

THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
College of Nursing, Room 130
STAFF SENATE
February 7, 2002

CALL TO ORDER

Chair Debbie Harding called the regular meeting of the Staff Senate to order at 10:05 a.m. at the College of Nursing Auditorium.

REPRESENTATIVES, ALTERNATES, OFFICERS, AND EX-OFFICIO PRESENT (BY GROUP):

Ex-Officio Members: Gerry Moore, Peggy Brown, Ellen Ware, Connie Gould (via video conference)

Provost's Designees: Linda Womack, Barbara Sappenfield

Officers: Debbie Harding, Mary Baisch, Barbara Grayson, Anna Nebgen

Guests Present:

Representatives/Alternates:

Group I	Linda Vincent
Group II	David Dembinski, Karen Rucker
Group III	Angie Ridings, Eloy Candelaria, Roman Goate, Cheryl Smith
Group IV	Barbara Lynch, Michelle Jacob
Group V	Barbara Grayson, Shirley Menefee
Group VIa	Yolonda Sampson, Jeanne Heath
Group VIb	Rita Hains
Group VIc	Vicki Holman, Gail Gregg
Group VII	Ann Castleman, Pat Vinson, Augustine Miller
Group VIII	Margie Miller, Cheryl Polston
Group IX	Mary Baisch, Alice Reed, Lavonne Glover
Group X	Debbie Young, Angela Grant
Group XI	Billie Acree, Janet Moore, Lisa Dickson

Group XII Sherry Frame, Amey Rice

REPRESENTATIVES, ALTERNATES, OFFICERS, AND EX-OFFICIO ABSENT (BY GROUP):

Ex-Officio Members: Ken Rowe

Representatives/Alternates:

Group I	Kenneth Myers
Group II	Karma Tolbert
Group III	Leslie Law, Lana Wrenn
Group IV	None
Group V	Brenda Gentry
Group VIa	Keli Martin
Group VIb	Joanna Kishner
Group VIc	None
Group VII	None
Group VIII	Marjorie Lambert
Group IX	None
Group X	Karolyn Ruffin
Group XI	Janet Finney, Elaine Harris, Holly Stokes
Group XII	None

I. SPECIAL SPEAKER – Merv Johnson, Director of OU Football Operations

Chair Harding introduced our special speaker, Merv Johnson who is Director of OU Football Operations. Coach Johnson's motivational talk included encouragement and insight that he shares with student athletes but that are relative to everyone on the job and in everyday life.

II. PRESENTATION OF UPCOMING CHANGES IN BENEFITS FOR NEXT YEAR – Angie Ridings and Schaeller Anderson Report – Eric Wright

Angie presented a handout that included information of our overall losses for this year. If there is no change overall there will be a 25-36% increase. Benefits will be approved at the Regents meeting on March 27, 2002. Since Angie gave detailed information Eric Wright did not address the group.

III. SHARED LEAVE REPORT - Angie Ridings

Angie presented a copy of the OU Tulsa/Oklahoma City Shared Leave Committee Annual Report for calendar year 2001. Vince Lepak, chair of the committee spoke via video conferencing. He explained the way the policy was set up and overall he believes that things have gone well. He asked for questions and initially there were none but later there were questions and concerns from the senate members.

IV. APPROVAL OF MINUTES OF December 6, 2001

Chair Harding asked if there were any corrections to the minutes of December 6 and there were two. Kathy Walker asked that the minutes reflect the purpose of Dr. Ferretti singing to Staff Senate, which was to pay his "debt" for not winning the United Way campaign competition. Ellen Ware noted a typographical error of two commas following Joyce Johnson's name in Group III under Representatives/Alternates present. A motion from the floor to accept the minutes with the necessary corrections was made by Mary Baisch. Margie Miller seconded the motion. Motion carried.

V. CHAIR'S REPORT

Chair Harding reported on the Staff Senate Executive Committee meeting held Wednesday, February, 6, 2001. Dr. Ferretti and Ken Rowe attended the meeting and discussed the budget, the hiring freeze, and employee job-related training. She also gave a brief summary of the joint meeting with Norman Staff Senate Executive Committee.

Next, Chair Harding reported that she had asked Marty Thompson to serve as Co-Chair with Jeanor Taylor on the Employee of the Month Committee. She stated having Co-Chairs on other committees has been very beneficial and this committee should benefit as well.

Chair Harding regretfully informed the Senate that Anna Nebgen is resigning her position with the University effective March 31st therefore her position as Staff Senate Treasurer as well. Linda Vincent has agreed to serve as treasurer for the remainder of the year.

Chair Harding asked for those who had not already signed up to help with Cupid Express, to do so as soon as possible.

VI. TREASURER'S REPORT

Also, an expense of \$766.95 was for flag pins. Revenue of \$690.55 was from the bake sale and the craft fair. This leaves an ending balance of \$2,038.36. A motion from the floor to accept the Treasurer's Report for December was made by Ann Castleman. Billie Acree seconded the motion. Motion carried.

VII. TULSA CAMPUS REPORT

Tulsa report was given by Yolonda Sampson. She reported that they were preparing for Cupid Express. It looks like it is going to be a very successful Cupid Express this year. She reported that they are selling balloons with a box of sweetheart candies attached. They will have stuffed animals with a bag of Valentine candy attached. They have already had a tremendous response.

She also reported that they are planning for their staff recognition luncheon which will be held on April 29, 2002.

VIII. GEORGE NIGH CAMPUS REPORT

Amey Rice reported to the Staff Senate that March 1 their Speech Services is hosting an Autistic Disorder and Severe Language Impairment Seminar for anyone who might want to attend.

The Health and Wellness Fair at GNRC will be April 23. Committees are forming and approximately 40 vendors are expected again this year.

The Employees Activity Committee held an Employee Appreciation Luncheon in January. Sharel Massey R.N. was voted Employee of the Year. She is coordinator of the Cardiac Rehab Program that has been very successful.

GNRC Volunteers donated a \$4,000 stress test treadmill to the Cardiac Rehab Program.

Next, Amey reported that Lori Kupp has resigned as Staff Senate Representative.

IX. COMMITTEE REPORTS

COMMITTEE ON COMMITTEES:

Mary Baisch gave the Committee on Committees report. She reported that Lou Ann Copeland has taken a position on the Norman campus and has therefore resigned from the Committee. Margie Miller from Continuing Medical Education has agreed to replace her for the balance of her term.

Al Jones, Group I Representative resigned due to his workload. This moves Kenneth Myers from Alternate to the Representative position. Cheryl Walk, from the Graduate Program in Biomedical Sciences, has agreed to be an Alternate for the group.

Lou Ann Copeland was also an Alternate in Group II. Karma Tolbert, from Dentistry, agreed to serve as Alternate.

Joyce Johnson, Group III Representative resigned. This moves Lana Wrenn from Alternate to Representative. Cheryl Smith has agreed to be Alternate for the balance of the year.

Lori Nicholson, Group XI Representative resigned. This moves Janet Moore from Alternate to Representative. Lisa Dickson from the Department of Medicine has agreed to serve as Alternate.

Lori Kupp, Group XII Representative resigned due to her workload. This moves Amey Rice from Alternate to Representative. We are in the process of finding an Alternate for the group.

Jeana Sorrells has agreed to serve on the Campus Parking Committee. She replaces Kurt Smith. (You may remember the committee was inactive for a few months.)

With the retirement of Natalie Essary, there is an opening on the Policy Review Committee and Mary reported that the committee members are looking for a replacement. Linda Womack agreed to serve as Natalie's replacement.

A motion was made by Barbara Lynch and seconded by Ann Castleman to accept these recommendations. Motion carried.

POLICY REVIEW COMMITTEE

Karan Glickman, Chair, Policy Review Committee gave the following report:
Pursuant to the HSC Staff Senate Operating Procedures, the Policy Review Committee recommended to the Staff Senate at the February 7, 2002, meeting that the HSC Staff Senate Operating Procedures be amended as follows:

REPRESENTATIVES AND ALTERNATES, Section 1.

Group VI OU Physicians

**Group VII College of Health Building, Dermatology Building,
Research Building, Allied Health Practice Center,
John Keys Speech and Hearing Building,
OU Parking and Transit**

Group XIII Tulsa Schusterman Campus

Group XIV Tulsa OU Other

Group XV Tulsa Clinics on Sheridan

OFFICERS, Section 2. Terms and Succession

These officers shall be elected for one (1) year terms from members of the HSC Staff Senate and by members of the HSC Staff Senate at the May meeting of each year. If still a Representatives, the Chair **and Chair-Elect** shall vacate his/her positions as Representatives upon taking office. The Alternates in their groups shall become the Representative or a special election will be held to fill all vacancies thus created. The Secretary and Treasurer may only serve two (2) consecutive full terms in office.

The Past Chair will serve in an ex-officio capacity for one (1) year.

The Chair-Elect will become Chair July 1 of the year following the year of his/her election to Chair-Elect.

SUSPENSION OF RULES

Any provision of the Operating Procedures, **with the exception of the provisions concerning amendments**, may be suspended for the duration of any one (1) meeting by a two-third (2/3) affirmative vote of the Representatives of HSC Staff Senate present and voting, provided a quorum is present.

The Chair will call for a vote at the next Staff Senate meeting.

EMPLOYEE OF THE MONTH

Jean Sorrells gave the Employee of the Month Report. The Employee of the Month for February is Carolyn Scott from Occupational and Environmental Health. Her reception is scheduled for February 26 form 3-5 in the College of Health Building, Room 144.

EMPLOYEE RECOGNITION COMMITTEE

Shirley Menefee reported that they had assigned duties to each committee member. She asked Staff Senate members to ask their payroll coordinators to give a list of awardees in their department. The committee will meet again. The luncheon is set for April 24.

SPECIAL PROJECTS COMMITTEE

Billie Acree gave the report for the Special Projects Committee. The committee met on January 11, 2002. Billie gave a short report on the Harvest Food Drive (a copy of the article from OU Medical Center Newsletter was on the table for distribution to Staff Senate Members).

Cupid Express will be on February 13 and 14th and will be located in the Williams Pavilion, College of Health, BioMedical Sciences Building and Service Center Building. There will be roving tables on February 13 and 14th at the Library, BSEB, Pharmacy, Nursing, Dentistry and Family Medicine. There are building coordinators for each building: WP – Billie Acree, College Health – Ann Castleman, BSEB – Shirley Menefee, College of Dentistry – Carla Lawson or Karen Rucker, BMSB – Linda Vincent, Family Medicine – Mary Baisch, Service Center Building – Roman Goate, Bird Library – Debbie Young, and College of Nursing – Barbara Lynch. If you have not signed up to work, the committee needs your help. Please call one of the above coordinators.

Tulsa Campus will be taking orders and delivering the balloons and stuffed animals across their campus.

The Spring Craft Fair will be on May 31st at the Library and will be held both inside and outside on the patio. Jeanna Sorrells will be coordinating this event.

Staff Week will be in April and will be discussed at the next meeting in March.

The Committee will be meeting today immediately following Staff Senate meeting to finalize arrangements on the Cupid Express Project.

X. SPECIAL BUSINESS:

None

XI. UNFINISHED BUSINESS:

None

XII. NEW BUSINESS:

NONE

XIII. ANNOUNCEMENTS:

The next Staff Senate meeting will be March 7, 2002 at 10:00 a.m. in the Bird Library Auditorium. Our special speaker will be Gary White, Director of Laboratory Animal Facilities.

XIV. ADJOURNMENT

A motion was made by Eloy Candelaria to adjourn the meeting and it was seconded by Billie Acree. Motion passed. The meeting was adjourned at 11:45 a.m.

Barbara Grayson, Secretary
OUHSC Staff Senate

Date Approved

Handouts: December 6, 2001 Minutes
 February 7, 2002 Agenda
 Treasurer's Reports for November and December 2001
 FY03 Health Care Update Handout
 OU/OSEEGIB Benefit comparison Handout
 OU Tulsa/Oklahoma City Share Leave Committee Annual Report for 2001