

THE UNIVERSITY OF OKLAHOMA
STAFF SENATE
 Regular Meeting Minutes

Thursday, November 4, 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 Gerry Moore	Ken Rowe, Barbara Sappenfield, Diana Stone
Officers	Don Clothier, Barbara Grayson, Billie Acree, Christi Madden, Roman Goate, (Jennifer Nelson)	
Guests	Paula Reed, Karan Glickman, Kathy Walker, Maggie Thompson, Roman Chavez	
Group I	Cheryl Walk, Scott Smith	Cheri Elliott
Group II	Don Osban, Felita Sapp	Carla Lawson
Group III	Sarah Washam, Cheryl Smith, Brian Burrough, Jerry Wallis	Scott Hannan, Carole Clark
Group IV	Barbara Lynch, Michelle Jacob	Tanya Mustin
Group V	Christina Sharp, Christi Madden, Debbie Young, Mindy Kennedy	La'Chanda Stephens -Totimeh, Rhonda Watson
Group VI		Heather Baley
Group VII	Augustine Coyle, Patsy Johnson	Pat Vinson
Group VIII		Glenna Darr(R)
Group IX	Marissa Warma, Stacy Wigley	Linda Stewart, Tammy Hendricks
Group X	Darlene Switalski, Terri Lunday	Sarah Harris
Group XI	Radawn Williams, Jeannie Brown, Priscilla Peer, LaDona King, Billie Acree, Linda Womack	Brenda Wilkerson
Group XII	DeNaye Atwell, Sherry Frame	
Group XIII	Levette Kelley, Melinda Hurst	Michelle Bickle(R)
Group XIV	Rita Hains, Peggy Geren	
Group XV	Debbie Lehman, Susan Hodges	

SPECIAL PRESENTATION:

Clyde Hughes from Purchasing was the winner of the OUHSC Staff Week 2005 Logo Contest. Billie Acree, Co-Chair of Staff Week Committee announced the Winner and Don Clothier, Staff Senate Chair presented the gift of a desk am/fm radio, leather portfolio, bag and other office items.

I. Guest Speakers

A. Craig Knutson, Central Oklahoma Turning Point

Central Oklahoma Turning Point is a grassroots community initiative launched in June 2003 by a group of volunteers to examine the health problems in central Oklahoma, prioritize them and create an action plan for a healthier community. The efforts are a joint collaboration by United Way of Central Oklahoma, the Oklahoma City-County Health Department, area hospitals, Oklahoma City Chamber of Commerce and the community at large. Central Oklahoma Turning Point is an effort in response to the mounting health crisis in central Oklahoma. Oklahoma is among the bottom five states in the United Health Foundation State Health Rankings. Problems like obesity, smoking, high numbers of uninsured, health care access and cost, as well as bad personal choices are factors that result in the poor health status of the State. Mr. Knutson announced that there would be a Walk this Weigh Oklahoma at the SBC Bricktown Ballpark on Saturday, November 6th, with check in time being 9AM. A free tee shirt will be given to the first 500 to register and attend.

B. Tom Godkins, Facilities Management & Capital Planning

Mr. Godkins stated that there has been over \$275 million construction at the Health Center over the last 10 years. There will be \$280 million in new construction over the next five years. Mr. Godkins went over all the current projects and future projects planned for the OUHSC campus and the Tulsa campus.

Call to Order

Past Chair Roman Goate established an attendance quorum. He also announced the names of members present that would be voting in the meeting. There were five voting members present at the Tulsa campus. Chair Don Clothier called the meeting to order at 10:44 a.m.

II. Chair's Report

Presented by Don Clothier, Chair

Chair Clothier reminded the Staff Senate members of the vacancies on Staff Senate and in the Staff Senate Committees. He asked the Senate members to contact Barbara Grayson, Jennifer Nelson or himself if they knew of someone that would be interested in being on the Staff Senate or on one of the committees.

III. Approval of the October 2004 Meeting Minutes

It was moved by Jerry Wallis and seconded by Christina Sharp that the October 2004 minutes be approved as submitted. Motion carried.

IV. Treasurer's Report

Presented by Christi Madden

September 2004

Starting Balance: \$6,308.13

Revenue

Fall Craft Fair (booth rental)	1,664.00
OU Umbrella/Golf Sales	39.00
Water Sales (@ Wacky Games)	<u>66.00</u>
TOTAL REVENUE	\$1,769.00

Expense

Sales Tax (August)	107.10
Fall Fundraiser Samples	116.27
OU Golf Cart Caddies	<u>942.97</u>
TOTAL EXPENSE	\$1,166.34

Ending Balance: \$6,910.79

It was moved by Sarah Washam and seconded by Stacy Wigley that the Treasurer's Report be approved. Motion carried.

V. Tulsa Campus Report

No Report

VI. George Nigh Campus Report

Presented by Sherry Frame

OU took over the responsibilities of George Nigh Rehabilitation Center in November 1999 and the center is celebrating its five-year anniversary this month. GNRC can now nominate staff for Staff Senate Employee of the Month. GNRC hosted the Okmulgee Chamber of Commerce "Business After Hours" monthly meeting in October. Chamber members toured the facility and were treated to a reception.

The Oklahoma State Department of Health recently conducted a survey of the facility. The Administrator was very pleased with the results. GNRC outpatient rehab patients have increased since Lara Hufford joined the team as Outpatient Marketing Director. The center is now searching for additional staff. Ten employees and two spouses participated in the recent Tulsa Run that was held on October 30.

VII. Committee Reports

A. Committee on Committees

Presented by Barbara Grayson, Chair

Senate Resignations

Group VIII Glenna Darr, Representative (03-05)

Group XIII Michelle Bickle, Representative (03-05)

Senate Recommendations

Group I Scott Smith, Representative (03-05)

Group I Paula Reed, Alternate (04-05)

Group VI Barbara Puckett, Representative (03-05)

Group XIII Melinda Hurst, Representative (03-05)

Senate Vacancies

Group III 1 Alternate (04-05)

Group VI 1 Alternate (04-05)

Group VIII 2 Representatives (03-05), 1 Representative (04-06),
1 Alternate (04-05)

Group XIII 1 Alternate

Committee Resignations

Special Projects Committee Michelle Bickle (03-05) and Barbara Grayson (03-05)

Committee Recommendations

Special Projects Committee Patricia Word (04-06 – extending term to stagger committee)

Committee Vacancies

Special Projects Committee Tulsa member (04-06 – extending term to stagger committee)

It was moved by Jerry Wallis and seconded by Cheryl Walk that the Committee on Committee report be approved as presented. Motion carried.

B. Special Projects

Presented by Sarah Washam

The final profits on the summer sales are \$1161.73 and the estimated profits on the holiday sales are \$574.58.

The children patients at the Hematology/Oncology department at the Jimmy Everest Cancer Center are decorating the Christmas tree this year. They are going to make all of the ornaments for us. The committee is going to have the tree setup after the December staff senate meeting. Please join the committee and help decorate the tree. The holiday party will be the next day, which is December 3. The winter toy drive will start on Monday, November 8th. There will be a list of box locations available. This year the committee is taking toys for the 14 Foundation. Any monetary donations will be given to Positive Tomorrows. The committee prefers that the money be by check, not cash, and the checks must be payable to Positive Tomorrows. Positive Tomorrows will use the money to supply Christmas gifts for families that have just established a residence and for current homeless students. Monetary donations are tax deductible and Positive Tomorrows can provide a letter to those who request one.

The committee will be selling items for Cupid Express in January as usual.

C. Employee of the Month

Presented by Roman Goate

The November 2004 Employee of the Month is James Dearer, Technical Analyst with the Graduate College. His reception has been scheduled for November 29, 2004, from 3:30 PM to 4:30 PM in the Library Foyer.

D. Staff Week Committee

Presented by Sarah Washam

Since the committee will be doing a craft fair as the Friday event, the ice cream and cookout days were combined. The committee decided this would be too much to coordinate and have replaced the ice cream with cookies from the Faculty House.

The committee is selling the OU totes and padfolios as a last minute decision to try to raise more funds to support the staff week event in hopes to be able to purchase a staff gift. That option will depend on the current sales and the Cupid Express sales.

The winner of the logo contest is Clyde Hughes from the Purchasing department. The committee is very excited about his excellent design and will be selling t-shirts with the design for staff week.

E. Parking Committee

No Report

F. Employee Recognition Committee

No Report

G. Policy Review Committee

Presented by Maggie Thompson, Co-Chair

Maggie Thompson went over the changes that were made to the HSC Staff Senate Operating Procedures and reported that the changes would be voted on at the December 2004 Staff Senate Meeting. A copy of the changes were emailed to the Staff Senate members and are available in the Staff Senate Office.

VIII. Unfinished Business

None.

IX. New Business

Presented by Doug Myers, Parking Office

The remodeling of the new Parking office in the Service Center Building is almost complete, and the office should be moving the week of November 15th. Parking Services and the Parking Administration will be located on the first floor, room 100. During an audit, it was found that the citation collection process needs to be improved. Since the department took over the parking operations at the Health Sciences Center about three years ago, it has developed and implemented several processes to collect outstanding parking citations. Some of the collection practices include placing a “boot” on an individual’s vehicle to immobilize it if they receive more than three outstanding tickets. The office also utilizes the State’s Tax Intercept program to try to collect outstanding fines of \$50 or more. To better collect citations from students, the office started downloading the fines to their Bursar accounts. Parking has been doing this for a year and it has worked. The office is close to starting the same process to collect fines from employees of the University. Once the citation ages, a file will be sent to the Bursar and it will be placed on the employee’s account.

Effective December 1, the OU Medical Center has signed a contract to outsource their parking facilities to Republic Parking System for the day-to-day management of the OUMC garages and lots. The OU Health Sciences Center will no longer be managing the parking in Presbyterian Parking Garage, Presbyterian Professional Office Building Garage, Center For Healthy Living East and West parking lots along with the underground garage, Everett Tower Parking Garage, and “U” lot. The Parking office is working with Republic Parking to convert those facilities to the Presbyterian Card system and to ensure smooth transition for all parkers.

Parking didn’t move forward with the new access and revenue control system as previously discussed due to the possibility of the Medical Center pulling out of the system. Now that

there is an agreement, a new Request For Proposals will be sent out since the old one was over a year old. Once new bids are received, the office can move forward with the new system and is preparing to take the proposal to the Regents meeting in January 2005. If you have any problems with parking that cannot be resolved, please contact the Parking Office at 271-3685 or send Doug an email.

X. Announcements

Chair Clothier announced that Dr. Jayesh Panchal, from the Plastic and Reconstructive Surgery Service would be the guest speaker at the December 2004 meeting.

Kathy Walker announced that the OUHSC Faculty and Staff Senate Office had been audited and there were no findings.

XI. Adjournment

It was moved by Cheryl Walk and seconded by Jerry Wallis to adjourn the meeting at 11:15 AM. The next meeting will be December 2, 2004, at the Family Medicine Clinic.

Respectfully Submitted,

Billie Acree, Secretary

Handouts:

November 2004 Agenda

October 2004 Minutes

September 2004 Treasurers Report