STAFF SENATE MEETING
Agenda*

Thursday, September 6, 2018 10:00 a.m.
Robert M. Bird Library Auditorium

Guest Speaker:
Colin Fonda - Asst. Director for Benefits and Compensation (Human Resources)
Update on Benefit Changes

Call to Order – Marty Walton, Chair

Identify Quorum and Voting Members – Joseph Schmidt, Past Chair

I. Approval of Minutes – August 2018 Minutes

II. Treasurer’s Report – George Schmerer, Treasurer

III. Staff Senate Spotlight – Kimberley Johnson

IV. Committee Reports –
   a. Committee on Committees Report
   b. Community Outreach Committee
   c. Employee of the Month
   d. Employee Recognition Committee
   e. Special Projects Committee
   f. Staff Week Committee

V. Unfinished Business

VI. New Business
   a. Wacky Games – Friday, September 21st - Robert M. Bird Library Patio

VII. Announcements

VIII. Adjournment

*Agenda is subject to change
<table>
<thead>
<tr>
<th>GROUP</th>
<th>MEMBERS PRESENT</th>
<th>MEMBERS ABSENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex-Officio Members and Provost Designees</td>
<td>Carlos Rodriguez</td>
<td>Claudette Greenway</td>
</tr>
<tr>
<td>Executive Committee</td>
<td>Marty Walton, Kelli Dyer, Dana Aduddell, George Schmerer, Joseph Schmidt, Carol Clure</td>
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<tr>
<td>Guests</td>
<td>Michael Robinette, Crystal Keene, Doug Myers, Brian Wilburn, Leslee Smith, Sarah Smith, Debbie Peters</td>
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<tr>
<td>Group I</td>
<td>Mary Gonzalez</td>
<td>Celeste Taylor</td>
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<tr>
<td>Group II</td>
<td>Lindsay Burgan, Shawn Foreman</td>
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<tr>
<td>Group III</td>
<td>Jim Albertson, Jessica Capetillo, April Wilkerson, Elizabeth Charles, LaDonna Tyner, Kerrie Lemons, Theresa Lander, Jessica Johnson, Candice Peak, Tracy Williams, Dawn Kent</td>
<td>Lauren Bristow, Michele Doughty, Sylvia Love-Johnson, Casey Carter, Omolara Henley, Meagan Gloss, Holly Weldon</td>
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<tr>
<td>Group IV</td>
<td>Lawana Martin</td>
<td>Chris Luttrell</td>
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<td>Group V</td>
<td>Amy Miller, Carly Nguyen</td>
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<tr>
<td>Group VI</td>
<td>Pravina Kota</td>
<td>Jade Owen</td>
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<td>Group VII</td>
<td>William Andrews, Stefanie Kirk, Audra Main</td>
<td>Jennie Robison</td>
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<td>Group VIII</td>
<td>Vicky Wilson, Nicole Holmes, Ryan Carter</td>
<td>Gregory Zornes</td>
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</table>
Guest Speaker: Angie Doss, Director of Marketing and Communications Regional Food Bank. The Regional Food Bank helps to feed more than 136,000 Oklahomans every week, 37% of these are children, which is one in every four children live in hunger in Oklahoma. Most of the people served by the Food Bank are seniors living on fixed incomes, chronically hungry children, and hardworking families that cannot make ends meet with their income. The Regional Food Bank also has a backpack program, school pantry program, and summer feeding program, Kids café. They also support a Seniors Mobile pantry where seniors on fixed incomes can shop. The Regional Food Bank works with retailers like Wal-Mart to help supply the stores for these families in need. There are many ways to help, by volunteering at one of the many locations in the OKC area or donating money, (every $1 donated provides four meals). More information on how to help at www.regionalfoodbank.org.

Call to Order: Marty Walton, Staff Senate Chair called the meeting to order at 10:02 a.m. Quorum present.

1. Approval of Minutes – Pravina Kota made a motion to approve the June 2018 minutes and seconded by Audra Main. Motion passed.

2. Treasurer’s Report – George Schmerer, Treasurer

<table>
<thead>
<tr>
<th></th>
<th>Revenue</th>
<th>Expenses</th>
<th>Balance</th>
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</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td>$18,192.05</td>
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<td><strong>Revenues:</strong></td>
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<tr>
<td>Staff week T- Shirts</td>
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<tr>
<td>ERC Ceremony &amp; Lunch</td>
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<tr>
<td><strong>Expenses:</strong></td>
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<tr>
<td>April Sales Tax</td>
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<td>Schooner Mugs</td>
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<td>Staff Week T-Shirt</td>
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<tr>
<td>Staff Week Activities</td>
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<tr>
<td>Credit Card Fees</td>
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<tr>
<td><strong>Ending Balance</strong></td>
<td>May</td>
<td>$19,246.41</td>
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3. Treasurer’s Report – George Schmerer, Treasurer

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<th>Expenses</th>
<th>Balance</th>
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<tr>
<td><strong>Beginning Balance</strong></td>
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<tr>
<td><strong>Revenues:</strong></td>
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<tr>
<td>Summer Fundraiser</td>
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<tr>
<td>Staff Week T-Shirts</td>
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<td>Spring Craft Fair</td>
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<td>Fall Craft Fair</td>
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<tr>
<td><strong>Expenses:</strong></td>
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<tr>
<td>May Sales Tax</td>
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<td>Credit Card Fees</td>
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Submitted by: Dana Aduddell
August 3, 2018
4. **Staff Senate Spotlight** –
   - No spotlight this month.

5. **Committee Reports**
   a. **Committee on Committees Report** – Marty Walton
      - No report this month.
      - **Senate Resignations** - No Senate Resignations
      - **Senate Recommendations** - No Senate Recommendations
      - **Senate Vacancies** - No Senate Vacancies
      - **Committee Resignations** - No Committee Resignations
      - **Committee Vacancies** - No Committee Vacancies
      - **Committee Recommendations** - No Committee Recommendations
   
   b. **Community Outreach Committee** – Mary Gonzalez
      - July kicks off the Cavett Kids school supply drive that we do each year in August. The bins are in various locations on campus and will run until August 17.
   
   c. **Employee of the Month Committee** – Leslee Smith
      - Our July Employee of the Month: Leon Buntin, Lead Carpenter with Site Support. His reception was Thursday, July 27 in the Service Center Snack Bar. Very Nice reception.
      - Congratulations to our August Employee of the Month: Joel Miller, Senior Staff Accountant in Grants and Contracts Accounting. His reception will be Monday, August 20 at 865 Research Parkway, Suite 595 from 3:00 p.m. – 4:00 p.m.
      - Thank you for spreading the word and helping to nominate your co-workers. We have received several over the past month; please continue to stay on the lookout for those individuals deserving of this award.
   
   d. **Employee Recognition Committee** – LaDonna Tyner
      - We are excited and looking forward to working with this year’s Employee Recognition Committee.
      - The first 2018 - 2019 Employee Recognition Committee (ERC) meeting is scheduled for Wednesday, August 22 from 2:00 p.m. – 3:00 p.m. at Andrews Academic Tower (AAT), 1st Floor Conference Room C. These meetings will be monthly on the 4th Wednesday.
      - For questions or concerns, please contact, Stephanie Kirk (co-chair) at ext. 46551 or Stefanie-kirk@ouhsc.edu
   
   e. **Special Projects Committee** – Crystal Keene
      - Fall Craft fair “Save the Date” 10/12/18 from 10:00 a.m.–2:00 p.m. Carol is accepting vendor applications now.

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Submitted by: Dana Aduddell

August 3, 2018
• Summer fundraiser items have been ordered and awaiting delivery. Successful sale.
• Piloting a new process for item delivery where five individuals will hold orders for their building representatives to distribute. These five building will be WP, Pharmacy, SCB, LIB, Research Park.
• Soliciting ideas for a t-shirt design for November’s Bedlam game. All entries must be in Friday, August 3.

f. **Staff Week Committee** – Leslee Smith
• No News. Meetings to start back up first of September.

6. **Shared Leave Committee**
• Will continue to promote Power of the Hour. Please continue to share information on how donating even 1-hour of your shared leave will help. [https://hr.ou.edu/employees/holidays-time-off-leave](https://hr.ou.edu/employees/holidays-time-off-leave).

7. **Unfinished Business** – None

8. **New Business**
• **Shared Leave** - Doug Meyers
  Was approved January 1, 2001, by former President Boren, as he felt it was a very important benefit to both faculty and staff to help protect them from financial hardship while recovering from a serious illness. Because of the generous donations in the past 3 years from faculty and staff, the Shared Leave program has been able to help approx. 34 employees. Several years ago when the “The Power of the Hour” campaign started, there were approx. 1300 hours donated. It has been recommended for the Staff Senate to sponsor an annual campaign for the Shared Leave program. This year’s theme would be “2018 hours donated for 2018” at this time we have 358.15 hours donated, we only need an additional 1,659.85 hours. Further discussion will be at the next payroll coordinators and business managers meeting.

9. **Announcements**
• New Senators will be announced soon.
• “Stuff the Bus”, more information coming soon.

10. **Adjournment**
• Theresa Lander made a motion to adjourn the meeting and seconded by Stefanie Kirk; all were in favor. The meeting adjourned 10:40 a.m.
• The next meeting will be September 6, 2018, in the Library Auditorium.

Respectfully submitted,

Dana Aduddell
OUHSC Staff Senate  
Treasurer’s Report  
Monthly Detail

July 2018

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td><strong>Beginning Cash</strong></td>
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<td><strong>Revenues:</strong></td>
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<tr>
<td>2018 Summer Fundraiser</td>
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<tr>
<td>2018 Fall Craft Fair</td>
<td>$406.00</td>
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<td>2018 Staff Week T-Shirt</td>
<td>$13.00</td>
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### OUHSC Staff Senate
### Treasurer’s Report
### Year-to-date Summary

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<th>Project/Item</th>
<th>July 2018</th>
<th>Year to Date Totals</th>
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<td>Expenses</td>
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<tr>
<td>Beginning Cash Balance</td>
<td>$11,131.14</td>
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<tr>
<td>Project/Item</td>
<td>Revenues</td>
<td>Expenses</td>
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<td>Inventory Sales</td>
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<td>Payday on Payday</td>
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<td>Fall Craft Fair</td>
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<td>Fall Fundraiser</td>
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<td>New Employee Orientation Gift</td>
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<td>Christmas Tree Lighting &amp; Reception</td>
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<td>Christmas Fundraiser</td>
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<td>Cupid Express</td>
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<tr>
<td>Ending Cash Balance</td>
<td>11,824.74</td>
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Senate Resignations
No Senate Resignations

Senate Recommendations
Celeste Taylor - Group I (FY 2018-2020)
Lindsay Burgan – Group II (FY 2017-2019)
Shawn Foreman – Group II (FY 2018-2020)
Jim Albertson – Group III (FY 2017-2019)
Tracy Williams – Group III (FY 2018-2020)
Jessica Capetillo – Group III (FY 2018-2020)
Chris Luttrell – Group IV (FY 2017-2019)
Lawana Martin – Group IV (FY 2018-2020)
Amy Miller – Group V (FY 2018-2020)
Pravina Lota – Group VI (FY 2018-2020)
Ryan Carter – Group VIII (FY 2018-2020)

Senate Vacancies
No Vacancies

Committee Resignations
No Resignations

Committee Vacancies
No vacancies

Committee Recommendations
No Recommendations
Committee on Committees
Kelli Dyer - Chair
Cyndie Clubb
Rita Pierce (S)
Heidi Martin (S)
Nancy Geiger (S)
Heidi Petitt
Jesse Clark
Paula Cockrell
Mark Fuelling

Community Outreach
Mary Gonzalez - Chair
Kyndall Wahkinney – Chair
Jennie Robison
Theresa Lander
Shannon McConnell
Sarah Smith
Emily Dodson
April Wilkerson
Vicky Wilson
Sonja Hall
Debbie Peters
Sara Brown
Dana Aduddell
Lauren Bristow

Employee Recognition Committee
Stefanie Kirk – Chair
LaDonna Tyner - Chair
Latrese Colbert
Jewell Oliver
Mary Baisch
Linnea Suffridge
Cheryl Walk
Leslie Sausins
Michele Doughty
Bob Prieto
Scott Davis
Jeff ‘Victor’ McCanlies
Treva Lawson
Leah Lewis
Debbie Arnold
Leslee Smith
Lindsay Burgan
William Andrews
Kerrie Lemons
Audra Main
Pat Vinson
Policy Review Committee
Heather Markgraf - Chair
Suzanne Bauman
Kerrie Lemons
Nikki Neel
Emily Dodson

Special Projects Committee
Crystal Keene - Chair
Kimberley Johnson - Chair
Kari Lee
Lindsay Mitchell
Gregory Zornes
Megan Malone-Perez
Debbie Arnold
Sarah Smith
Kristina Taylor
Rita Pierce

Staff Week Committee
Leslee Smith - Chair
Dannielle Dosher - Chair
Lori Frazee
Pravina Kota
Debbie Arnold
Suzanne Bauman
Vicky Wilson
Audra Main
Crystal Keene
Gregory Zornes
Missy Warma
Elizabeth Charles
Debbie Peters
William Andrews
Brenda Fox
Kaylie Stogsdill
Shannon McConnell
Nikki Neel
Marty Walton
Kelli Dyer