

THE UNIVERSITY OF OKLAHOMA
STAFF SENATE
 Regular Meeting Minutes
 Thursday, August 5, 2004
 Robert M. Bird Library Auditorium

<u>GROUP</u>	<u>MEMBERS PRESENT</u>	<u>MEMBERS ABSENT</u>
Ex-Officios, Provost Designees	Connie Gould, Cheryl Ottman, Diana Stone	Ken Rowe, Gerry Moore
Officers	Don Clothier, Billie Acree, Roman Goate	Barbara Grayson, Christi Madden
Guests	Kathy Walker, Mindy Kennedy, Cheryl Williams, Stacy Wigley, Linda Womack, Peggy Geren	
Group I	Scott Smith	Cheryl Walk, Norma McElwee, Cheri Elliott
Group II		Carla Lawson
Group III	Sarah Washam, Cheryl Smith, Brian Burrough, Jerry Wallis	Eloy Candelaria, Scott Hannan, Carole Clark
Group IV	Barbara Lynch	Tanya Mustin, Michelle Jacob
Group V	Christina Sharp, Debbie Young, La'Chanda Stephens-Totimeh, Rhonda Watson	Christi Madden
Group VI	Heather Baley	
Group VII	Pat Vinson, Patsy Johnson	Augustine Coyle
Group VIII	Glenna Darr, Marsha McLaughlin	Jewell Oliver, Paula Reed
Group IX	Linda Stewart, Marissa Warma	
Group X	Sarah Harris, Darlene Switalski	
Group XI	Radawn Williams, Priscilla Peer, LaDona King, Billie Acree	Brenda Hill, Jeannie Brown
Group XII	DeNaye Atwell, Sherry Frame	
Group XIII	Levette Kelley, Michelle Bickle	Melinda Hurst
Group XIV	Rita Hains	
Group XV	Debbie Lehman, Susan Hodges	

I. Guest Speaker

Nick Kelley, Benefits Office

Nick Kelley reviewed the recently passed House Bill #2226. He stated that there were three major changes that came out of this bill. First is the equity fix. The previous plan held certain OU and OSU employees under salary caps so that they were contributing the same amount but were getting less benefit. The second change is to give new employees, hired after July 1, 2004, the option of choosing OTRS or the Optional Retirement Plan. The Optional Retirement Plan 9% of base pay and employee contributions are not required. New employees have 90 days to make this decision and the decision is irrevocable, it will apply to their whole career at OU. If a decision is not made, the employee will be placed in OTRS and will be responsible for back payments. Mr. Kelly also noted that the age restriction (previously 28) has been removed. He stressed that nothing has changed for hourly employees; they may join OTRS if they wish and they still have the minimum age requirement. He also said that if an employee is promoted from an hourly position to a salaried position, the 90-day election period would start the same day their new position did. The benefits office is preparing an educational booklet that details both plans. They will also be putting a retirement calculator online. The third change implemented by the bill affects current employees. These employees will have about a year to make their election, after the IRS has approved the Optional Retirement Plan.

Call to Order

Chair Don Clothier called the regular meeting of the Staff Senate to order at 10:22 a.m.

II. Chair's Report

Presented by Don Clothier, Chair

The Staff Senate Constitution Article III (Purpose) was read to the Senate. Chair Clothier presented a short orientation and announced what is expected of Staff Senate members. Representatives are required to attend all Staff Senate meetings; if they cannot, they should let the Alternate know so that the Alternate can attend and vote in their place. Members should volunteer for a committee, report back to their constituents, and bring any questions or concerns that constituents have to the Senate to be discussed. Staff Senate members should speak up at meetings and discuss with Officers any ideas to better represent our staff. Members should also promote the functions of the Staff Senate.

III. Approval of the June 2004 Meeting Minutes

The June 2004 minutes were approved with the following corrections:

- a. Page 3 – Approval of the May 2004 Meeting Minutes, next to last line change **“second”** to **“seconded.”**
- b. Page 4 – George Nigh Campus Report – first sentence change **“Manger”** to **“Manager.”**
- c. Page 6 – New Business – Parking report – **Change “Buses on campus have a better schedule and arrive every 10 minutes. During rush hour it is every 20 minutes” to “Buses on campus have scheduled routes and arrive every 20 minutes. During rush periods it is every 10 minutes.”**

It was moved by Christina Sharp and second by Sarah Washam that the minutes as corrected be approved. Motion carried.

IV. Treasurer's Report.

Presented by Don Clothier.

May 2004

Revenue

OU Tote/Padfolio Sales	3,765.00
Craft Fair Booth Rentals	<u>230.00</u>
TOTAL REVENUE	\$3,995.00

Expense

Staff Week (Tulsa & OKC)	1,748.65
Sales Tax (April)	65.09
04 Luncheon Expenses	<u>272.80</u>
TOTAL EXPENSE	\$2,086.54

Ending Balance \$11,958.72

June 2004

Revenue

Snow-Cone Sales	90.50
Craft Fair Booth Rentals	220.00
OU Tote/Padfolio Sales	<u>710.00</u>
TOTAL REVENUE	1,020.50

Expenses

Snow-Cone Supplies	39.00
Craft Fair Tables/Chairs	422.50
Craft Fair Electricity	340.30
OU Totes/Padfolios	3,614.40
Staff Week Gifts	3,247.94
Sales Tax (May)	<u>261.77</u>
TOTAL EXPENSES	\$7,925.91

Ending Balance: \$5,053.31

It was moved by Linda Stewart and seconded by Stacy Wigley that the Treasurer's report be accepted. Motion carried.

V. Tulsa Campus Report

Presented by Levette Kelley

The Tulsa campus held its Payday on Payday event on Friday, July 30th in the Schusterman Cafeteria. Paydays, Skittles and Hershey's candy bars were handed out along with a choice of Sprite, Coke and Diet Coke. Many staff members participated and were very appreciative of the event.

VI. George Nigh Campus Report

Presented by Sherry Frame

George Nigh celebrated "Payday on Payday" on July 30th, and the staff very much appreciated all the candy and soda.

The Business Office will host breakfast on Friday, August 6th.

The Employees Activities Committee is planning an Indian Taco Sale towards the end of this month and also meeting to discuss the upcoming Craft Fair on October 1st.

VII. Committee Reports

A. Committee on Committees

Presented by Roman Goate

Senate Resignations

Group III Eloy Candelaria, Representative, term 4-06

Committee Resignations

Employee of the Month Committee	Carole Clark, term 4-06 (replaced by approved alternate Jill May).
Employee Recognition Committee	Melissa Hackney, term 03-05
Special Projects Committee	Susan Shipley, term 03-05

Senate Recommendations

Group II	Don Osban, Representative, 04-06 term Felita Sapp, Alternate, 04-05 term
Group III	Scott Hannan, Representative, complete 04-06 term (replacing Eloy Candelaria)
Group V	Mindy Kennedy, Alternate 04-05 term
Group VII	Extend Representative Augustine Coyle's term to 06 to stagger group
Group IX	Stacy Wigley, Representative 04-06 term Tammy Hendricks, Alternate 04-05 term
Group XI	Linda Womack, Alternate 04-05 term
Group XIV	Peggy Geren, Alternate 04-05 term

Committee Recommendations

Employee Recognition Committee	Linda Womack, reappointment 04-06 term
Employee Recognition Committee	Rosemary Patterson, complete 03-05 term (replacing Melissa Hackney)
Special Projects Committee	Cheri Elliott, new 04-06 term

Senate Vacancies

Group III	1 Alternate
Group VI	1 Representative 03-05 term and 1 Alternate 04-05 term
Group X	1 Alternate 04-05 term

Committee Vacancies

Employee Benefits Committee	Tulsa member for 04-08 term
Special Projects Committee	Member for 03-05 term

It was moved by Barbara Lynch and seconded by Brian Burrough that the Committee on

Committees' recommendations are approved. Motion carried.

B. Special Projects

Presented by Sarah Washam

Payday on Payday was held on July 30. There was a good turnout. The Committee looked at a sugar free option, but did not have one. It was suggested that the committee consider bags of peanuts at the next event instead of sugar free candy. For the Summer Fundraiser, 77 Golf Cadies and 218 umbrellas were sold. The approximate profit after expenses is \$1,180.

The Fall Craft Fair will be held on October 1 and Special Projects will sell totes and padfolios again.

The next fundraiser will start with the Fall Craft Fair and samples will be shown. The sale will run Oct 1 – 15 and will include a ceramic football jersey, soft OU snowman snow globe, and an OU ornament.

The next committee meeting will be August 12, 2004.

C. Employee of the Month

Presented by Cheryl Williams

The August 2004 Employee of the Month is Vicki Russell from the Department of Anesthesiology. Her reception is scheduled for Monday, August 30, 2004 at 2:00 pm in WP2530.

D. Staff Week Committee

Presented by Billie Acree

Staff Week Committee met on May 11, 2004 and discussed ways we could improve our staff week activities. Staff Week next year will be April 25th – 29th. The tentative schedule is as follows:

Monday, April 25, 2005 - give candy bar and employee gift (11:30am–1:30pm)

Tuesday, April 26, 2005 - popcorn and soda

Wednesday, April 27, 2005 - Recognition Luncheon

Thursday, April 28, 2005 - Cookout & Ice cream (11:00am–1:00pm)

Friday, April 29, 2005 - Craft Show

The next Staff Week Committee meeting will be Tuesday, October 12th.

E. Parking Committee

Report given under New Business.

F. Employee Recognition Committee

Presented by Linda Womack

The ERC met for the first time on July 15, 2004, at which time the committee selected their co-chairs: Linda Womack and Glenna Darr. The date set for the luncheon is Wednesday, April 27th. The location for the luncheon has changed this year and will be held at the Reed Convention Center in Midwest City. The committee will meet next on December 16th to begin the process of preparing for this annual event.

VIII. Unfinished Business

None.

IX. New Business

Doug Myers gave a parking update. The immediate light safety repairs along the south side of the Presbyterian Tower Parking Garage have started. The project will take approximately 90 working days for completion. The impact on parking for our patients/visitors and employees will be minimal. Please use caution when traveling through this garage. This summer the seal coating and re-stripping in the "O" Lot (between Everest and Lottie), "K" and "K Overflow" parking lots has been completed. The parking lots at the O'Donoghue Research Building, Child Study Center and Family Medicine have also been re-stripped. The surface lots are now on a three-year reseal coating schedule that will prolong the life of the parking lots. The remodeling of their new office spaces is on schedule. Parking Services will be moving to the first floor in the Service Center Building where OUPD Dispatch and IT were located. The move will allow parking customers to find the office easier and the office will be ADA compliant, having a window in the hall for customer service. The Parking Office has been receiving complaints about speeding in the parking garages and lots. When Parking employees are visible, the speeding is not happening, but as soon as they leave, the speeding returns. Doug reminded everyone that the speed limit in the parking garages and lots is 10 MPH. The speed limit is set for the safety of our patients, visitors and employees. He stated that if you have any problems with parking, please contact the Parking Office at 271-3685 or send him an email.

X. Announcements

Chair Clothier announced that there was candy and sodas left from the Pay Day on Pay Day activity and that he would like for the Representatives to mingle and meet each other after the meeting and have a candy bar and soda.

XI. Adjournment

It was moved by Brian Burroughs and seconded by Pat Vinson to adjourn the meeting at 10:47 AM. The next meeting will be in September.

Respectfully Submitted,

Billie Acree, Secretary