### THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
#### STAFF SENATE

**Regular Meeting**
**Thursday, Sept. 6, 2018**
**Library Auditorium**

<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></td>
</tr>
<tr>
<td>Executive Committee</td>
<td>Marty Walton, Kelli Dyer, Dana Aduddell, George Schmerer, Carol Clure</td>
<td>Joseph Schmidt</td>
</tr>
<tr>
<td>Guests</td>
<td>Arlene Baker, Crystal Keene, Heidi Pettit, Doug Myers, Brian Wilburn, Leslee Smith, Sarah Smith, Debbie Peters, Rita Pierce, Sherri Neal, Colin Fonda, Jennifer Spiers, Kimberly Johnson, Pamela Tomey</td>
<td></td>
</tr>
<tr>
<td>Group I</td>
<td>Mary Gonzalez, Celeste Taylor</td>
<td></td>
</tr>
<tr>
<td>Group II</td>
<td>Lindsay Burgan, Shawn Foreman</td>
<td></td>
</tr>
<tr>
<td>Group III</td>
<td>Jim Albertson, Lauren Bristow, Jessica Capetillo, Elizabeth Charles, Michele Doughty, Meagan Gloss, Omolara Henley, LaDonna Tyner, Kerrie Lemons, Theresa Lander, Candice Peak, Tracy Williams, Dawn Kent</td>
<td>Casey Carter, April Wilkerson, Jessica Johnson, Sylvia Love-Johnson, Holly Weldon</td>
</tr>
<tr>
<td>Group IV</td>
<td></td>
<td>Lawana Martin, Chris Luttrell</td>
</tr>
<tr>
<td>Group V</td>
<td>Carly Nguyen</td>
<td>Amy Miller</td>
</tr>
<tr>
<td>Group VI</td>
<td>Pravina Kota</td>
<td>Jade Owen</td>
</tr>
<tr>
<td>Group VII</td>
<td>William Andrews, Stefanie Kirk, Audra Main, Jennie Robison</td>
<td></td>
</tr>
<tr>
<td>Group VIII</td>
<td>Vicky Wilson, Gregory Zornes</td>
<td>Nicole Holmes, Ryan Carter</td>
</tr>
</tbody>
</table>
**Guest Speaker:** Colin Fonda, Assistant Director for Benefits and Compensation. (HR) update on benefits:

- The OUHSC Benefit Fair will be October 4 & 5, 2018.
- Open enrollment will be available on Self Service Oct. 8-21.
- There will be a few changes in our insurance benefits with a slight increase. There will be an email sent out soon to cover all the changes. As always, you may go to [OUHSC Human Resources](#) for any questions.

**Call to Order:** Marty Walton, Staff Senate Chair called the meeting to order at 10:29 a.m. Quorum Present.

**I. Approval of Minutes** – Theresa Lander made a motion to approve the minutes from the August 2018 meeting and Audra Main seconded. Motion passed.

1. **Treasurer’s Report** – George Schmerer, Treasurer

<table>
<thead>
<tr>
<th></th>
<th>Revenue</th>
<th>Expenses</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td></td>
<td></td>
<td>$11,131.14</td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018 Summer Fundraiser</td>
<td>Summer Fundraiser</td>
<td></td>
<td>$ 677.00</td>
</tr>
<tr>
<td>2018 Fall Craft Fair</td>
<td>Fall Craft Fair</td>
<td></td>
<td>$ 406.00</td>
</tr>
<tr>
<td>2018 Staff Week T-Shirts</td>
<td>Staff Week T-Shirt Sales</td>
<td></td>
<td>$ 13.00</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card Services</td>
<td>Miscellaneous</td>
<td></td>
<td>$ 93.74</td>
</tr>
<tr>
<td>Staff Senate Committee</td>
<td>Miscellaneous</td>
<td></td>
<td>$ 38.22</td>
</tr>
<tr>
<td>June Sales Tax</td>
<td>Spring Craft Fair</td>
<td></td>
<td>$ 251.19</td>
</tr>
<tr>
<td>Adjustment</td>
<td>Miscellaneous</td>
<td></td>
<td>$ 19.25</td>
</tr>
<tr>
<td><strong>Ending Balance</strong></td>
<td></td>
<td></td>
<td><strong>11,824.74</strong></td>
</tr>
</tbody>
</table>

2. **Staff Senate Spotlight** –
   - No spotlight this month.

3. **Committee Reports**
   - **Committee on Committees Report** – Kelli Dyer
     - See attached.
       - Senate Resignations - No Senate Resignations
       - Senate Recommendations – See Attached Document
       - Senate Vacancies - No Senate Vacancies
       - Committee Resignations - No Committee Resignations
       - Committee Vacancies - No Committee Vacancies
       - Committee Recommendations – See Attached Document
**Community Outreach Committee** – Mary Gonzalez
The Community Outreach Committee had a great response to the Cavett Kids drive. All items were delivered last week and we should receive a total inventory of those items in the next few weeks. The committee will be preparing a meal for the Ronald McDonald house in October. We will share the menu and date with everyone soon in case anyone wants to help with food donations.

**Employee of the Month Committee** – Leslee Smith
- Our August Employee of the Month: Joel Miller Senior Staff Account in Grants and Contracts Accounting. His reception was Monday, August 20.
- Congratulations to our September Employee of the Month: Heidi Pettit, Staff Accountant in Stephenson Cancer Center. Heidi’s reception will be Tuesday, September 24 at 3:30 p.m. on the fifth Floor of the Stephenson Cancer Center in 5058 Charlotte Jackson Seminar Room.
- Thank you for spreading the word and helping to nominate your coworkers. We have received several over the past month but please continue to stay on the lookout for those individuals deserving of this award.

**Employee Recognition Committee** – LaDonna Tyner
- The Employee Recognition Ceremony will be Friday, May 3, 2019. More information will be provided as we get closer to date.

**Special Projects Committee** – Crystal Keene
- Fall Craft fair “Save the Date” 10/12/18 from 10:00 a.m.–2:00 p.m. Carol Clure is accepting vendor applications now.
- Summer fundraiser is complete.
- The new pilot process for item distribution out of five different buildings was a success. We have heard a lot of positive feedback on this convenient pickup option.
- Ran into some quality issues with the adapters that accompanied the wireless charger item. We are addressing that with both the vendor and our campus customers on an as needed basis. All customers who ordered the wireless chargers were emailed, more specifically aimed at any customers who REQUIRED the use of the adapter in order to use the wireless base. We’ll know more by the October meeting of the true impact of the issue on the fundraiser effort.
- Unfortunately, licensing would not approve either of the two t-shirt design options, which were submitted for the T-shirt design contest. We received 16 designs and were excited about the participation in the contest.
- Committee is moving forward with the created design from the local printer, currently working it through licensing and gathering shirt quotes. We are hopeful that we can have the order details out in the next two weeks to give plenty of time for orders/printing/delivery prior to Bedlam. Likely will sell a white t-shirt option, black t-shirt option and a long sleeve option.
- Winter fundraiser items are currently being researched with the sales likely open around 10/12

**Staff Week Committee** – Leslee Smith
No News. Meeting in September.

4. **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)

Submitted by: Dana Aduddell
Sept. 7, 2018
5. **Unfinished Business** – None

6. **New Business – Wacky Games**
   - Friday Sept. 21 on the Robert M. Bird Library patio.
   - Games will begin at 11:00 a.m.
   - There will be food trucks.
   - Encourage participation from all departments.

7. **Announcements**
   - “Stuff the Bus” parking will have a bus at the Bird Library drive the week of Sept 10 – 14. Parking and Transportation services have teamed up with Staff Senate to collect food donations for “Hunger Awareness Month”. The Staff Senate will take donations during the Payday on Payday giveaway on Friday, Sept. 14. Emails will be sent out soon with information as to what items are needed most.
   - Parking and Transportation has started a campaign for Shared Leave contributions. 2018 in 2018, they plan is to get 2018 hours donated by OUHSC employees. To make it a fun competition, challenge another department to see how many hours you can get donated. It is a very good cause.
   - Sept. 15 the Stephenson Cancer Center is having a Cancer run to benefit Research.

8. **Adjournment** – Meeting adjourned 10:51 a.m.
   Gregory Zornes made a motion to adjourn the meeting and Kimberley Johnson seconded. All were in favor. The next meeting will be October 4, 2018, in the Library Auditorium.

Respectfully submitted,
Dana Aduddell
Committee on Committees Report
September 6, 2018

**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

Submitted by: Dana Aduddell
Sept. 7, 2018
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

Submitted by: Dana Aduddell
Sept. 7, 2018
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

Submitted by: Dana Aduddell
Sept. 7, 2018