

THE UNIVERSITY OF OKLAHOMA  
**STAFF SENATE**  
 Regular Meeting  
 Thursday, March 6, 2008  
 BIRD LIBRARY AUDITORIUM

<u>GROUP</u>	<u>MEMBERS PRESENT</u>	<u>MEMBERS ABSENT</u>
Ex-Officios, Provost Designees	Cynthia Clegg, Don Clothier, Diana Stone	Joie White, Ken Rowe
Officers	Paije Fauser, Casey Partridge, Paula Reed, Patsy Kouhdari, Brian Burrough	
Guests	Nichole Hood, Pat Wilson, Myrna Laughlin, Linda Atkins, Doug Myers	
Group I	Linda McConnell, Cheri Elliott	Stephanie Odparlik,
Group II	Angie Stringfellow	Sally Davenport
Group III	Brian Wilburn, Brandi Green, John Oster, Heather Markgraf	Amber Tytenicz, Angela Lewis,
Group IV	Matt Cloud	Allen Eason, Patti Matney
Group V	Debbie Young, Kathy Briggs, Benjamin Lawson, Tina Pekas,	Jeff Hille, Keri Davis, Ann Cuomo,
Group VI		Tasiska Davis, Heather Hogan-Cline
Group VII	Katy Wandel	Patsy Johnson, Augustine Coyle
Group VIII		Dorothy Reyes, Amy Lobner
Group IX	Arlene Channon, Mary Baisch, Gail Chapman	
Group X		Pamela Cedeno, Charla EchoHawk
Group XI	Lori Bradley, Lisa Suriano, Jeannie Brown, Stacy Sery	

**Call to Order**

Brian Burrough, Past-chair, indicated there was a quorum and announced the voting members for today's meeting. Paige Fauser, Chair, began the meeting at 10:26 a.m. following the guest speaker.

**Guest Speaker:** *Dr. Cheri Marcham, OUHSC University Environment Health and Safety Office.* Dr. Marcham presented a PowerPoint presentation on "Workplace Safety and Ergonomics". Ergonomics is the study of the relationship between the body and machine. The ergonomic goal is to have 'neutral body posture' which places the body in the less amount of stress. The presentation included a detailed explanation as well as pictures demonstrating the 'Sitting Neutral Position' which should allow:

- Straight back positioning with 'S' curve in chair for lumbar support
- Squared shoulders
- Hips, knees and elbows all at 90° angles
- Feet flat on the floor or on a foot rest if not able to reach the floor
- Key board alphabetical keys centered in front of you
- Maintain flat wrist positioning

Examples of good and poor work spaces were reviewed, type of chair to provide good posture while at a desk, positioning of keyboard, mouse, monitor, and documents. The entire PowerPoint presentation is available on the Staff Senate website as well as the Environmental Health and Safety website.

**I. Approval of the December 2007 Minutes and February 2008 Notes**

December 2007 Minutes had no changes. Jeannie Brown made a motion and Debbie Young seconded the motion to approve the December Minutes. Motion carried.

February 2008 Notes had one correction submitted by Don Clothier. On page 1, the location should be the Family Medicine Center, not the Family Medicine Clinic. Mary Baisch made a motion and Matt Cloud seconded the motion to approve the February Notes with this change. Motion carried.

**II. Treasurer's Report - Presented by Patsy Kouhdari**

	<u>Revenue</u>	<u>Expenses</u>	<u>Balance</u>
<b>January 1, 2008</b>			<b>8,782.37</b>
Spring Craft Fair	104.00		
Cupid Express	1,245.00		
<b>Total Revenue</b>	<b>1,349.00</b>		
Cupid Express (Supplies)		78.24	
<b>Total Expenses</b>		<b>78.24</b>	
<b>January 31, 2008</b>			<b>10,053.13</b>

**III. Committee Reports**

**A. Committee on Committees Report -Presented by Casey Partridge**

No changes to the report from the last meeting.  
 Casey announced that nominations for the 2008-09 Staff Senate officer positions of Chair-Elect, Secretary, and Treasurer will be announced at the April meeting. Please contact Cheryl with the Staff Senate Office or Casey if you are interested in being considered for one of these positions, or if you have the name of someone to submit. Officers will be elected at the May meeting.

**B. Employee of the Month Report - Presented by Casey Partridge for Dave Clark**

The February 2008 EOM was Lan Palasz. Lan is a Senior Account Clerk in the College of Pharmacy. Lan’s reception was held on Feb 28th, 2008 in the College of Pharmacy.

The March 2008 EOM is Vickie Jakes. Vickie is a Patient Accounts Representative IV, with Communication Sciences & Disorders. Vickie’s reception is scheduled for Thursday March 27th at 12 noon in the Keyes Speech and Hearing Center.

**C. Employee Recognition Committee – Presented by Paije Fauser, Chair in the absence of Sally Davenport and Pat Vinson Co-Chairs**

The Employee Recognition Luncheon will take place on Wednesday, April 30, 2008 from 11:00 a.m. until 2:00 p.m. at the National Cowboy Hall of Fame. Letters have

been sent to all service awardees, EOM, VIPS and Retirees with response due back by March 7<sup>th</sup>. The committee is busy working on a slide show and would like to request assistance from members of the Staff Senate. If you have access to pictures from the past of the campus, colleges or programs and are willing to share, please send to Cheryl in the Staff Senate Office. We will make sure they are returned

**D. Policy Review Committee – Presented by Brian Burrough, Chair**

Brian presented the proposed amendments to the current Constitution and Operating Procedures of the Staff Senate that were discussed at the February meeting. He noted that the title of individuals serving in the Staff Senate will change from “Representative” to “Senator”. Other notable changes are that since Tulsa has their own Staff Senate, representation from Tulsa has been removed from our documents as well as clean up of punctuation.

One change found in the Constitution in Article IV, No. 4. Don Clothier made a motion to change the language to read: “Officers as defined in Article V. “ Motion was seconded by Ben Lawson. Motion passed.

The Policy Review Committee recommends the changes as presented. Motion passed.

**E. Special Projects Committee Report - Presented by Matt Cloud, Co-Chair**

Spring Craft Fair has 29 tables booked as of yesterday and vendors have until March 28th to reserve their tables. We are expecting to sell out as usual. Spring Fundraiser is an OU umbrella (\$10.00), OU fan (7.50), and OU paperweight (\$5.00). Pre-orders will be taken April 28th- May 9<sup>th</sup> with delivery anticipated in the middle of May. Cupid Express was a success with the net profit being close to \$700.

**F. Staff Week Committee - Presented by Brian Wilburn**

The Staff Week Committee is busy working to finalize the budget for the items to be served this year. Staff Week will be held the week of April 28th thru May 2nd.

- ◆ Monday, April 28th, will be Coke and Popcorn Day with plans to serve 1,200 staff.
- ◆ Tuesday will be Ice Cream Sandwich Day. Plans are to serve 1,200 staff (doubled from last year’s 600), in order to avoid running out as quickly as last year.
- ◆ Wednesday the ERC Committee will have the ERC Luncheon.
- ◆ Thursday the Spring Craft Fair is being sponsored by the Special Projects Committee.
- ◆ Friday is the Cookout and ChiliFest Day with plans to serve 1,500 staff. Additions to this year’s event are music and tables so staff will be able to hang around and enjoy their lunch on the library patio. ChiliFest has also been increased from 10 entries to 20, with 10 serving chili starting at 11am and 10 serving around noon. The ChiliFest entrants will have a chance at several great prizes which have been donated.
- ◆ Staff Week t-shirts have had a bit of a change. OU Licensing requested that we include “Staff Week” on the shirt and we have submitted a change of the

design to meet their request. Shirts ordered by the Staff Senate members will be done as soon as the change is approved.

- ◆ The events for Staff Week this year are shaping up to be very exciting and everyone is encouraged to plan now to participate.

**IV. Unfinished Business - None.**

**V. New Business**

**A. Parking Update – *Doug Meyers***

1. CHL Parking Lot. The University has signed a letter of agreement to purchase Center for Healthy Living with closing scheduled for March 31<sup>st</sup>. As of April 1, 2008, anyone parking in that lot will be required to display current parking permits. Plans include moving contractors from that lot to either a gravel lot across 8<sup>th</sup> street or at the Presbyterian Health Foundation parking garage. There are approximately 170 contractors with FlintCo currently parking in CHL. In discussions with Republic Parking, the Dean McGee parking garage is scheduled to be completed at the end of March, allowing their 175 employees to move out of the Center for Health Living parking lot. Parking will continue to be a challenge at CHL once the new Ambulatory Surgery Center construction begins which will result in 200 fewer parking spaces.
2. The rehabilitation repairs at the Williams Pavilion Parking Garage are continuing on schedule. The contractors received the stairwell treads the week of February 18<sup>th</sup> and have been installing them. Deck coating will start April 1<sup>st</sup>, and will progress, if the weather cooperates. The coating needs warm temperatures and dry weather to cure correctly. The project is scheduled to be completed by the end of April.
3. There are approximately 80 pre-cast concrete guardrails on the 2<sup>nd</sup> and 3<sup>rd</sup> levels of the Williams Pavilion Parking Garage similar to the two guardrails that failed in August 2006 and September 2007. A scope of services proposal has been received from Zahl-Ford, Structural Investigators & Consultants to perform a systematic evaluation of the guardrails on the 2<sup>nd</sup> and 3<sup>rd</sup> levels of the garage and provide details to repair/strengthen the guardrail connections. The structural engineering fee is approximately \$75,000.00 and will go to out for bid and will require the Regents approval.
4. A flyer showing the Central and West bus routes with pick up points is available at this meeting. The Central Route is a 7 ½ minute service while school is in session. Everyone is encouraged to try the shuttle service the next time to travel across campus for meetings, etc.
5. The Hospital Authority has agreed to hosts a monthly meeting with the Authority, Republic Parking and OUHSC Parking & Transportation to discuss the many parking challenges on the Oklahoma Health Center Campus. Upcoming construction will include the old Children's Hospital three towers, Nicholson, Bielstein and Garrison, and will directly impact parking on the east side of campus.

6. OU Medical Center recently completed a study on the structural damages in the Presbyterian Parking Garage. When repairs are done, their employees will be moved out of the garage, similar to what occurred during the WP Parking Garage rehabilitation.

7. Parking Permits – All parking permits will expire on August 31, 2008, and Parking is reviewing the options available to assist customers renew their permits.

8. K Lot – Site Support is currently replacing the old lights in Lot “K” with metal halide light fixtures. They have finished the first half of the lot, and are awaiting the second order of lights so they can finish this project.

9. OUHSC Parking continues to work with Federal APD on the Final Acceptance Test of the parking garage entry system. They have been working on the software issues since December and this week installed another patch to try and fix the problems. Unfortunately, our problems increased, which is the reason the gates have been open so often. Federal APD has a dedicated team who are working to meet the specifications in the contract. A meeting is scheduled to discuss the open items and their progress. Our office and this company are anxious to get this project behind us.

10. Parking Control Assistants completed a space survey on the usage of the reserved parking spaces. At 10:00, there were a total of 145 empty reserved parking spaces in the Williams Pavilion Parking Garage, and 73 empty reserved parking spaces in the Children’s Parking Garage. Each month, our office will report the available parking spaces in the parking structures. As discussed previously, individually reserved spaces, while desired by many, are an inefficient use of a scarce parking resource on campus.

## **X. Announcements**

- Casey encouraged everyone to consider nominating someone for the Staff Senate Appreciation Award. Nominations are due by March 28<sup>th</sup>.
- Brian Burrough announced that now included as part of the New Employee/Staff Orientation is an optional History of HSC tour of which he is one of the tour guides. The tour is offered the 2<sup>nd</sup> and 4<sup>th</sup> New Staff Orientation of the month.
- Cynthia Clegg announced that the Benefits website is now more user-friendly and encouraged everyone to go out and look at it. She also informed us on behalf of Julius that the EBC sub committee is still working on Health Insurance provider bids for 2009 and has narrowed it down. RFP submission period has closed and results will be announced later this spring.

## **XI. Adjournment**

Gail Chapman made a motion to adjourn. Benjamin Lawson seconded the motion. Meeting was adjourned at 11:03 AM.

The next meeting will be April 3<sup>rd</sup>, at the Family Medicine Center, Room 2800 with a representative from Healthy Sooners as the tentative guest.

Mayor Mick Cornett will be our guest at the May 8th meeting at the Bird Library Auditorium (changed to the 2<sup>nd</sup> Thursday of the month due to Staff Week). Everyone is encouraged to attend both meetings, especially the May meeting. All Staff Senate meetings are open to staff and guests.

Respectfully submitted,

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Paula Reed, Secretary

Handouts:

March 2008 Agenda

February Notes and December Minutes (Draft)

January 2008 Treasurer's Report

Corrected Amended Policy & Procedures (Draft)

OUHSC Parking & Transportation Services Shuttle Route Flyer

2008 Spring Craft Fair Vender Applications