

THE UNIVERSITY OF OKLAHOMA  
**STAFF SENATE**  
 Regular Meeting Minutes  
 Thursday, June 2, 2005  
 FAMILY MEDICINE CLINIC

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

## **I. Guest Speaker**

*Julius Hilburn, Director, Human Resources*

Mr. Hilburn presented an update on things occurring in the Human Resources office since the transition to Aetna January 1, 2005. Questionnaires were emailed to all employees asking for any problems with the transition with Aetna; most responses were issues with pharmacies and prescription step therapy. Since the inception of Aetna in January 2005, issues are starting to be resolved as the physicians have become more knowledgeable on prescriptions and the need for precertification through Aetna. There was a survey sent to the network of doctors and hospitals and no major problems were reported. Employees, as well, have begun to adapt to Aetna's policies. Another less major problem has been the dental coverage. Mr. Hilburn reported that although the OU Dental College is not a provider that their coverage with Aetna would be almost the same as it was with Delta Dental. Aetna does not have a deductible for preventive care. Another issue encountered has been the Flexible Spending Account as Aetna separates custodial care and education in dependent care accounts. Employees need to be educated on what the plan will cover. The Benefits Office will continue to take feedback from employees.

Mr. Hilburn announced that the 2006 rates have not been determined, but OU does have an agreement with Aetna that their charges cannot exceed rates for the State plan. Rates will be available in August for the Benefits Committee to work with and present to the September Regents' meeting.

Mr. Hilburn went over some of the current issues in the Human Resources Office. They are looking at a short term disability program and guidelines for leave accrual at all campuses to bring them into consistency. The option of choosing Teachers Retirement or the new retirement plan for new employees started July 1, 2004. For employees with start dates prior to July 1, 2004, the option is pending a response from the IRS; hopefully they will have an answer by July 2006. OUHSC will have a tobacco free policy effective July 1, 2005. A committee has been formed to work with employees that smoke.

Background checks on prospective employees are being improved. Human Resources is developing recommendations for comprehensive checks that will better protect employees, patients, students, and the financial interest of the University and will bring OU in line with competitive practices. Lastly, physical renovations of the Human Resources office space are planned to improve employee access and service.

There was discussion regarding term life insurance conversion at retirement. Mr. Hilburn will complete research on this topic and bring back to the Staff Senate.

## **Call to Order**

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 11:15 a.m.

**I. Chair's Report**

*Presented by Don Clothier*

Don announced that Gerry Moore, a member of the Staff Senate Executive Committee, is retiring. The Ex-Officio position will be filled by Jim Sharp.

Don expressed his thanks to the Officers, Representatives, and Alternates for their support during the past year. He stated that the Senate enjoyed many successes, including the Holiday Party, which not only brought Staff and Students together, but involved some special patients as well. Staff Week had the new t-shirt theme and logo contests that were a success. The Employee Recognition Luncheon, as well as Staff Week in general, had increased participation this year.

Don announced that there were certificates of appreciation for all outgoing Senate members and they should pick them up after the meeting. He thanked the entire Senate for their hard work and participation.

**II. Approval of the May 2005 Meeting Minutes**

Corrections stated: the presenter of the George Nigh report was Denaye Atwell.

It was moved by Christina Sharp and seconded by Susan Hodges that the May 2005 minutes be approved as corrected. Motion carried.

**III. Treasurer's Report**

*Presented by Don Clothier*

**April 2005**

Starting Balance: \$9,971.47

Revenue

Miscellaneous Sales (Inventory)	38.00
Spring Craft Fair, OKC	170.00
Staff Week T-shirt Sales	<u>1,491.00</u>
TOTAL REVENUE	\$1,699.00

Expense

Craft Fair, OKC	70.00
Craft Fair, Tulsa	186.98
Sales Tax (March)	<u>107.18</u>
TOTAL EXPENSE	\$ 364.16

Ending Balance: \$11,306.31

**IV. Tulsa Campus Report**  
No Report

**V. George Nigh Campus Report**  
*Presented by Sherry Frame*

June EAC activities include a yard sale on June 3 to raise funds for end of the year activities for staff and patients. On June 9, George Nigh will celebrate Dr. Alexander's birthday with a Spring Fling, Hawaiian style. Spring Fling is a tradition to celebrate upcoming vacation days. Patient census at George Nigh continues to be good.

**VI. Committee Reports**

**A. Committee on Committee Report:**

*Presented by Barbara Grayson*

Senate Resignations

Group III Representative Linda Reeves, 2005-07, retiring  
Group V Alternate Shawn Elwell, 2005-06, moving to Group XI  
Group X Representative Wilfried Bardet, 2005-07  
Group XI Representative Billie Acree, 2005-07, accepted Secretary position

Senate Recommendations

Group XI Patsy Kouhdari (first Alternate) to Representative, 2005-07  
Group XI Shawn Elwell, Alternate, 2005-06

Senate Vacancies (2005-06 year)

Group I 1 Representative, 2005-07; 1 Alternate, 2005-06  
Group III 2 Representatives, 2005-07; 2 Alternates, 2005-06  
Group IV 1 Alternate, 2005-06  
Group V 1 Alternate, 2005-06  
Group VIII 1 Alternate, 2005-06  
Group X 1 Representative, 2005-07; 1 Alternate, 2005-06  
Group XV 1 Alternate, 2005-06

Committee Resignations

Athletics Committee	David Lingo, 2003-07
Campus Parking Committee	Jill May, 2004-06
Discrimination & Harassment	Jill May, 2004-06
Employee of the Month	David Lingo, 2003-05; Jill May, 2004-06
University Copyright	Jill May, 2003-07

Committee Recommendations

Committee on Committees	Felita Sapp, 2004-07
	Brian Burrough, Chair, 2005-06
	Sarah Washam, 2005-07
	Debbie Young, 2005-07
	Debbie Harding, 2005-07

Campus Parking Committee	Shirley Wheeler, 2004-06 Augustine Coyle, 2004-06 Margaret Siguenza, 2005-07 Patsy Kouhdari, 2005-07
Employee of the Month Committee	Cheryl Williams, 2004-06 Barbara Manuel Brewster, 2004-06 Trish Wilhelm, 2005-07 Yolonda Sampson, 2005-07
Employee Recognition Committee	Pat Word, 2005-07 Cheryl Williams, 2005-07 Pat Vinson, 2005-07 Arlene Channon, 2005-07 Ann Castleman, 2005-07 Patsy Kouhdari, 2005-07 Rosemary Patterson, 2005-07
Policy Review Committee	Felita Sapp, 2005-07 Sarah Washam, 2005-07 Kate Stanton, 2005-07
Special Projects Committee	Christi Madden, 2003-06 Michelle McMillan, 2003-06 Roman Goate, 2003-06 Jeff Ersland, 2005-07 Wendy Mounger, 2005-07 Rhonda Watson, 2005-07 Rhonda Switzer, 2005-07 Debbie Young, 2005-07
Staff Week Committee	Billie Acree, 2005-06 Brenda Gentry, 2005-06 Rhonda Watson, 2005-06 Karen Longenbaugh, 2005-06 LaChanda Stephens-Totimeh, 2005-06 Rhonda Switzer, 2005-06 Brenda Wilkerson, 2005-06 Pat Word, 2005-06 Paije Fauser, 2005-06
Staff Grievance (Volunteer Pool)	Don Clothier, 2005-06 Elaine Davis, 2005-06 Patricia Drew, 2005-06 Linda Hamilton, 2005-06 Shirley Wheeler, 2005-06 Linda Womack, 2005-06 Danetta Yandell, 2005-06 Karan Glickman, 2005-06 Roman Goate, 2005-06
Athletics Committee	Eric Johnson, 2003-07
Discrimination and Harassment	Augustine Coyle, 2004-06
Copyright Committee	Kate Stanton, 2003-07
Employee Benefits Committee	Karan Glickman, 2005-09
Patent Advisory Committee	Kate Stanton, 2005-08

Committee Vacancies

None

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

**B. Employee of the Month**

*Presented by Cheryl Williams*

The June 2005 Employee of the Month is Windy G. Nunnery, Staff Assistant, in the Department of Microbiology and Immunology. Her reception will be Friday, June 3, 2005, from 2:00-3:00 PM in the 10<sup>th</sup> Floor Lobby of the Biomedical Sciences Building.

**VII. Unfinished Business**

None

**VIII. New Business**

**A. Parking Update**

*Presented by Doug Myers, Parking Office*

The parking lot construction in Lot A is progressing well. After a couple of problems with tearing out the old asphalt, disabling communications and electrical power to Lot A1, the contractors are back on schedule for completion prior to school starting in August. The Parking Office is continuing to work with Federal APD, the contractor to provide our new Parking Access and Revenue Control System. The Faculty House parking lot was scheduled to be repaved this summer, starting July 31<sup>st</sup> with a completion date of August 26<sup>th</sup>. Unfortunately the Parking Office ran into some issues, and must go through the City of OKC for building permits along with receiving approval from the Capital-Medical Center Improvement and Zoning Commission. It was very unlikely that all the issues could be resolved in time to prepare and issue construction documents for bid, have it out the required 21 days and have construction start the first week of August. Therefore they have rescheduled the parking lot to be completed in June 2006.

Mr. Myers reminded the Senate that if anyone has any problems with parking that cannot be resolved, please contact him at 271-3685 or send him an email.

**B. End of the year business**

Don Clothier introduced the new officers for 2005/2006:

Barbara Grayson, Chair  
Brian Burrough, Chair-Elect  
Billie Acree, Secretary  
Christi Madden, Treasurer

Don Clothier, Past Chair

Don Clothier stated that there were five plaques left from the Employee Recognition Luncheon that were not picked up. He asked Representatives to pick up any for their building and deliver them to the individuals.

Don also reminded the Staff Senate Representatives and Alternates to pick up their certificates after the meeting.

Don expressed his thanks to Roman Goate, Past Chair, for all of his support over the past year. He invited Roman to the Podium for any last words. Roman thanked the Staff Senate for their support the past three years.

It was moved by Linda Womack and seconded by Brian Burroughs that the July 2005 meeting be cancelled. Motion carried.

**VIII. Announcements**

Julius Hilburn acknowledged Gerry Moore and announced that there will be a reception at the Faculty House on Thursday, June 30<sup>th</sup> from 4:00-6:00 PM and everyone is invited.

**IX. Adjournment**

It was moved by Linda Womack and seconded by Brian Burrough to adjourn the meeting at 11:35 AM. The next meeting will be August 4, 2005, at the Bird Library Auditorium.

Respectfully Submitted,

---

Billie Acree, Secretary

Handouts:

June 2005 Agenda

May 2005 Minutes

April 2005 Treasurers Report