



Serving the HSC Campus since 1973

STAFF SENATE MEETING
Agenda*

Thursday, September 3, 2009
10:00 a.m.
Library Auditorium

Speakers:

Jenny Rodgers
Cavett Kids

Chris Jones
Director of the IT Service Desk
Demonstration of new products and services from IT

Call to Order – Brian Wilburn, Chair

Identify Quorum and Voting Members - Paije Fauser, Past Chair

- I. **Approval of Minutes:** August 2009
- II. **Treasurer's Report** – Rhonda Miller, Treasurer
- III. **Senator Spotlight** –
- 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**

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THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
STAFF SENATE
Regular Meeting
Thursday, August 6, 2009
BIRD LIBRARY AUDITORIUM

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

Call to Order: Brian Wilburn, Chair, welcomed all the new and returning Senators as well as guests to the Staff Senate meeting and called the meeting to order at 10:09 a.m.

Brian started the meeting with an Orientation presentation which describes the purpose of the Staff Senate as well as responsibilities of individual Senators and Alternates. Also included was a brief outline about the various committees and the purpose of each committee.

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 Bobbie Brewer to accept the June 2009 minutes and was seconded by Devin Bartlett. Motion passed.

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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>
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 & Beach Bags	<u>410.00</u>		
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)		<u>304.52</u>	
Total Expenses		13,728.44	
<u>May 31, 2009</u>			<u>11,098.63</u>
June 1, 2009			11,098.63
Uncashed Check	10.00		
OU Beach Towels/Bags	<u>5,109.00</u>		
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)		<u>141.42</u>	
Total Expenses		889.72	
<u>June 30, 2009</u>			<u>15,327.91</u>

III. Senator Spotlight: Gail Chapman, Group VIII Senator, Refill Nurse, Department of Family Medicine, is this month's Senator Spotlight. Gail has been with the University for 13 ½ years (previously) and has been back at FMC for 4 ½ years. Through being involved with Staff Senate, Gail, has made some life-long friends and loves representing Family Medicine. Gail would like to see more staff involvement with committees for the future of the Staff Senate

Lori Bradley won the raffle and was given a beach towel. There are 28 towels and 10 bags left. Cheryl Williams announced she would send out an email to Staff Senate members to buy the remaining towels and bags. She would later send out an email campus wide.

IV. Committee Reports:

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

There is one committee vacancy which is on the Committee on Committees; however, there are several Senate vacancies. Kellie Hayward was recommended to be a Group VII Senator, Brian Burrough, Group IV Alternate, and Patsy Kouhdari, Group VI Alternate. There was a motion to approve these appointments by Nichole Hood and second by Tina Pekas. Motion passed.

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

There has been great success with the Cavett Kids supply drive. The Community Outreach Committee is looking at serving meals at the Ronald McDonald House. Committee members are asking restaurants to donate meals for 30 people and hope to serve meals once a month. The Christmas Tree Lighting will be organized by the Community Outreach Committee this year.

C. Communications Committee – *presented by Brian Wilburn (Chair was unable to attend the Staff Senate meeting)*

The first meeting for this committee was held in July. The committee members have a strong desire to work with the Staff Senate office to develop ways to communicate effectively what is going on with Staff Senate. The committee is looking at a possible readership survey that will give the committee an idea of the effectiveness of the website and monthly newsletters. Members will also examine and propose guidelines to promote consistency in the identity of the Staff Senate, especially in printed items and on the website. The committee will also serve as a resource to create more newsworthy articles to promote OUHSC staff.

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

The Employee of the Month for July is Charlie Miller. Charlie is the Custodian for the College of Nursing building. His reception was held on July 16th in the lobby of the College of Nursing. The Employee of the Month for August is Yvonne Ledford. Yvonne is the IT Senior Analyst with Infrastructure Services. Her reception will be held August 25 in the Rogers Building at 3:30 p.m.

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

The 2010 ERC Luncheon will be April 28. There were close to 700 attendees at this year's luncheon. The committee wants to give a big thanks to all of the volunteers who served at the luncheon. There was a wrap up meeting in July with discussion on whether to have door prizes at the 2010 luncheon. The survey from the 2009 Luncheon contained mixed reviews from those responding, but the vast majority enjoyed the luncheon. The committee is working to improve various areas of the luncheon so that attendees enjoy the event. The committee needs more photos of campus events to use in next year's slide show presentation.

F. Special Projects Committee – *presented by Brian Wilburn (Co-chairs were unable to attend the Staff Senate Meeting)*

PayDay on PayDay was July 31st and almost 1,000 staff members were served. Decisions are being made on what to offer for the Fall Fundraisers. The Fall Craft Fair will be held on December 1. There are a lot of returning vendors and the committee is working on securing more food vendors. Cupid Express will be offered early next year.

G. Staff Week Committee – *presented by Heather Markgraf, Co-Chair*

The committee held their first meeting in July and a request was sent to the Executive Committee to encumber the proceeds from the 2009 Staff Week shirts for Staff Week gifts. The committee is looking at daily events for Staff Week, adding a couple of events, and working to secure donations. Staff Week 2010 is April 26 – 30th.

V. Unfinished Business – None

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

A. Parking garage and lot repairs and maintenance –

- i. Family Medicine Patient Parking will be moved to the south side of Family Medicine once the construction starts on the Cancer Institute Parking Garage on September 11th.
- ii. Movement of OUCP Employees from the Stonewall Parking Garage to A lot is being considered since only 80 parking spaces will be provided in the new Children's Parking Garage for staff employees with only enough spaces for doctors, patients and visitors. There are approximately 300 OU Children's Physician employees that will be moving to the OUCPB building from their current locations in the Old Children's Hospital. A shuttle will run on a trial basis from the Stonewall Parking Garage to the new OUCP Building for an hour in the morning and an hour in the afternoon to assist employees getting between the garage and new building.
- iii. OU Physicians Building – Parking met with Kevin Gates with the Health Authority on July 15th to discuss the traffic flow for the patient entrance from 10th Street.
- iv. K Lot is currently being patched, seal coated, and striped. This \$20,000+ project will be completed prior to school starting.
- v. Stonewall Parking Garage (previously known as the Children's Parking Garage) has been renamed. New signs are being ordered and installed the week after Labor Day.
 1. Contractors are in the process of seal coating the top level of the garage this summer in order to keep the warranty. The cost of this project is approximately \$145,000 with anticipated completion prior to school starting.
 2. Seven Engineering Firms have expressed interest in providing the structural repairs. The bids are being reviewed and will be sent to the Board of Regents for final selection.
- vi. Conference Parking Challenges - Due to the construction that is ongoing, parking for large conferences is very limited. We have been referring departments to Research Park due to the large amount of available parking in their garage.
- vii. Crosswalks – Doug Myers attended a meeting last week with Paul Manzelli, Chief Ed Welch, and Brian Burrough to discuss crosswalk issues on the Health Sciences Center Campus. Most of the streets on the campus are owned by Okla. City, who is responsible for the crosswalks. Chief Welch recently received permission from the City Traffic Engineer to add crosswalk signage for safety concerns. Administration is also addressing four immediate issues with the City Traffic Engineer: Colleges of Dentistry, and Allied Health

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regarding the crossings on Stonewall; the student's crossing on Stonewall, OU Physician's to Family Medicine crossing on 10th Street, and Faculty House crossing on Lincoln. Everyone was reminded to yield to pedestrians in crosswalks and to use the designated crosswalks.

- B.** Garage access gate software - Federal has their contractors on site this week to do an upgrade to the software so that Parking can once again start the 30 day acceptance test.
- C.** Ginger Smith, Regional Corporate Sales Manager for the Renaissance Hotel & Convention Center and the owner of the valet company for the Renaissance Oklahoma City Hotel, has contacted Parking. They will begin offering shuttle service from their hotel in downtown OKC to the OUHSC Campus. Several different pick up spots will be located across campus. They will provide a map for their guests of the different locations and instructions on how to contact the hotel for shuttle service. There appears to be a number of visiting professionals to the campus and they want to be able to offer their guests this service.

VII. Announcements – There is a campus tour after the meeting.

The second raffle winner was Kevin Rinaldi. Kevin won an OU mug.

VIII. Adjournment - A motion was made to adjourn by Heather Markgraf at 11:00 a.m. and seconded by Kim Gaines. Motion passed.

Next meeting will be Thursday, September 3, 2009, at 10:00 a.m. in the Bird Library Auditorium.

Respectfully submitted,

Whitney Steele
Secretary

Handouts:
August 2009 Agenda
June 2009 Staff Senate Minutes
August 2009 Treasurer Report
Committee on Committees Report
Senator Spotlight

Treasurer's Report
OUHSC Staff Senate
September 3, 2009

	<u>Revenue</u>	<u>Expenses</u>	<u>Balance</u>
July 1, 2009			15,327.91
Staff Week Shirts	20.00		
Spring Fundraiser (OU Beach Towels/Bags)	120.00		
<i>Total Revenue</i>	<u>140.00</u>		
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		1,260.12	
<i>Total Expenses</i>		<u>5,641.47</u>	
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July 31, 2009			9,826.44
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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: July-09

		Current Month	Current Month	Year To Date	Year To Date	NET
Beginning Balance	July 1, 2009					\$15,327.91
Inventory Sales		0.00	0.00	0.00	0.00	0.00
Payday on Payday		0.00	0.00	0.00	0.00	0.00
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		0.00	0.00	0.00	0.00	0.00
Spring Fundraiser		120.00	(3,958.82)	120.00	(3,958.82)	(3,838.82)
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		20.00	0.00	20.00	0.00	20.00
Staff Week		0.00	0.00	0.00	0.00	0.00
Encumbered Funds, SW 2009		0.00	(1,260.12)	0.00	(1,260.12)	(1,260.12)
Sales Tax		0.00	(422.53)	0.00	(422.53)	(422.53)
Miscellaneous		0.00	0.00	0.00	0.00	0.00
Ending Balance:	July 31, 2009	\$140.00	(\$5,641.47)	\$140.00	(\$5,641.47)	\$9,826.44

OUHSC Staff Senate
Committee on Committees Report
September 3, 2009

Senate Resignations

Sherrri Moser, Senator, 2008-2010, Group VIII

Senate Changes

Jill Black, Change from Senator, Group IX to Alternate, Group VI
Devin Bartlett, Move from Senator, Group I, to Alternate, Group XI

Senate Recommendations

Patsy Kouhdari, Alternate, 2009-2010, Group VI
Brian Burrough, Alternate, 2009-2010, Group IV
Kelli Hayward, Senator, 2009-2011, Group V
Anne Cuomo, Senator, 2008-2010, Group V

Senate Vacancies

Group I	1 Senator, 2008-2010; 3 Alternates, 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 Alternates, 2009-2010

Committee Resignations

Kimberly Hutchison, Employee Recognition Committee, 2009-2011
Runying Tian, Special Projects Committee, 2008-2010
Beth Garison, Community Outreach Committee, 2009-2010
Kimberly Hutchison, Community Outreach Committee, 2009-2010

Committee Recommendations

Nikki Neel, Employee Recognition Committee, 2009-2011

Committee Vacancies

Committee on Committees – 2009-2011
Community Outreach Committee – 2009-2010
Special Projects Committee – 2008-2010