

THE UNIVERSITY OF OKLAHOMA
STAFF SENATE
 Regular Meeting Minutes
 Thursday, October 6, 2005
 BIRD LIBRARY AUDITORIUM

<u>GROUP</u>	<u>MEMBERS PRESENT</u>	<u>MEMBERS ABSENT</u>
Ex-Officios, Provost Designees	Jim Sharp, Diana Stone, Barbara Sappenfield, Connie Gould	Ken Rowe, Cheryl Ottman
Officers	Don Clothier, Brian Burrough, Christi Madden, Pat Word	Barbara Grayson, Jennifer Nelson
Guests	Doug Myers, Sandy Cavalier, Madalyn McCollum, Diana Harbolt, Nick Kelly, Denette Roulinson	
Group I	Paula Reed, Cheri Elliott, Scott Smith	
Group II	Felita Sapp	Melody Murdock, Don Osban
Group III	Rochelle Kendrick, Angela Lewis	Scott Hannan, Amber Tytenicz, Carole Clark, Roman Goate
Group IV		Michelle Jacob, Zachary Stevens
Group V	Debbie Young, La'Chanda Stephens-Totimeh, Kathy Briggs, Cheryl Williams, Stacey Snodgrass	Stephanie Jimenez
Group VI	Jennifer Maertzweiler	Rhonda Switzer, Barbara Puckett
Group VII	Augustine Coyle, Susan Hollinger	Lillian Heron
Group VIII	Kevin Fitzgerald	Dorothy Reyes, Beverly Jefferson, Chris Hodges
Group IX	Marissa Warma, Dorothy Ballou	Stacy Wigley, Linda Stewart
Group X	Darlene Switalski, Kathy Alvarez, (Patricia Wilhelm)	
Group XI	Linda Womack, Brenda Wilkerson, Jeannie Brown	Priscilla Peer, LaDona King, Patsy Kouhdari, Shawn Elwell
Group XII	DeNaye Atwell	Sherry Frame
Group XIII	Bob Farringer, Michelle McMillan, Susan Perkin	
Group XIV		Rita Hains, Peggy Geren
Group XV	Debbie Lehman, Rita Foster	Debbie Lehman, Rita Foster

Note: Members in parentheses are on the current COC report as either resigning from the Senate or as new members.

I. Guest Speakers

Nick Kelly & Sandy Cavalier, Human Resources

Nick Kelly introduced Sandy Cavalier, the new Benefits Administrator for HSC. She has been at HSC since January and has been working behind the scenes preparing for the annual enrollment.

Sandy discussed the changes and updates regarding the benefits annual enrollment. HSC went live in late July with a new Benefits Administration System, which will allow HSC to provide employee self service. Employees now have access to the database from desk top computers on campus locations. There are 3 modes of self service, two are available now and open enrollment will be available soon.

Employees may access the inquiry mode from the OUHSC website on the Human Resources page. Employees can change and view personal information, view the benefits summary, and change dependent personal information as well as beneficiary personal information and allocation. Employees can also view payroll information and current earning statements but may not make changes.

The second mode of self service was made available in September to new hires. They may now access the website.

The greatest advantage to self service is the option to process open enrollment benefits changes online. Open enrollment begins on October 31st. Employees will be receiving the same packet that they generally receive with the benefits guide and enrollment form that is specific for each employee. The Benefits Office will provide any support needed during the enrollment process; their number is 271-2188. The Benefits office will also be providing several labs around the campus with work stations so that people who do not have access to a computer of their own can come to a central location to take advantage of the online enrollment.

Madalyn McCollum, Project Director, OASIS

Madalyn discussed the Oklahoma Areawide Services Information System, or OASIS, which is a program of the Department of Pediatrics. The Medical Director is Dr. Roger Sheldon. OASIS is a statewide information and referral service primarily for children and adults with special needs with a wide range of conditions. They also provide generic information and referral - the process of providing assistance to people who are in need of specific service and community resources, such as clothing, food, shelter and housing. They usually provide this on a one-on-one basis by telephone. OASIS receives many calls for equipment, mobility, wheelchairs, communication devices and things of that nature as well as low cost or free health care through free clinics, dental care, dentist who treat children with disabilities, mental health counseling, substance abuse programs, in home assistance and individuals needing support through support groups.

OASIS can be contacted on campus at ORI EB 102. OASIS works closely with the Oklahoma 211 in the Tulsa area. In Oklahoma City Heartline will provide the 211 service in late November.

Diana Harbolt, Citizens Caring for Children

Diana spoke about Citizens Caring for Children (CCC), which was started 21 years ago by George & Rose Harper. CCC is now seeing about 3,000 foster children a year. On any given day there are 6,600 children in foster care here in Oklahoma. Last there were nearly 13,000 confirmed cases of abuse and neglect. When the child is picked up by the police and taken out of an abusive situation they go to the County Shelter with nothing except what they are wearing. The children stay in the shelter until they can be placed in a foster home or until a relative takes them. After they are placed in the foster home, the first place they come is the CCC Resource Center Facility on 50th between Santa Fe and Lincoln Blvd. The CCC has several programs, one of which is Back to School, which provides school supplies. They are open 2 days a week for the children to get school supplies, clothing, and whatever they need to start over.

CCC also has a mentor program. As foster children are moved through the system, they are often looking for a friend. They train and match adult volunteers with foster children to offer friendship, guidance, and support.

Another CCC program is Santa Stop and OUHSC is going to be helping this program through the Staff Senate Special Projects Committee. They will be collecting toys and monetary donations to help these children.

Call to Order

Past Chair Don Clothier established an attendance quorum. He also announced the names of members present that would be voting in the meeting. Chair-elect Brian Burrough called the meeting to order at 10:40 a.m.

II. Chair's Report

Presented by Brian Burrough

Earlier this month Don Clothier, Barbara Grayson, and Brian Burrough met with a new Assistant Director for Human Resources, Cynthia Clegg. Cynthia hit the ground running and already met with numerous employees. She was interested in what the Staff Senate's role is and what we felt about the current HR department. The officers told her that over the past few years we have seen a positive movement from HR in getting the Staff Senate's opinions and keeping us informed of future changes. The one area of concern that always has been, and probably always will be, was benefits.

In light of the recent suicide, by bomb incident during the OU-Kansas State game, Brian contacted a colleague on the Norman Campus Police and they felt it appropriate to let everyone know who might be attending any of the games for the remainder of the season of some of the new security procedures that will be in place. Attendees should plan on taking extra time getting into the game. Security will be conducting more thorough searches of bags and patting down in some situations. Anyone refusing to be searched or having their belongings searched will not be allowed into the stadium. Vehicles utilizing the west parking structure will be screened more closely. There will also be

plain-clothes security throughout the stadium. All stadium pass-out passes have been suspended for the remainder of the season.

Brian report a recent incident on campus. A robbery by firearm was reported to have occurred in the 700 block of Stanton L. Young Blvd. at approximately 8:30 pm on Wednesday, September 28, 2005. The victim did not see the firearm. The suspect had a 14" X 14" black bag and was pointing it at him and said he had a gun. The suspect is described as a white male, 5'7" – 5'8", medium build, 25-30 years of age, with a brown beard. Suspect was wearing a ball cap and jacket. This is just a reminder to keep an eye out of your surroundings and if you see anyone matching the description, please give campus police a call at 271-4911 or utilize one of the emergency blue phones located throughout campus and in the parking lots and garages.

III. Approval of the September 2005 Meeting Minutes

Correction: Kathy Briggs did attend the September meeting.

It was moved by Darlene Switalski and seconded by Paula Reed that the September 2005 minutes be approved as corrected. Motion carried.

IV. Treasurer's Report

Presented by Christi Madden

August 2005

Starting Balance: \$6,657.39

Revenue

Staff Week Donation	\$100.00
Fall Craft Fair	846.00
Inventory Sales	<u>5.00</u>
TOTAL REVENUE	\$951.00

Expense

Spring Craft Fair, Tulsa	40.00
Payday on Payday, OKC & Tulsa	<u>437.62 (candy)</u>
TOTAL EXPENSE	\$477.62

Ending Balance: \$7,130.77

V. Tulsa Campus Report

No Report

VI. George Nigh Campus Report

Presented by DeNaye Atwell

The Employees' Activity Committee will sponsor a Silent Auction October 24-28. They will have a Halloween party to include a pumpkin carving contest on October 31st for patients and staff.

VII. Committee Reports

A. Committee on Committees Report

Presented by Brian Burrough

Senate Resignations

Group II Melody Murdock, Alternate, 2005-06 (left University)

Senate Recommendations

Group X Trish Wilhelm, Alternate, 2005-06

Senate Vacancies

Group I 1 Alternate, 2005-06

Group II 1 Alternate, 2005-06

Group III 1 Alternate, 2005-06

Group IV 1 Alternate, 2005-06

Committee Resignations

None

Committee Recommendations

Special Projects Committee Trish Wilhelm, Member, 2005-07

Staff Week Committee Cheryl Ottman, Additional Member, 2005-2006

Committee Vacancies

Employee Recognition Committee Member, 2005-07

Corrections

Athletics Committee: Eric Johnson's term expires in 2006, not in 2007 as reported in the June 2005 COC Report.

It was moved by Cheri Elliott and seconded by Rochelle Kendrick that the Committee on Committees report be approved as presented. Motion carried.

B. Employee of the Month Report

Presented by Cheryl Williams

The September 2005 Employee of the Month is Wendy McGuckin, Administrator with Department of Medicine, Infectious Diseases. Her reception is scheduled for October 24th from 3-5 p.m. in the Dept. of Medicine Library.

C. Special Projects Committee Report

Presented by Christi Madden

The Special Projects Committee sold water, soda, peanuts and candy bars at the Wacky Games on September 15th. Sales were good. Thank you to everyone who volunteered.

The Fall Fundraiser samples have arrived. They were out for viewing and sale at the Fall Craft Fair on Tuesday, October 4th. The items are available for order until October 31st and will be delivered prior to the Thanksgiving break.

At the Fall Craft Fair the Special Projects Committee had a bake sale table with over 20 people donating baked goods, which raised over \$270.00. Thanks to all who gave time to help set up, work the Staff Senate tables, and clean up. A special thanks to all who donated baked items.

The Special Projects Committee will be doing a Toy and Fund Drive with the Student Association this year. They will make monetary and toy donations to the Citizens Caring for Children and Positive Tomorrows who will be represented at the next Staff Senate Meeting. The goal this year is 6 pickup loads of toys, which is twice as many as donated last year.

D. Staff Week Committee

Presented by Cheri Elliott

The Staff Week Committee discussed purchasing a gift for all staff to be given out during staff week. They have \$2,600 in the budget for this. They will discuss possible options for a staff gift at the next meeting and Jennifer Nelson will have samples for the Committee to look at.

The Committee met on October 3rd and reviewed the nominations for the Theme Contest, for which there were 77 entries. The winning theme was selected from the top 3 entries and was "Working Together for a Healthier Tomorrow". The winning entry was submitted by Cheryl Ottman. An email went out this week for the Logo Contest. The winner will be announced at the November Staff Senate Meeting. The next meeting for the Staff Week Committee will be November 1st.

VIII. Unfinished Business

None.

IX. New Business

A. Parking Update

Presented by Doug Myers, Parking Office

Due to time constraints, Doug Myers did not speak. He did a short question and answer session. It was brought to Doug's attention that there were 4 lamps outside

the Library on the West side that are not lit early in the morning. Doug said he would report it to Site Support as it is their responsibility. It was also reported that there were lights out on the 3rd floor of Children's Parking structure.

X. Announcements

Brian Burrough announced that the coasters from the SPC Fall Fundraiser would not be sold 4 for \$18.00 as previously announced due to some unforeseen costs. They will be sold for \$5.00 each.

XI. Adjournment

It was moved by Cheryl Williams and seconded by Brenda Wilkerson to adjourn the meeting at 11:05 AM. The next meeting will be November 3, 2005, at the Bird Library Auditorium.

Respectfully Submitted,

Pat Word, Secretary

Handouts:
October 2005 Agenda
September 2005 Minutes (Draft)
August 2005 Treasurers Report