

THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
STAFF SENATE
 Regular Meeting
 Thursday, September 3, 2009
 BIRD LIBRARY AUDITORIUM

<u>GROUP</u>	<u>MEMBERS PRESENT</u>	<u>MEMBERS ABSENT</u>
Ex-Officio Members and Provost Designees	Kevin Rinaldi, Cynthia Clegg, Don Clothier	Ken Rowe
Officers	Brian Wilburn, Matt Cloud, Whitney Steele, Paije Fauser, Cheryl Williams	Rhonda Miller
Guests	Lyndi Porter, Heidi Petitt, Melissa Borchardt, Crystal Keene, Kathy Walker	
Group I	Michelle Park	Beverly Blanton, Tina Pekas, Marie Ramirez
Group II	Sandy Warner, Patsy Johnson, Jeffrey Wetmore, Pat Vinson	Katy Wandel
Group III	Beth Garison, Stephanie Odparlik	Jennifer Springer
Group IV	Kasie Nichols, Linnea Melton, Tisha McGhee	Brian Burrough
Group V	Kelli Hayward	Kimberly Hutchison, Paula Prevatt, Anne Cuomo
Group VI	Leah Lewis, Lori Bradley, Lisa Suriano, Patsy Kouhdari	Kelsey Northcutt, Eileen Blankenship, Debbie D Scott, Jill Black
Group VII	Bobbie Brewer	
Group VIII	Gail Chapman	
Group IX	CeCe Robertson, Steve Payne	
Group X	Heather Markgraf, Kim Gaines, James Fitzgerald	John Oster, Nichole Hood, Sondra Metzger
Group XI	Soni Thomas, Devin Bartlett	Carla Guy

Call to Order: Brian Wilburn, Chair, welcomed everyone to the Staff Senate meeting and called the meeting to order at 10:05 a.m.

Brian announced that there would be two guest speakers at the meeting. The first guest speaker was Jenny Rodgers with Cavett Kids. Cavett Kids mission is to help kids with chronic illnesses. Cavett Kids focus on 3 C's – character, coping, and connection. All programs are free and events are staffed with doctors and nurses. Cavett Kids helps 700 patients each year. There are many camps that Cavett Kids conduct each year. They include Cavett Summer Camp that has about 160 kids, Kamp Kidney with 25 kids, Ski Camp, and Camp Wildfire with 25 kids. Studies have shown that kids that have diversionary play before treatment or prognosis experience less pain, tiredness, sadness, etc. Diversionary play usually consists of arts and crafts before treatment.

The next guest speaker was Chris Jones with IT. There are several new IT products that are going to be introduced in the next few months. These items are secure email, secure file transfer, file archive, meeting.ouhsc.edu, automated computer, and guest wireless network. Secure email allows sensitive data to be sent to non-HSC users. Secure file transfer will enable HSC users to send large files or folders to other users. File archive will move old unused files from short term storage to long term storage while still maintaining access to the files. Meeting.ouhsc.edu is an online meeting space for collaboration. Automated computer allows a Tier 1 to change sleep settings so screens go to sleep after 15 or 60 minutes of inactivity. A decision to opt out of this can be made by a Tier 1. The guest wireless network gives guests 12 hours on the network as long as they accept the terms and conditions of the University.

Paije Fauser, Past Chair, indicated a quorum was present and announced the Senators and Alternates who would be voting members for the meeting.

I. Approval of the May 2009 Minutes - A motion was made by Patsy Kouhdari to accept the August 2009 minutes and was seconded by Kim Gaines. Motion passed.

II. Treasurer’s Report – *presented by Brian Wilburn, Chair* (Treasurer was unable to attend the Staff Senate meeting.)

	<u>Revenue</u>	<u>Expenses</u>	<u>Balance</u>
July 1, 2009			15,327.91
Spring Craft Fair 2009	20.00		
Staff Week Shirts 2009	<u>120.00</u>		
Total Revenue	140.00		
Spring Fundraiser (OU Beach Towels)		2,742.93	
Spring Fundraiser (OU Beach Bags)		1,029.80	
Credit Card Processing Charge (Discover)		1.30	
Credit Card Processing Charge (Mastercard)		184.79	
Sales Tax (July 2009)		422.53	
Encumbered Funds for SW 2009		<u>1,260.12</u>	
Total Expenses		5,641.47	
<u>July 31, 2009</u>			<u>9,826.44</u>

There was a drawing for a beach towel, a pink long sleeve OU shirt, and a gray long sleeve OU shirt. The winners were Don Clothier (towel), Devin Bartlett (pink shirt), and Tisha McGhee (gray shirt).

III. Senator Spotlight: Don Clothier, Provost Designee, Associate Director of Information Services, Department of Family and Preventive Medicine, is this month’s Senator Spotlight. Don has been with OU for 10 years with three of those years on the Norman campus. Don said that Staff Senate has given him the chance to meet people and find out what is going on across the campus. Don would like to see Staff Senate continue its

commitment to keeping the lines of communication open and clear between staff and the administration.

IV. Committee Reports:

A. Committee on Committees Report – presented by Matt Cloud, Chair

There are eight Senate vacancies and three committee vacancies. The committee vacancies are: Committee on Committees, Community Outreach, and Special Projects.

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

The committee is finishing the supply drive for Cavett Kids. The committee will be selling bottled water and PayDay candy bars at the Wacky Games. The money earned from this fundraiser will be given to the Ronald McDonald House. The committee will also be selling popcorn and pop at the Fall Craft Fair. Money earned from this fundraiser will also go to the Ronald McDonald House. The committee is still looking for food donations from restaurants to serve at the Ronald McDonald House.

C. Communications Committee – No report for September.

D. Employee of the Month - presented by Patsy Kouhdari, Chair

The Employee of the Month for August was Yvonne Ledford. Her reception was held on August 25, 2009, at the Rogers Building room 228. The employee of the Month for September is Kasie Nichols. Her reception will be held Tuesday, September 29, at 2:30 p.m. in the Molly Shi Boren Garden.

E. Employee Recognition Committee – presented by Sandy Warner, Co-Chair

The committee just had their second meeting. A tour of the National Cowboy and Western Heritage Museum will be given on September 17. There was a meeting with Faculty House about next year's luncheon prices and menu. The committee decided not to have door prizes at the 2010 luncheon. There is still a need for photos for the slideshow and volunteers.

F. Special Projects Committee – presented by Melissa Borchardt, Co-chair

The committee is discussing what to sale for the Fall Fundraiser. The Fall Craft Fair has not been opened to outside vendors. The cost to have a booth at the craft fair is \$25.00 for OUHSC employees and \$35.00 for non-OUHSC employees. The craft fair still needs more food vendors.

G. Staff Week Committee – No report for September

V. Unfinished Business – None

VI. New Business – None

VII. Announcements – The Community Outreach Committee is taking the supplies donated to Cavett Kids next week. Wacky Games are September 25 at the Bird Library Patio.

VIII. Adjournment - A motion was made to adjourn by Devin Bartlett 11:00 a.m. and seconded by Lisa Suriano. Motion passed.

Next meeting will be Thursday, October 1, 2009, at 10:00 a.m. in the Bird Library Auditorium.

Respectfully submitted,

Whitney Steele
Secretary

Handouts:

September 2009 Agenda
July 2009 Staff Senate Minutes
September 2009 Treasurer Report
Committee on Committees Report
Senator Spotlight
HSC Staff Senate Operating Procedures
It Fall New Product Introduction
You are a Senator for HSC Staff Senate....now what?
Art and School Supplies for Cavett Kids