and Financing Impact and ROI

(Return on Investment) Potential. Depending on how high and low those two factors are determines how to make financial decisions by optimizing and streamlining, investing and growing, restoring or stopping, or to fix profitability, fill excess capacity, and automate/simplify. As of right now, there are no furloughs or cuts across the board.

Call to Order: Brian Wilburn, Chair, welcomed everyone to the Staff Senate meeting and called the meeting to order at 10:30 a.m.

Don Clothier, Provost Designee, indicated a quorum was present and announced the Senators and Alternates who would be voting members for the meeting.

I. Approval of the September 2009 Minutes - A motion was made by Kim Gaines to accept the September 2009 minutes and was seconded by Michelle Park. Motion passed.

II. Treasurer's Report – *presented by Rhonda Miller, Treasurer*

	<u>Revenue</u>	<u>Expenses</u>	<u>Balance</u>
August 1, 2009			15,327.91
Staff Week Shirts	40.00		
Spring Craft Fair (OU Beach Towels/Bags)	432.00		
Fall Craft Fair	176.00		
Inventory	10.00		
Reimbursement of CC Fees	<u>129.75</u>		
Total Revenue	787.75		
Payday on Payday (food and supplies)		769.83	
Payday on Payday (music)		<u>63.00</u>	
Total Expenses		832.83	
<u>August 31, 2009</u>			<u>9,781.36</u>

III. Committee Reports:

A. Committee on Committees Report – *presented by Matt Cloud, Chair*

There were two Senate resignations, Devin Bartlett and Katy Wandel. There were also resignations from the Employee of the Month Committee, the Special Projects Committee, and the Community Outreach Committee. All were in favor of the committee recommendations to fill the Special Projects Committee with Heidi Pettit and the Employee of the Month Committee with Shali Lay. Recommendations accepted. There are still vacancies on the Committee on Committees, Community Outreach, Employee Recognition, and Special Projects Committees.

B. Employee of the Month - *presented by Patsy Kouhdari, Chair*

The Employee of the Month for September was Kasie Nichols. Her reception was held on September 29, 2009, at the Molly Shi Boren Patio. The Employee of the Month for

October is Quint Dillard-Johnson. Her reception will be held on October 21, 2009, at 1:15 p.m. in the Family Medicine Center. Everyone is invited to attend.

C. Employee Recognition Committee – *presented by Sandy Warner, Co-Chair*

The tour of the National Cowboy and Western Heritage Museum was very successful. A meeting with Prism Place was held to go over the 2009 awards. Pros and cons of last year's awards were discussed. There will be a minimal price increase for next year's awards. There will be a food tasting at Faculty House next month for ERC members to decide on the 2010 menu. Pictures and volunteers are still needed for next year's luncheon.

IV. Unfinished Business – None

V. New Business – Doug Myers, Parking & Transportation, provided the parking update.

A. Parking garage and lot repairs and maintenance –

- i. The construction of the Cancer Institute parking garage began on Monday, September 14. A fence was installed on Saturday, September 12, that took away the Family Medicine Center west patient parking lot. Patients are being directed to park in the lot behind the building. Signages for additional handicap spaces have been installed. Construction is expected to take up to one year.
- ii. The OU Physicians Parking Garage signs were changed to the Stonewall Parking Garage last month. The waterproofing repairs to the 5th level have been completed and we have full use of the top level.
- iii. "O" Lot has been a parking challenge this semester. The lot has been filling with students and Parking has been overflowing them to the Stonewall Parking Garage on the 5th floor, and K lot. Parking is in the process of moving approximately 80 VA employees out of the lot and scheduled to have the bumper blocks moved between the VA and Student lot on Saturday, October 17. Also the College of Allied Health Students have been moved to Lot A1, west of the College of Public Health building on 13th Street.

B. The Central Express started running on August 31. It runs from 7 a.m. to 6 p.m. It runs a 10 minute schedule from 7-8:30 a.m. and 4-5:30 p.m. from the OUCP Tower to the Stonewall Garage. The rest of the day it runs a 15 minute schedule around the north half of the campus. Ridership was low the first week, but has been improving as the staff is learning about the new route.

C. The new CNG bus is now on route and has great graphics on it. Please be sure and take a ride when you get a chance.

D. A meeting was held with a City Traffic Engineer regarding the crosswalks on campus. The city has agreed to take over maintenance of the crosswalks after the University does the curb and median cuts. The temporary signs that have been placed around campus have done an excellent job of bringing attention to the crosswalks.

E. Parking submitted an SUR for Site Support to repair the cracks in the HHODC parking lot.

F. At the September Board of Regents' meeting the engineering firm Zahl Ford was selected to do the drawings for the upcoming \$3.5 million repairs of the Stonewall

Parking Garage. The initial corrosion field work will start on October 12 through October 30. Repairs are planned to start in May 2010.

VI. Announcements –

- A.** The Service Center Building is in the middle of their United Way week. Fundraising games will be held October 1 and October 2 from 11 a.m. – 1:30 p.m. in the building. The online auction for the 15 gift baskets will end Friday, October 2, at 1:30 p.m. sharp. There is a link on the homepage of the Staff Senate website to the auction. Current bids for all baskets are \$2,129.00. They have a value of \$6,087.00.
- B.** The Bird Library is having their 10th Annual United Way Bake Sale on Tuesday, October 6 and Wednesday, October 7. It will run from 9 a.m. to 2 p.m. or until the goodies are gone. It will take place on the 2nd floor lobby and there will be hot coffee for donations on the 3rd floor.
- C.** The Staff Senate Craft Fair will be held on Tuesday, December 1 in the Bird Library. Two-thirds of the tables are sold. Tables are \$25 for HSC Employees and \$35 for everyone else. There is a new vendor who will be selling peanut brittle. Faculty House will have food and there will be a Chinese food vendor.
- D.** There will be a chili fest and craft fair October 30 from 10 a.m. – 2 p.m. in the Family Medicine Center.

VII. Adjournment - A motion was made to adjourn by Matt Cloud 11:00 a.m. and seconded by Tina Pekas. Motion passed.

Next meeting will be Thursday, November 5, 2009, at 10:00 a.m. in the Bird Library Auditorium.

Respectfully submitted,

Whitney Steele
Secretary

Handouts:

October 2009 Agenda
August 2009 Staff Senate Minutes
October 2009 Treasurer Report
Committee on Committees Report
HSC Staff Senate Roster 2009-2010
Senator Spotlight

Treasurer's Report
OUHSC Staff Senate
November 5, 2009

	<u>Revenue</u>	<u>Expenses</u>	<u>Balance</u>
September 1, 2009			9,781.36
Spring Fundraiser (OU Beach Towels/Bags)	212.05		
Fall Craft Fair 2009	748.00		
<i>Total Revenue</i>	<u>960.05</u>		
Notepads (Staff Senate)		339.00	
<i>Total Expenses</i>		<u>339.00</u>	
<hr/> September 30, 2009			10,402.41
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**THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
STAFF SENATE**

**TREASURER'S REPORT
ACCOUNT: ADM003 - AGENC - 00031 - 00000 - FY2010
YEAR-TO-DATE FINANCIALS**

Month:	Sept. 2009	Revenue Current Month	Expenses Current Month	Revenue Year To Date	Expenses Year To Date	NET
Beginning Balance	July 1, 2009					\$15,327.91
Inventory Sales		0.00	0.00	10.00	0.00	10.00
Payday on Payday		0.00	0.00	0.00	(832.83)	(832.83)
Water Sales at Events		0.00	0.00	0.00	0.00	0.00
Christmas Party		0.00	0.00	0.00	0.00	0.00
Spring Craft Fair		0.00	0.00	0.00	0.00	0.00
Fall Craft Fair		748.00	0.00	924.00	0.00	924.00
Spring Fundraiser		212.05	0.00	893.80	(3,958.82)	(3,065.02)
Fall Fundraiser		0.00	0.00	0.00	0.00	0.00
Christmas Fundraiser		0.00	0.00	0.00	0.00	0.00
Cupid Express		0.00	0.00	60.00	0.00	60.00
ERC Luncheon		0.00	0.00	0.00	0.00	0.00
Staff Week T-shirts		0.00	0.00	0.00	0.00	0.00
Staff Week		0.00	0.00	0.00	0.00	0.00
Encumbered Funds FY 2009		0.00	0.00	0.00	(1,260.12)	(1,260.12)
Sales Tax		0.00	0.00	0.00	(422.53)	(422.53)
Miscellaneous		0.00	(339.00)	0.00	(339.00)	(339.00)
Ending Balance:	September 30, 2009	\$960.05	(\$339.00)	\$1,887.80	(\$6,813.30)	\$10,402.41

OUHSC Staff Senate
Committee on Committees Report
November 5, 2009

Senate Resignations

Marie Ramirez, Group I, 2009-2011

Senate Changes

Senate Recommendations

Dia Hendrix, Group V, 2009-2011

Senate Vacancies

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

Committee Resignations

Jennifer Springer, Communications Committee, 2009-2011
Keri Davis, Staff Week Committee, 2008-2010

Committee Recommendations

Committee Vacancies

Committee on Committees – 2009-2011
Communications Committee – 2008-2010
Community Outreach Committee – 2009-2010
Employee Recognition Committee, 2009-2011
Special Projects Committee, 2008-2010
Special Projects Committee, 2009-2011
Staff Week Committee, 2008-2010