

THE UNIVERSITY OF OKLAHOMA  
**STAFF SENATE**  
 Regular Meeting Minutes  
 Thursday, April 7, 2005  
 ROBERT M. BIRD LIBRARY

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

**I. Guest Speaker**  
**Dr. Joseph Ferretti, Senior Vice President**

Dr. Ferretti voiced his appreciation to the Staff Senate. He stated he would like to meet with the Staff Senate Executive Committee at their next meeting and talk about increasing the stipend given to the Employee of the Month.

Dr. Ferretti stated that the Higher Education Bond was signed and the Health Sciences Center would be receiving funding. A portion of the funding will pay for the new Allied Health Building. The College of Health will take over the entire College of Health Building after the College of Allied Health moves out. The Tulsa Campus will also receive some of the funding. President Boren has been instrumental in getting the bond through. The total funding is between \$20 to \$24 million and the University of Oklahoma's portion is 11%.

Dr. Ferretti reported that the budget for next year has not yet been determined and that a salary program is desired, but still unknown as to how much. Right now, department heads and deans will be giving raises at their discretion. The downside is that the costs of the Health Sciences Center have increased over the past year. Dr. Ferretti will be reporting the financial issues to the Staff Senate Executive Committee.

Dr. Ferretti indicated that there is a lot of excitement on the Oklahoma City and Tulsa Campuses regarding current and planned construction. On the Oklahoma City Campus the new Research Building is almost complete and a new Cancer Center is to be constructed. OU Medical Center is building an above ground walk from Everett Tower to Presbyterian Tower and a new parking garage. Dr. Ferretti mentioned that the Level I Trauma Center might be changing to a Level III since there is a shortage of Neurosurgeons.

**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. Chair Don Clothier called the meeting to order at 10:30 AM.

**II. Chair's Report**

*Presented by Don Clothier*

The executive committee approved two funding requests. The funding for the Tulsa Staff week was approximately \$432 after donations of \$200. The funding for a band to play during the Employee Recognition Luncheon was approved up to \$650 (which was last year's cost).

The Tobacco-Free Task Force met again and a policy has been drafted and sent to the Deans' council for approval. This policy concentrates on health and cessation rather than on enforcement. However, it will be an official policy of the University and it will go into effect on July 1, 2005. Cessation programs and financial support are being investigated on the basis of an employment benefit.

Don indicated that he will take any questions or comments back to the task force.

**III. Approval of the February 2005 Minutes & March 2005 Informal Notes**

February 2005 Minutes - no corrections.

March 2005 Informal Notes – corrections as follows:

Page 1 - Pat Vinson was present; Page 2 – Guest Speaker -Dr. Chan should read “Dr. Chan Hellman” (line three and line eight).

It was moved by Christina Sharp and seconded by Linda Stewart that the February 2005 Minutes and the March 2005 Informal Notes with corrections be approved. Motion carried.

**IV. Treasurer's Report.**

*Presented by Christi Madden*

**February 2005**

Starting Balance: \$9,627.98

Revenue

Cupid Express	\$1,968.50	(Tulsa, 879.50)
Holiday Party, OKC	342.27	(Student Affairs portion)
Miscellaneous Sales (Inventory)	5.00	
Spring Craft Fair, Tulsa	337.00	
Staff Week Donation	<u>250.00</u>	
	\$2,902.77	

Expense

Cupid Express	329.24	(Tulsa, 323.42)
Sales Tax (January)	170.35	
Holiday Party, OKC	684.55	
Encumber for Staff Week 2006	<u>2,000.00</u>	
	\$3,184.14	

Ending Balance: \$9,346.61

**V. Tulsa Campus Report**

*Presented by Levette Kelley*

Tulsa held their Craft Fair on Friday, March 4<sup>th</sup>. They had about 25 vendors present. There was a good turnout from the campus and the community. The vendors seemed to be satisfied with the turnout and the exposure.

The Staff Week plans are being finalized. It will be held the week of May 2<sup>nd</sup> -6<sup>th</sup>. The schedule of events is as follows: Monday, the Schwann’s truck will be on campus to hand out ice cream treats to the staff. They will have a choice between strawberry fruit

bars or ice cream sandwiches. Tuesday will be a book fair and a pie sale. Wednesday is Crimson and Cream day and staff will receive popcorn and pop. Thursday is the Staff Luncheon. Friday, staff will receive candy and pop.

## **VI. George Nigh Campus Report**

*Presented by Sherry Frame*

The George Nigh Rehab Health and Wellness Fair is April 14<sup>th</sup>. 30 vendors will be participating. Services that the community will be able to take advantage of include blood pressure testing, glaucoma screening, pulse ox, blood sugar, massage therapy and living wills.

The Employees Activity Committee will host a Volunteer Recognition Luncheon April 28, 2005.

The hospital patient census has been good and outpatient therapy has increased so everyone is staying very busy.

GNRC has a new marketing director, Margarete Thurman.

## **VII. Committee Reports**

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

*Presented by Barbara Grayson*

#### 2005-06 Election Results

See Attachment

#### Senate Resignations

Group III Jerry Wallis, Representative 04-06 term

#### Senate Recommendations

Group III Carole Clark, first alternate to replace Jerry Wallis, 04-06 term

#### Senate Vacancies

Group III 1 Alternate 04-05 term

Group VI 1 Alternate 04-05 term

Group VIII 2 Representatives 03-05, 1 Alternate 04-05 term

Group XI 1 Alternate 04-05 term

#### Committee Resignations

Committee on Committees Melissa Hackney, 03-05 term Lisa Jaques, 04-06 terms

#### Committee Recommendations

None

### Committee Vacancies

Committee on Committees    Member, 03-05 term    Member, 04-06 term  
Special Projects Committee    Member, 04-06 (extending term to stagger committee)

It was moved by Barbara Lynch and second by Stacy Wigley that the Committee on Committee report be approved as presented. Motion carried.

### **B. Special Projects**

*Presented by Don Clothier*

The special projects committee reported that the Cupid Express estimated profits are OKC bears and Jars-\$786, OKC balloons-\$253, Tulsa-\$487. This will make total profits of \$1526.

The special projects committee also reported that they are looking into selling a back sack and a metal coozie sometime at the end of April or first part of May.

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

*Presented by Don Clothier*

The April 2005 EOM is Diana Maddox with the Department of Health Administration and Policy. Her reception will be held in the College of Health Building on April 20<sup>th</sup> at 2:30 pm.

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

*Presented by Billie Acree*

The Staff Week Committee met on Tuesday, March 29, 2005 at the Family Medicine Center. The Staff Week schedule is as follows: Monday, April 25, candy bar and soda, coordinated by Cheryl Clark and Sarah Washam; Tuesday, April 26, Recognition Luncheon; Wednesday, April 27, popcorn and soda, coordinated by Billie Acree, Jill May, Rhonda Watson and Brenda Gentry; Thursday, April 28, cookout, coordinated by Cheri Elliott and Roman Goate; Friday, April 29, craft fair, coordinated by Sarah Washam and Jill May. Each day was discussed and the coordinators are working together to make this the best staff week ever. There are many nice door prizes donated by area businesses. There will be 100 extra staff week t-shirts to sell during staff week. The committee will meet again on April 12<sup>th</sup>.

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

*Presented by Diana Stone*

The Employees' Recognition Committee has met several times over the last few months, with the most recent meeting held April 1st. We have a total of 416 employees receiving service awards and 24 retirees. As of Friday, April 1st, 400 people are planning to attend the luncheon, 214 of which are service award

recipients and retirees. The committee has contacted an instrumental group from OU to play during the luncheon. An email was sent this week to the award recipient's deans, department heads, and supervisors inviting them to attend the luncheon. A list of award recipients is available on the Staff Senate website as well as directions and details about the luncheon. Staff Senate representatives are urged to speak to their department heads, deans, and supervisors about attending the luncheon. The absolute deadline for guest tickets is April 13th. New this year: photos taken of award recipients will be available on the Staff Senate website. The award recipient may elect to have one print made at no charge. A cost will be incurred for additional prints.

## **VIII. Unfinished Business**

It was reported in the March meeting that the fiscal year 2005-06 Holiday calendar was being reviewed. Connie Gould reported that the winter break this year will be from December 26 through December 30. It has not been decided if January 2 will be taken as paid leave.

## **IX. New Business**

### **A. Parking Update**

*Presented by Doug Myer, Parking Office*

The Regents' approved the contract for the Parking Lot "A" Paving project. The lot which contains 196 parking spaces is deteriorating and has been patched over the years since its beginning as a gravel lot. We will turn the entire lot over to the contractors in May after school is over and the project will be completed prior to school starting in August. Improvements to be made include demolition of existing paving, preparation of sub grade, a new base course, new asphalt paving, new sidewalks and concrete curbs around the lot. Traffic flow improvements, surface draining improvements, landscaping and lighting improvements are also planned.

The Regents' also approved a contract to Federal APD, the low bidder, to provide a Parking Access and Revenue Control System. The contract provides gates, software, installation and training to replace the current systems. Currently there are two software systems, both outdated and much of the hardware is so old that repair parts are not available. The new system will provide much better customer service in that it will be more reliable, have more built in controls, have more flexibility, provide online registration of vehicles, provide intercoms at all 57 gated locations and provide for proximity readers. With the new parking system, proximity cards will be used for entering and exiting the parking facilities. Eighteen parking lots will get this new equipment, and two of those will get new booths. Part of the change will include replacement of the parking decals on the back of the vehicle. It is anticipated that the new decal will be approximately the size of a postage stamp.

Due to the fading of the parking stripes in Parking Lot L, they were re-stripped a couple weekends ago, and re-marked with patient parking. The Faculty House parking lot potholes were filled and re-stripped also. The Parking Office is having this parking lot redone this summer to bring it up to University standards for parking, landscape, and lights.

If you have any problems with parking that cannot be resolved, please contact Doug at 271-3685 or send him an email.

## **B. Officer Nominations**

*Presented by Don Clothier*

If you would like to be an officer, please email your name to Jennifer in the Staff Senate Office.

## **X. Announcements**

Due to gasoline prices it has been suggested that a car pool plan be set up. If you have any suggestions, please email Roman Goate.

Don Clothier announced that he has spoken with the Student Council and they would like to have a joint Christmas Party again this year.

## **XI. Adjournment**

It was moved by Carla Lawson and seconded by Linda Stewart to adjourn the meeting at 11:00 AM. The next meeting will be May 5, 2005, at the Family Medicine Center, PA Classroom.

Respectfully Submitted,

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Billie Acree, Secretary

Handouts:

April 2005 Agenda

February 2005 Minutes

March 2005 Informal Notes

February 2005 Treasurers Report

February 2005 Treasurers Report Detail

2005-2006 Election Results