

OUHSC STAFF SENATE

Committee Descriptions

Staff Senate Standing and Ad-Hoc Committees:

Budget and Planning Committee

The Budget and Planning Committee is responsible for planning the budget for all upcoming Staff Senate activities for the fiscal year.

Committee on Committees

The Committee on Committees is responsible for overseeing the annual elections to the Staff Senate; recommending a slate of officers to the Senate; and compiling a list of nominees to fill any Senate or Committee vacancy. All COC recommendations are approved by the Staff Senate.

Communications Committee (Ad-Hoc)

The Communications Committee is responsible for exploring, recommending, and implementing means and methods of communication for the Staff Senate.

Employee of the Month

The Employee of the Month Committee selects a staff employee from nominees to receive the "Employee of the Month" award each and also selects an "Employee of the Year" annually from the previous twelve Employees of the Month.

Employee Recognition

The Employee Recognition Committee coordinates the Employee Recognition Luncheon to honor length of service awardees, retirees, Employees of the Month, Employee of the Year, Staff Senate Staff Appreciation Awardee, Regents' Award for Superior Staff awardee.

Policy Review

The Policy Review Committee reviews all suggested amendments to the Constitution and Rules & Operating Procedures and makes recommendations concerning these changes to the HSC Staff Senate; the committee reviews group distribution and makes recommendations for changes in group representation if necessary.

Special Projects

The Special Projects Committee plans, organizes and assumes fiscal responsibility for fund raising activities, social functions and special events for the Health Sciences Center and OU-Tulsa campuses.

Staff Week

The Staff Week Committee plans, organizes and assumes fiscal responsibility for the social functions and special events during Staff Week.

HSC Committees:

Parking Appeals Committee

This volunteer pool is made available to the Office of Parking and Transportation and will serve as liaisons of the Staff Senate. Members will be called to attend monthly meetings regarding parking appeals.

Shared Leave

The Shared Leave Committee makes policy recommendations to administration and employee governance groups; the committee monitors the Shared Leave program and approves the distribution of shared leave to recipients.

Staff Grievance

This volunteer pool is made available to Human Resources from which to form a Grievance Committee in the event of a grievance filing. The committee will hear complaints and testimony, review policy and procedures, and make recommendations to administration on how to resolve the complaint.

University Committees:

Athletics

The Athletics Committee advises the President and Athletics Director on athletic policy matters.

Copyright Committee

The University Copyright Committee considers and investigates copyright disputes among administrators, faculty or staff and shall recommend appropriate solutions to the President.

Discrimination and Harassment

The Discrimination and Harassment Committee considers whether there exists adequate grounds for formal hearings in the case of discrimination complaints brought to the attention of the committee, and if there are, to hold formal hearings in accord with that policy.

Employee Benefits

The Employee Benefits Committee advises the President and the Director of Human Resources on the University's employment benefits program and makes recommendations for new programs and changes in the existing programs.

Patent Advisory

The Patent Advisory Committee advises the President and consults with the Vice President/Vice Provost of Research concerning specific inventions/discoveries falling under the Patent Policy; makes recommendations concerning changes to the Patent Policy.