

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

Regular Meeting Informal Notes  
Thursday, March 3, 2005  
SCHUSTERMAN CENTER, TULSA

<b><u>GROUP</u></b>	<b><u>MEMBERS PRESENT</u></b>	<b><u>MEMBERS ABSENT</u></b>
Ex-Officios, Provost Designees Officers	Connie Gould, Barbara Sappenfield, Don Clothier, Barbara Grayson, Billie Acree, Christi Madden, Roman Goate, (Jennifer Nelson)	Ken Rowe, Cheryl Ottman, Gerry Moore, Diana Stone
Guests	Kathy Walker, Doug Myers, Michelle McMillan, Bob Farringer	
Group I	Cheri Elliott	Scott Smith, Cheryl Walk, Paula Reed
Group II	Don Osban	Felita Sapp, Carla Lawson
Group III	Cheryl Smith	Carole Clark, Sarah Washam, Scott Hannan, Brian Burrough, Linda Reeves, Jerry Wallis
Group IV	Barbara Lynch, Michelle Jacob	Tanya Mustin
Group V	Debbie Young, La'Chanda Stephens-Totimeh	Christina Sharp, Mindy Kennedy, Rhonda Watson, Suzanne Thompson
Group VI		Barbara Puckett, Jennifer Maertzweiler
Group VII	Patsy Johnson, Augustine Coyle, Pat Vinson	
Group VIII		Dorothy Reyes
Group IX		Tammy Hendricks, Stacy Wigley, Linda Stewart, Marissa Warma
Group X		Sarah Harris, Darlene Switalski, Terri Lunday
Group XI	Radawn Williams	Brenda Wilkerson, Jeannie Brown, Priscilla Peer, LaDona King, Linda Womack
Group XII	DeNaye Atwell	Sherry Frame
Group XIII	Levette Kelley, Susan Perkin	Melinda Hurst
Group XIV		Peggy Geren, Rita Hains
Group XV	Debbie Lehman	Susan Hodges

**I. Guest Speaker**  
**Dr. Chan Hellman, Director, Applied Research Center**

Dr. Hellman gave a brief presentation on the new Tulsa Applied Research Center, which started this month. The center will conduct interdisciplinary research as well as provide a support base for other area researchers. Dr. Chan stated that the goals of the research center are to promote the scientific method in research, to actively seek external funding partnerships, to provide education and training, to promote experiential learning opportunities for students, and to actively engage in scholarship. The research center will integrate community, research and training with the core concept of student learning. Handouts from Dr. Chan's presentation are available in the Staff Senate Office.

**Call to Order**

Past Chair Roman Goate indicated that there was no quorum in attendance. Chair Don Clothier called the meeting to order at 10:25 AM.

**II. Chair's Report**

*Presented by Don Clothier, Chair*

Chair Clothier indicated that he had been in contact with Julius Hilburn in Human Resources regarding the winter break this year. Christmas and New Years Day will both fall on a Sunday, so time off would be one week, December 26-30, returning on January 2, 2006. This means that employees would not have to take any paid leave, it will all be holiday pay. The Executive Committee has voiced some concerns that January 2 is a holiday for banks, government offices, and schools. If you have any comments on this issue, please send to Don or Jennifer and they will forward it to HR. This proposal has not yet been presented to the President.

The Staff Appreciation award is given annually at the Employees' Recognition Luncheon. The recipient is a member of the staff, faculty, or student body that has benefited the Staff Senate. Nominations are being taken for this year's award and should come through a Staff Senate member. If anyone outside of the Senate wants to submit a nomination, they should go through their Staff Senate representative. The deadline for nominations is March 31.

The Executive Committees of the HSC and Norman Staff Senates will meet on Friday, March 4<sup>th</sup> to exchange information and ideas.

Last month's treasurer's report raised some questions about approval. After some research was done, it has been determined that the Senate does not need to approve or vote on the report, as it is information only.

The Staff Week Committee submitted an expense request of \$2,500.00 to the Executive Committee for the Staff Week events this year and it was approved. The Staff Week Committee also requested that the profits from the Staff Week t-shirts be applied to the funds set aside for the 2006 staff gift. This request was also approved.

### III. Approval of the January 2005 Meeting Minutes

Since no quorum is present, the minutes cannot be approved. The minutes will be submitted for approval at the April meeting.

### IV. Treasurer's Report

*Presented by Christi Madden*

#### January 2005

Starting Balance: \$7,767.71

#### *Revenue*

Cupid Express	1,890.00
Fall Fundraiser Sales	25.00
Staff Week Fundraiser Sales	<u>35.00</u>
TOTAL REVENUE	\$1,950.00

#### *Expense*

Cupid Express, Tulsa supplies	69.05
Sales Tax (December)	<u>20.68</u>
TOTAL EXPENSE	\$ 89.73

Ending Balance: \$9,627.98

### V. Tulsa Campus Report

*Presented by Levette Kelley*

The Tulsa campus participated in the American Heart Association Wear Red Day for Women on Friday, February 4<sup>th</sup>. By selling pins and an opportunity to wear jeans for \$5.00, the campus was able to raise \$940.00 for the American Heart Association.

For Valentine's Day, Senate members sold canvas and cellophane bags filled with candy. 71 canvas bags and 314 plastic bags were sold for a profit of \$484.00.

The Tulsa campus Craft Fair is scheduled on Friday, March 4, 2005. There is a total of 28 vendors signed up and ready to go including one food vendor. The group is looking forward to a great turnout from the campus and the community.

The Tulsa campus has tentatively set the dates for Staff Week as May 2<sup>nd</sup> through 6<sup>th</sup>, with the luncheon being held on May 4<sup>th</sup>. Other activities for the week are being planned as well.

### VI. George Nigh Campus Report

*Presented by DeNaye Atwell*

GNR met to discuss the annual Health and Wellness Fair. This event will be held on April 14<sup>th</sup>, and it is anticipated that 35 local vendors will attend.

GNR volunteers are hosting their annual jewelry sale on March 4<sup>th</sup>; proceeds will go to purchase equipment for patients.  
The Employee's Activities Committee will have an Easter Hat decorating contest and parade for the GNR patients on March 24<sup>th</sup>.

## **VII. Committee Reports**

### **A. Committee on Committees**

*Presented by Barbara Grayson*

Since no quorum is present, the Committee on Committees report and the results of the Staff Senate elections will be presented for approval at the April meeting.

### **B. Special Projects**

No report.

### **C. Employee of the Month**

*Presented by Billie Acree*

The March 2005 Employee of the Month is Larry Peratta with the Department of Cell Biology. Larry's reception will be held in the Biomedical Sciences Building 5<sup>th</sup> Floor Lobby. Date and time have not been finalized.

### **D. Staff Week Committee**

*Presented by Cheri Elliott*

The Staff Week Committee would like to thank the Executive Committee for the approval of funding for the Staff Week events and for reserving the money from the t-shirt sales for next year's staff gift. The committee was able to get sodas to give away with the candy bars for Monday's event. The next Staff Week meeting is scheduled for March 8<sup>th</sup> at 10:30 in the Family Medicine Clinic.

### **E. Employee Recognition Committee**

*Presented by Billie Acree*

The Committee met February 10, 2005, to discuss ribbons, awards, distribution of information, etc. As of February 23, 2005, invitations were sent to eligible award recipients -- a total of 416 invitations. The deadline for award recipients to respond was Wednesday, March 2nd. Information will be posted on the website and campus invitations will be sent once the committee has a final list of award recipients. New this year: The Staff Senate office indicated that, over the years, many recipients who chose not to attend the award ceremony have never picked up their plaques. This year award recipients will be given the opportunity to elect not to receive a plaque.

Reminder: the lunch is scheduled for Tuesday, April 26th at the Clarion Meridian Convention Center. The next meeting of the Committee is Friday, March 11th at 10:00 a.m.

**VIII. Unfinished Business**

None.

**IX. New Business**

*Presented by Doug Myers, Parking Office*

The Parking Office is awaiting the Regents' approval of two projects. The Regents' are scheduled to meet on March 22-23. There were no questions for Mr. Myers.

**X. Announcements**

None.

**XI. Adjournment**

Chair Clothier adjourned the meeting at 10:45 A.M. The next meeting is scheduled for April 7, 2005, at the Bird Library Auditorium.

Respectfully Submitted,

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Billie Acree, Secretary

Handouts:  
March 2005 Agenda  
February 2005 Minutes (Draft)  
January 2005 Treasurers Report  
Guest Speaker Handouts  
Staff Appreciation Award Nomination Form