



*Serving the HSC Campus since 1973*

**STAFF SENATE MEETING**  
**Agenda\***

*Thursday, October 1, 2009*  
*10:00 a.m.*  
*Library Auditorium*

**Speaker**

Dr. Joseph Ferretti  
*Senior Vice President and Provost, OUHSC*

**Call to Order** – Brian Wilburn, Chair

**Identify Quorum and Voting Members** – Don Clothier, Provost Designee

- I. **Approval of Minutes:** September 2009
- II. **Treasurer's Report** – Rhonda Miller, Treasurer
- III. **Committee Reports:**
  - a. Committee on Committees Report – Matt Cloud, Chair
  - b. Employee of the Month – Patsy Kouhdari, Chair
  - c. Employee Recognition Committee – Mary Baisch/Sandy Warner, Co-Chairs
- IV. **Unfinished Business**
- V. **New Business**
- VI. **Announcements**
- VII. **Adjournment**

(Intentionally blank)

**DRAFT**

THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER  
**STAFF SENATE**  
Regular Meeting  
Thursday, September 3, 2009  
BIRD LIBRARY AUDITORIUM

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

**Call to Order:** Brian Wilburn, Chair, welcomed everyone to the Staff Senate meeting and called the meeting to order at 10:05 a.m.

Brian announced that there would be two guest speakers at the meeting. The first guest speaker was Jenny Rodgers with Cavett Kids. Cavett Kids mission is to help kids with chronic illnesses. Cavett Kids focus on 3 C's – character, coping, and connection. All programs are free and events are staffed with doctors and nurses. Cavett Kids helps 700 patients each year. There are many camps that Cavett Kids conduct each year. They include Cavett Summer Camp that has about 160 kids, Kamp Kidney with 25 kids, Ski Camp, and Camp Wildfire with 25 kids. Studies have shown that kids that have diversionary play before treatment or prognosis experience less pain, tiredness, sadness, etc. Diversionary play usually consists of arts and crafts before treatment.

The next guest speaker was Chris Jones with IT. There are several new IT products that are going to be introduced in the next few months. These items are secure email, secure file transfer, file archive, meeting.ouhsc.edu, automated computer, and guest wireless network. Secure email allows sensitive data to be sent to non-HSC users. Secure file transfer will enable HSC users to send large files or folders to other users. File archive will move old unused files from short term storage to long term storage while still maintaining access to the files. Meeting.ouhsc.edu is an online meeting space for collaboration. Automated computer allows a Tier 1 to change sleep settings so screens go to sleep after 15 or 60 minutes of inactivity. A decision to opt out of this can be made by a Tier 1. The guest wireless network gives guests 12 hours on the network as long as they accept the terms and conditions of the University.

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 Patsy Kouhdari to accept the August 2009 minutes and was seconded by Kim Gaines. Motion passed.
- II. **Treasurer’s Report** – *presented by Brian Wilburn, Chair* (Treasurer was unable to attend the Staff Senate meeting.)

	<u>Revenue</u>	<u>Expenses</u>	<u>Balance</u>
July 1, 2009			<b>15,327.91</b>
Spring Craft Fair 2009	20.00		
Staff Week Shirts 2009	<u>120.00</u>		
<b>Total Revenue</b>	<b>140.00</b>		
Spring Fundraiser (OU Beach Towels)		2,742.93	
Spring Fundraiser (OU Beach Bags)		1,029.80	
Credit Card Processing Charge (Discover)		1.30	
Credit Card Processing Charge (Mastercard)		184.79	
Sales Tax (July 2009)		422.53	
Encumbered Funds for SW 2009		<u>1,260.12</u>	
<b>Total Expenses</b>		<b>5,641.47</b>	
<u>July 31, 2009</u>			<b><u>9,826.44</u></b>

There was a drawing for a beach towel, a pink long sleeve OU shirt, and a gray long sleeve OU shirt. The winners were Don Clothier (towel), Devin Bartlett (pink shirt), and Tisha McGhee (gray shirt).

- III. **Senator Spotlight:** Don Clothier, Provost Designee, Associate Director of Information Services, Department of Family and Preventive Medicine, is this month’s Senator Spotlight. Don has been with the University for 10 years, three of those years were spent at the Norman campus. Don said that Staff Senate has given him the chance to meet people and find out what is going on across the campus. Don would like to see Staff

Senate continue its commitment to keeping the lines of communication open and clear between staff and the administration.

**IV. Committee Reports:**

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

There are eight Senate vacancies and three committee vacancies. The committee vacancies are: Committee on Committees, Community Outreach, and Special Projects.

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

The committee is finishing the supply drive for Cavett Kids. The committee will be selling bottled water and PayDay candy bars at the Wacky Games. The money earned from this fundraiser will be given to the Ronald McDonald House. The committee will also be selling popcorn and pop at the Fall Craft Fair. Money earned from this fundraiser will also go to the Ronald McDonald House. The committee is still looking for food donations from restaurants to serve at the Ronald McDonald House.

**C. Communications Committee – No report for September.**

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

The Employee of the Month for August was Yvonne Ledford. Her reception was held on August 25, 2009, at the Rogers Building room 228. The employee of the Month for September is Kasie Nichols. Her reception will be held Tuesday, September 29, at 2:30 p.m. in the Molly Shi Boren Garden.

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

The committee just had their second meeting. A tour of the National Cowboy and Western Heritage Museum will be given on September 17. There was a meeting with Faculty House about next year's luncheon prices and menu. The committee decided not to have door prizes at the 2010 luncheon. There is still a need for photos for the slideshow and volunteers.

**F. Special Projects Committee – presented by Melissa Borchardt, Co-chair**

The committee is discussing what to sale for the Fall Fundraiser. The Fall Craft Fair has not been opened to outside vendors. The cost to have a booth at the craft fair is \$25.00 for OUHSC employees and \$35.00 for non-OUHSC employees. The craft fair still needs more food vendors.

**G. Staff Week Committee – No report for September**

**V. Unfinished Business – None**

**VI. New Business – None**

**VII. Announcements – The Community Outreach Committee is taking the supplies donated to Cavett Kids next week. Wacky Games are September 25 at the Bird Library Patio.**

**VIII. Adjournment** - A motion was made to adjourn by Devin Bartlett 11:00 a.m. and seconded by Lisa Suriano. Motion passed.

Next meeting will be Thursday, October 1, 2009, at 10:00 a.m. in the Bird Library Auditorium.

Respectfully submitted,

Whitney Steele  
Secretary

Handouts:

September 2009 Agenda  
July 2009 Staff Senate Minutes  
September 2009 Treasurer Report  
Committee on Committees Report  
Senator Spotlight  
HSC Staff Senate Operating Procedures  
It Fall New Product Introduction  
You are a Senator for HSC Staff Senate....now what?  
Art and School Supplies for Cavett Kids

Treasurer's Report  
OUHSC Staff Senate  
October 1, 2009

	<u>Revenue</u>	<u>Expenses</u>	<u>Balance</u>
<b>August 1, 2009</b>			<b>9,826.44</b>
Staff Week Shirts	40.00		
Spring Fundraiser (OU Beach Towels/Bags)	432.00		
Fall Craft Fair 2009	176.00		
Inventory	10.00		
Reimbursement of CC Fees	129.75		
<b><i>Total Revenue</i></b>	<b><u>787.75</u></b>		
Payday on Payday (food and supplies)		769.83	
Payday on Payday (music)		63.00	
<b><i>Total Expenses</i></b>		<b><u>832.83</u></b>	
<b>August 31, 2009</b>			<b>9,781.36</b>

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

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

Month:	August-09	Revenue Current Month	Expenses Current Month	Revenue Year To Date	Expenses Year To Date	NET
<b>Beginning Balance</b>	<b>July 1, 2009</b>					<b>\$15,327.91</b>
Inventory Sales		10.00	0.00	10.00	0.00	10.00
Payday on Payday		0.00	(832.83)	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		176.00	0.00	176.00	0.00	176.00
Spring Fundraiser		561.75	0.00	681.75	(3,958.82)	(3,277.07)
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	0.00	0.00	0.00
ERC Luncheon		0.00	0.00	0.00	0.00	0.00
Staff Week T-shirts		40.00	0.00	60.00	0.00	60.00
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	0.00	0.00	0.00	0.00
<b>Ending Balance:</b>	<b>August 31, 2009</b>	<b>\$787.75</b>	<b>(\$832.83)</b>	<b>\$927.75</b>	<b>(\$6,474.30)</b>	<b>\$9,781.36</b>

OUHSC Staff Senate  
Committee on Committees Report  
October 1, 2009

**Senate Resignations**

Devin Bartlett, Alternate, 2009-2010, Group XI

Katy Wandel, Alternate, 2009-2010, Group II

**Senate Changes**

**Senate Recommendations**

**Senate Vacancies**

Group I	1 Senator, 2008-2010; 3 Alternates, 2009-2010
Group II	1 Alternate, 2009-2010
Group III	1 Senator, 2009-2011; 2 Alternates, 2009-2010
Group V	2 Senators, 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**

Devin Bartlett, Employee of the Month, 2008-2010

Devin Bartlett, Special Projects Committee, 2009-2011

Katy Wandel, Community Outreach, 2009-2010

**Committee Recommendations**

Heidi Petitt, Special Projects Committee, 2009-2011

Shali Lay, Employee of the Month, 2008-2010

**Committee Vacancies**

Committee on Committees – 2009-2011

Community Outreach Committee – 2009-2010

Employee Recognition Committee, 2009-2011

Special Projects Committee, 2008-2010

Special Projects Committee, 2009-2011