

THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
STAFF SENATE
 Regular Meeting
 Thursday, April 2, 2009
 BIRD LIBRARY AUDITORIUM

<u>GROUP</u>	<u>MEMBERS PRESENT</u>	<u>MEMBERS ABSENT</u>
Ex-Officio Members and Provost Designees Officers	Don Clothier, Joie White, Kevin Rinaldi Casey Partridge, Brian Wilburn, Whitney Steele, Patsy Kouhdari, Paije Fauser, Cheryl Williams	Ken Rowe, Cynthia Clegg
Guests	Breion Rollins, Breann Lowe	
Group I	Stephanie Odparlik, Cheri Elliott, Beth Garison	Jennifer Springer
Group II	Andie Stringfellow	
Group III	Sondra Metzger, Heather Markgraf	Brandi Green, John Oster
Group IV	Sandy Warner, Matt Cloud, Jeffrey Wetmore	Patti Matney
Group V	Beverly Blanton, Tina Pekas, Paula Prevatt	Prabhu Kalyanaraman, Kimberly Hutchison, Brittany Scroggins
Group VI	Bobbie Brewer	Tasiska Davis, Heather Hogan- Cline
Group VII	Patsy Johnson, Pat Vinson, Carrie Kardaras	Katy Wandel, Jill Black
Group VIII	CeCe Robertson	
Group IX	Mary Baisch, Sherri Moser, Gail Chapman	Amber Hicks
Group X	Kasie Nichols, Tisha McGhee, Linnea Melton	Judy Kranz
Group XI	Lisa Suriano, Lori Bradley, Leah Lewis	Eileen Blankenship, Debbie Scott

Casey Partridge, Chair, welcomed everyone to the Staff Senate meeting. Casey announced that there would be no guest speaker at the meeting.

Call to Order: Casey Partridge, Chair, called the meeting to order at 10:07 a.m. Paije Fauser, Past Chair, indicated a quorum was present and announced the Senators and Alternates who would be voting members for the meeting.

Chair's Report: Casey reported that a committee was appointed by Ken Rowe to discuss the pros and cons of moving to a bi-weekly pay. The committee met and decided that due to the number of concerns with bi-weekly pay, the University will continue at this time with monthly pay.

The Norman Campus had a situation where an employee wanted to take a loan from their 403(b) account but was denied due to new IRS guidelines. It was not the University's decision.

The Executive Committee will start giving a brief report on what was discussed in their monthly meeting at the monthly Staff Senate meetings. This report will give Senators more information about what is going on in the Senate.

New Employee Orientation has asked the Staff Senate to give a brief presentation on what Staff Senate is all about to the new employees. Casey invited Staff Senate members interested in presenting to the New Employees to contact him. The meetings are held twice a month on the first and last Wednesday of the month. There will be a sign up sheet for any Senator or Executive Officer who wants to participate.

I. Approval of the March 2009 Minutes - A motion was made by Lori Bradley to accept the March 2009 minutes and was seconded by Carrie Kardaras. Motion passed.

II. Treasurer's Report – Patsy Kouhdari, Treasurer

February 1, 2009	<u>Revenue</u>	<u>Expenses</u>	<u>Balance</u>
			13,036.98
Cupid Express 2009	1,059.98		
ERC Luncheon Tickets	51.00		
Release Encumbered Funds (SW 2009 Gifts)	2,003.33		
Spring Craft Fair 2009	276.00		
Staff Week Shirts 2009	440.00		
Total Revenue	3,830.31		
Cupid Express 2009, Supplies		3,152.61	
Cupid Express 2009, Refunds for Mugs		60.00	
Cupid Express 2009, Returned Check		22.50	
ERC Luncheon, Supplies		175.44	
Staff Week 2009 Gifts		2,003.33	
Refund, Spring Fundraiser 2008		10.00	
Spring Craft Fair, Returned Check		40.00	
Unclaimed Property (2003)		22.25	
Sales Tax (January 2009)		186.74	
Total Expenses		5,672.87	
<hr/> February 28, 2009 <hr/>			11,194.42

III. Committee Reports:

A. Committee on Committees – *presented by Brian Wilburn, Chair*

Brian reported that there were no Senate resignations or nominations. Currently there is representation from all the buildings for next year. Nominations are still being taken for Chair-Elect, Secretary, and Treasurer. Voting for the Officers will be in May.

Senate Resignations - None

Senate Recommendations - None

Senate Vacancies

Group I	2 Alternates, 2008-2009
Group II	1 Senator, 2007-2009; 2 Senators, 2008-2010; 2 Alternates, 2008-2009
Group III	1 Alternate, 2008-2009
Group IV	1 Alternate, 2008-2009
Group V	3 Alternates, 2008-2009
Group VI	2 Alternates, 2008-2009
Group VII	1 Alternate, 2008-2009
Group VIII	1 Senator, 2007-2009; 2 Senators, 2008-2010; 2 Alternates, 2008-2009
Group XI	3 Alternates, 2008-2009

Committee Resignations

Paula Reed, Employee of the Month, 2008-10

Committee Recommendations

Cheryl Clark, Employee of the Month, 2008-10 (temporary replacement through June 2009)

Committee Vacancies - None

The Committee on Committee's recommends approval of the report.
Recommendation passed.

B. Community Outreach Committee – *presented by Paije Fauser, Co-chair*

Mission statement: “The purpose of the Community Outreach Committee is to assist the OUHSC staff in their growth as individuals, leaders and members of the community by giving back with their time and effort.” The committee will be selling popcorn and water at the Spring Craft Fair to raise money for Cavett’s Kids. A Santa has already been selected for the Christmas Tree Lighting Ceremony in December. The committee is getting ideas on how to increase attendance at the Christmas Tree Lighting Ceremony. Committee members are also working on getting donations from restaurants to help with family meals once a month at the Ronald McDonald House.

C. Employee of the Month Committee – *presented by Casey Partridge*

The March 2009 Employee of the Month, was Don Wanzer, Multi-Media Specialist, College of Pharmacy. Don’s reception was held on Tuesday, March 24, 2009, in the College of Pharmacy. The April 2009 Employee of the Month, is Sally Davenport. Sally is the Admissions Coordinator for the College of Dentistry. Her reception is scheduled for Thursday, April 30th at 3:30 p.m. in the College of Dentistry. A request was made to list the reasons why the Employee of the Month was selected when the announcement goes out via email.

D. Employee Recognition Committee – *presented by Mary Baisch and Don Clothier*

Mary reported that the final touches are being made to the luncheon. They still do not know if President Boren will be attending. The committee has invited Past Chairs to the luncheon as guests of the Staff Senate. Sally Davenport is currently updating the Power Point presentation for the luncheon. The committee will have a stuffing party on April 14th to put together badges, materials, etc. Awards will be sent to Prism Place this week for engraving. A final head count for attendees will be sent to Faculty House in the next couple of weeks. Cheryl is still in need of SUR’s for attendees. There will be a shuttle at the National Cowboy and Heritage Museum to take attendees from the parking lot to the building.

Special Projects Committee – presented by *Matt Cloud, Chair*

The Cupid Express project raised \$153.00 in revenue. A beach towel and bag with OU are being discussed for the Spring Fundraiser. The towel and bag can be sold together or separate. Pricing will be coming soon. The Spring Craft Fair has been moved to May 1st with the cookout. Around 40 tables have currently been reserved.

F. Staff Week Committee – presented by *Casey Partridge*

The Executive Committee approved the budget for Staff Week. The deadline for ordering Staff Week shirts is Monday, April 6th. Breion Rollins spoke on the free health screenings Human Resources will be overseeing during Staff Week. Thursday the 30th will be the main day for the screenings, but there will be appointment times all during the week. BC/BS will be administering the screenings. To sign up for the screenings go to the Staff Senate website and then to the Staff Week page. BC/BS will perform about 40 screenings per hour with the screenings lasting about 20 minutes. The screening will be free to all employees. The first 500 employees to sign up for the screening will receive a free gift.

IV. Unfinished Business – None

- V. New Business** – Casey announced that in honor of the Staff Senates 35th Anniversary the Senate will have a tree planting ceremony. Don Clothier has been in contact with Bobby Jackson in Landscape about the logistics of the tree planting. Landscape will provide the tree and the Staff Senate will provide the commemorative plaque.

Brian Wilburn gave the parking update.

A. Parking garage and lot repairs and maintenance –

- i. Williams Pavilion guardrail repairs have started on the 2nd and 3rd floors. Repairs are expected within 30 days. The contractor has agreed to work some weekends and afterhours to lessen inconvenience to customers.
- ii. The trenching across the second half of the K lot has started. The contractors have agreed to trench only half of the lot at a time so parking customers will be able to use both entrances and exits.
- iii. The Parking Office is suppose to take control of the College of Allied Health parking lot as soon as the construction trailer is moved out, which should be this week.
- iv. Construction of the Ambulatory Surgery Center is expected to begin in mid-April and will displace about 200 parkers in the HHODC Lot for approximately 9 months.
- v. Since the clinics will be moving to the new OUCP building in August, Parking will be renaming the 5-story parking garage to the “Stonewall Parking Garage.”
- vi. Due to the lack of parking spaces in the new Children’s Parking Garage, employees of OUCP will still be parking at the Stonewall Parking Garage and using the skywalk or shuttle.

- B. Evaluations on the current bus routes will be starting next month. Some changes will need to be made because of the moving of College of Allied Health and OUCP**

opening. If anyone has any suggestions please send an email to Parking Customer Service.

- C. Reserved Parking Spaces - Requests for Reserved Parking Areas in Williams Pavilion parking garage are still being accepted. There will be one area for reserved parking on the 1st floor of Williams Pavilion and one area on the 1st floor of the Stonewall Parking Garage. There are currently 104 people on the waiting list. If anyone wants to be added, please email your request to Parking Customer Service. As soon as the repairs are finished in Williams Pavilion the reserved parking areas will be implemented.
- D. Bike racks have been ordered for the campus. Delivery is expected within two weeks. Once the bike racks arrive, Site Support will start installation.

VI. Announcements –

- A. The University of Oklahoma Health and Sciences Center Miracle Run will be April 18th at 9 a.m.
- B. Judges for the Best Baked Bean contest will be Casey, Brian and Patsy.

- VII. Adjournment -** A motion was made to adjourn by Gail Chapman and seconded by Andie Stringfellow. Motion passed. Next meeting will be Thursday, May 7, 2009, at 10:00 a.m. in the Bird Library

Respectfully submitted,

Whitney Steele
Secretary

Handouts:

April 2009 Agenda
Senator Spotlight- Cheri Elliot
March 2009 Staff Senate Minutes
April 2009 Treasurer Report
Committee on Committees Report
Staff Senate Roster 2009-2010
2009-10 Committee Interest Form
Cookout 2009
Spring Craft Fair Application