STAFF SENATE MEETING

Agenda*

Thursday, March 7, 2019 10:00 a.m.
Robert M. Bird Library Auditorium

No Speaker – New Business Introduced

Call to Order – Marty Walton, Chair

Identify Quorum and Voting Members – Joseph Schmidt, Past Chair

I. Approval of Minutes – February 2018 Minutes

II. Treasurer’s Report – George Schmerer, Treasurer

III. Staff Senate Spotlight – Greg Zornes
   a. No spotlight this month

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. Staff Senate Chairs Meeting with President Gallogly – March 14th
    b. Introduction and Plans for Staff Senate Operating Procedure Changes

VII. Announcements -
    a. Upcoming Campus Events

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, Wade Williams, Kevin Elledge</td>
<td></td>
</tr>
<tr>
<td>Executive Committee</td>
<td>Marty Walton, Kelli Dyer, Dana Aduddell, George Schmerer, Joseph Schmidt, Carol Clure</td>
<td></td>
</tr>
<tr>
<td>Guests</td>
<td>Heidi Petitt, Leah Lewis, Leslee Smith, Brenda Fox, Brian Wilburn, Crystal Keene, Nancy Geiger, Kimberley Johnson, Jeff McCanlies, Carrie McClain, Debby Arnold</td>
<td></td>
</tr>
<tr>
<td>Group I</td>
<td>Celeste Taylor</td>
<td>Mary Gonzalez</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, Elizabeth Charles, Michele Doughty, Jessica Johnson, Dawn Kent, Theresa Lander, Kerrie Lemons, Candice Peak, LaDonna Tyner, Tracy Williams, Holly Weldon</td>
<td>Jessica Capetillo, Casey Carter, Meagan Gloss, Omolara Henley, Sylvia Love-Johnson, April Wilkerson,</td>
</tr>
<tr>
<td>Group IV</td>
<td>Chris Luttrell</td>
<td>Lawana Martin</td>
</tr>
<tr>
<td>Group V</td>
<td>Carly Nguyen, Amy Miller</td>
<td></td>
</tr>
<tr>
<td>Group VI</td>
<td>Jade Owen, Pravina Kota</td>
<td></td>
</tr>
<tr>
<td>Group VII</td>
<td></td>
<td>William Andrews, Stefanie Kirk, Audra Main, Jennie Robison</td>
</tr>
<tr>
<td>Group VIII</td>
<td>Ryan Carter</td>
<td>Vicky Wilson, Nicole Holmes, Gregory Zornes</td>
</tr>
</tbody>
</table>
Guest Speaker: Jeff McCanlies and Chris Jones, IT administration Computer Standardization update for Staff Senate: Jeff provided information about the Computer Standardization Program. The data has shown to have savings across all campus since implementing this program. Departments will no longer be allowed to purchase computers with P-cards. For more details or questions please visit the Computer Standardization Program website at: http://www.ou.edu/ouit/computer_standardization

Document attached.

Call to Order: Marty Walton, Staff Senate Chair called the meeting to order at 10:26 a.m. Quorum Present.

I. Approval of Minutes – George Schmerer made a motion to approve the minutes from the November 2018 meeting; Pravina Kota seconded. Motion passed.

1. Treasurer’s Report – George Schmerer, Treasurer

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expenses</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td></td>
<td><strong>$12,184.04</strong></td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018 Fall/Winter Fundraiser</td>
<td>Fall Fundraiser</td>
<td>$6,505.00</td>
</tr>
<tr>
<td>2018 Bedlam T-Shirts</td>
<td>Bedlam T-shirts</td>
<td>$74.00</td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October Sales Tax</td>
<td>Sales Tax</td>
<td>$472.88</td>
</tr>
<tr>
<td>Credit Card Services</td>
<td>Miscellaneous</td>
<td>$104.24</td>
</tr>
<tr>
<td>Site Support</td>
<td>Christmas Tree lighting</td>
<td>$291.25</td>
</tr>
<tr>
<td>OUHSC Parking</td>
<td>Miscellaneous</td>
<td>$47.00</td>
</tr>
<tr>
<td>OU Printing</td>
<td>Bedlam Fundraiser</td>
<td>$4,017.75</td>
</tr>
<tr>
<td>Summer Fundraiser Refund</td>
<td>Summer Fundraiser</td>
<td>$144.00</td>
</tr>
<tr>
<td><strong>Ending Balance</strong></td>
<td>November</td>
<td><strong>$13,685.96</strong></td>
</tr>
</tbody>
</table>

2. Treasurer’s Report – George Schmerer, Treasurer

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expenses</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td></td>
<td><strong>$13,685.96</strong></td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018 Fall/Winter Fundraiser</td>
<td>Fall Fundraiser</td>
<td>$171.00</td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November Sales Tax</td>
<td>Sales Tax</td>
<td>$536.45</td>
</tr>
<tr>
<td>Credit Card Services</td>
<td>Miscellaneous</td>
<td>$70.51</td>
</tr>
</tbody>
</table>

Submitted by: Dana Aduddell
February 8, 2019
3. **Staff Senate Spotlight** – Marty Walton
   - **February 2019 – Nikki Neel, OUHSC Parking Office Supervisor.** Nikki works in the OUHSC Parking office as the parking office supervisor. She has been involved with the Staff Senate since 2011.
   - She was born in Norman, OK, and later attended Lawrence High School in Fairfield Maine. She also attended college at OU and OCCC. Growing up, Nikki wanted to be a teacher.
   - Nikki has been married to her wonderful husband, Tom for 42 years. They have two beautiful daughters, Lauren Neel and Cori Nowlin, and three grandchildren. Lauren has 2 step children, David and Amelia. Nikki says her and her husband were blessed with five cats who are new to the family since they became “empty nesters”.
   - Nikki’s favorite sports teams are the New England Patriots, Oklahoma City Thunder, and OU football and basketball. She loves to crochet, cook and garden (mostly veggies, herbs and flowers). Her family is planning a vacation to Oregon to visit Lauren. Her favorite colors are blue and green.
   - Nikki said her daughters Lauren and Cori have had the biggest influence on her. Lauren by showing such courage to move away to a new place by herself and starting a wonderful life and career. Cori for being the voice of reason when Nikki wants to do something silly. Her greatest influence is her husband, Tom. He always supports her in everything and is always in her corner. He offers constructive criticism when it is warranted and reliable feedback when I ask his opinion. Nikki says he has always been her rock and is the “Love of her Life”.

4. **Committee Reports**
   - **Committee on Committees Report** – Kelli Dyer
     - No report this month.
       - **Senate Resignations** -
         - Megan Gloss – Group 3 (FY 2017-2019)
         - Audra Main – Group 7 (FY 2017-2019)
       - **Senate Recommendations** – Heidi Petitt – Group 3 (FY 2017 – 2019)
       - **Senate Vacancies** - No Senate Vacancies
         - Group 3 – 2 vacancies
         - Group 7 – 1 vacancy
       - **Committee Resignations** – Employee of the Month Committee
         - 2 members fulfilled two terms: Chery Walk and Julie Mowdy
       - **Committee Vacancies** - No Committee Vacancies
       - **Committee Recommendations** – Employee of the Month Committee
         - Nikki Neal and Pravina Kota
   - **Community Outreach Committee** – Carol Clure.
     - We are preparing for a dinner at Toby Keith’s Kids Corral in March. A definite date TBD.

Submitted by: Dana Aduddell
February 8, 2019
The January Employee of the Month, Carrie Schwab, Research Project Coordinator, Pediatrics. Carrie’s reception was Thursday, January 31, 2019. Great turn out!

Congratulations to our February Employee of the Month, Amanda Holmberg, Sponsored Programs Administrator, Office of Research Administration. Amanda’s reception will be Monday, February 18, 2019 at 3:30 p.m. at the Office of Research Administration office located at 865 Research Parkway, Suite 470, conference room 4th floor.

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.

The Employee Recognition Committee met last month in preparation of the upcoming Employee Recognition Ceremony and Luncheon. This will be Friday, May 3, 2019, at Embassy Suites at the south end of the OUHSC campus. The doors open at 9:30 a.m. with the ceremony beginning at 10:30 a.m. A plated lunch will be served immediately following the ceremony. Payroll coordinators and business administrators have received their awardee list to confirm recipients of 10 years plus. As of February 5 Carol Clure has received most confirmations from the payroll coordinators and will email invitations to the awardees. Five-year awardees will receive their certificate and five year lapel pin via campus mail. Due to limited venue space, the five-year awardees will not be recognized during the ceremony. The cost of the luncheon is $20 per person. The parking office has graciously offered to provide shuttle services to/from this event since parking is limited.

We just wrapped up this year’s Cupid Express Fundraiser on Monday, February 4– Eileen’s cookies. This year we added a frosted lemon cookie to the dozen cookie option. Based on preliminary numbers, we had a successful fundraiser. Cookies will be available for pick up Thursday, February 14, only in the Bird Library.

A big THANK YOU to everyone who helped with the fundraiser last year! We raised over $8,000 last year and that is due to our great committee as well as each member of staff senate getting the word out to all of your areas, friends and family. Also THANK YOU for your suggestions and help with distribution of the products.

This committee never slows down so we will be in discussing ideas for our Summer Fundraiser at our next meeting February 27 @ 10:30 a.m. in Bird Library Rm 489.

Mark your calendars - Spring Craft Fair is Friday April 12, 2019.

Staff Week Committee – Leslee Smith
- This year’s Staff Week will be April 15-19.
- Monday: Kicking off “Take a break” Schedule several food trucks to attend.
- Tuesday: Sponsored by Healthy Sooners – Spotlighting the Campus Walking group.
- Wednesday: Breakfast.
- Friday: Cookout with Cookie contest.

Submitted by: Dana Aduddell
February 8, 2019
Our budget for Staff Week events is $8,500.
We have our designs approved and are ready to start advertising the 2019 Staff week shirts. We anticipate the cost of each shirt to be $10 to $15. We will only be offering one color shirt this year but we will still have the V-neck and Crew neck options. Please be thinking about the possibility volunteering to help one of the days and email Danielle Dosher or myself. As staff week gets closer you will hear from the committee regarding what days and time you would be able to sign up to assist.
There will be some changes this year in regards to how many badges we will be able to accept. The executive committee has given us the following recommendations for this year:

- **Additional badges** - The executive committee recommends to the Staff Week Committee to enforce a “must be present” to obtain the giveaway policy. On the other days, the employees will only be allowed to bring one additional badge. Executive committee would assist with this process providing information early on in the meetings as well as developing a special save the date flyer that would include changes to the 2019 staff senate format.
- Also a reminder, the OUHSC Badges are required to participate in the Staff Week events - OUP and SCC are able (and encouraged) to get their OUHSC badge. The Executive Committee is going to work with the University Printing Services to make a stand and sign with the different variations of past badges and outlining the badge requirements. We must also develop a flyer to be included in the save the date and staff week promotional materials.

5. **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. **New Business** –
   a. Questions were raised about Insurance Benefits.

8. **Announcements**-
   a. Don’t forget to follow Staff Senate on Social Media.
   b. Interested in marketing, communications, social media or graphic design. Send Marty Walton and Joe Schmidt an email to be a part of an upcoming Staff Senate special project.
   c. We are looking for good recruits! Anyone who is interested in serving as a committee chair in the future, or possible executive committee - contact Kelli Dyer or Carol Clure.
   d. Attendance reminder for Senators - 3 absences allowed per year.
   e. Upcoming Campus Events – Healthy Sooners Events, Black History, February 28, Bird Library.
   f. ERC is looking for volunteers to help with the clean up after the Employee Recognition luncheon on May 3. Please contact Debbie Arnold.
   g. Volunteers needed at OKC public Schools. Just 1-hour would be such a tremendous help with Reading and Math for children. For more information please go to the website provided [https://www.okcps.org/readokcvolunteer](https://www.okcps.org/readokcvolunteer).

Submitted by: Dana Aduddell
February 8, 2019
9. **Adjournment** – Meeting adjourned 11:03 a.m.
Heidi Petitt made a motion to adjourn the meeting and Elizabeth Charles seconded.
All were in favor. The next meeting will be March 7, 2019, in the Library Auditorium.

Respectfully submitted,
Dana Aduddell
### OUHSC Staff Senate
#### Treasurer's Report
##### Monthly Detail

**January 2019**

<table>
<thead>
<tr>
<th>Description</th>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Cash</strong></td>
<td></td>
<td>$2,898.08</td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wacky Games 2018</td>
<td>Wacky Games</td>
<td>$1,754.00</td>
</tr>
<tr>
<td>2019 Cupid Express</td>
<td>Cupid Express</td>
<td>$1,381.00</td>
</tr>
<tr>
<td>Inventory Sales</td>
<td>Inventory Sales</td>
<td>$40.00</td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December Sales Tax</td>
<td>Sales Tax</td>
<td>$14.75</td>
</tr>
<tr>
<td>Credit Card Services</td>
<td>Miscellaneous</td>
<td>$1.84</td>
</tr>
<tr>
<td><strong>Ending Cash</strong></td>
<td></td>
<td>$6,056.49</td>
</tr>
<tr>
<td>Project/Item</td>
<td>January 2019</td>
<td>Year to Date Totals</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------------</td>
<td>---------------------</td>
</tr>
<tr>
<td><strong>Beginning Cash Balance</strong></td>
<td>$2,898.08</td>
<td>$11,131.14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project/Item</th>
<th>Revenues</th>
<th>Expenses</th>
<th>Net</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory Sales</td>
<td>40.00</td>
<td>-</td>
<td>40.00</td>
</tr>
<tr>
<td>Payday on Payday</td>
<td>-</td>
<td>-</td>
<td>584.54</td>
</tr>
<tr>
<td>Fall Craft Fair</td>
<td>-</td>
<td>1,630.00</td>
<td>560.07</td>
</tr>
<tr>
<td>Fall Fundraiser</td>
<td>-</td>
<td>9,675.00</td>
<td>5,268.93</td>
</tr>
<tr>
<td>New Employee Orientation Gift</td>
<td>-</td>
<td>-</td>
<td>291.25</td>
</tr>
<tr>
<td>Christmas Tree Lighting &amp; Reception</td>
<td>-</td>
<td>-</td>
<td>94.25</td>
</tr>
<tr>
<td>Christmas Fundraiser</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bedlam Fundraiser</td>
<td>-</td>
<td>4,112.00</td>
<td>4,017.75</td>
</tr>
<tr>
<td>Cupid Express</td>
<td>1,381.00</td>
<td>-</td>
<td>1,381.00</td>
</tr>
<tr>
<td>ERC Luncheon</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Staff Week Activities</td>
<td>-</td>
<td>-</td>
<td>3,728.40</td>
</tr>
<tr>
<td>Staff Week T-Shirt Sales</td>
<td>-</td>
<td>13.00</td>
<td>13.00</td>
</tr>
<tr>
<td>Spring Craft Fair</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>-</td>
<td>14.75</td>
<td>-</td>
</tr>
<tr>
<td>Sooner Safety Week</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>1.84</td>
<td>-</td>
</tr>
<tr>
<td>Summer Fundraiser</td>
<td>-</td>
<td>433.00</td>
<td>-</td>
</tr>
<tr>
<td>Wacky Games</td>
<td>1,754.00</td>
<td>-</td>
<td>1,754.00</td>
</tr>
<tr>
<td><strong>Ending Cash Balance</strong></td>
<td>6,056.49</td>
<td>$</td>
<td>6,056.49</td>
</tr>
</tbody>
</table>
MEDICAL TEAM EYE-CLINIC SCHEDULE:

REVISED 5/16/18

August 11, 2018
Liberty Baptist Church
711 East Federal Street
Shawnee, OK 74804

September 8, 2018
New Beginnings Church
2396 County Street 2940
Blanchard, OK 73010

October 6, 2018
Trinity Baptist Church
1201 East Rogers Street
El Reno, OK 73036

November 3, 2018
Southern Temple Baptist Church
1821 South High Avenue
Oklahoma City, OK 73129

December 1, 2018
Sunnylane Southern Baptist Church
4500 South East 31st Street
Del City, OK 73115

January 12, 2019
New Wine – Veno Nuevo
4000 South Agnew
Oklahoma City, OK 73119

February 9, 2019
Piedmont Baptist Church
15 North West Jackson Avenue
Piedmont, OK 73078

March 9, 2019
Central Oklahoma Community Action Agency
1455 East Main
Norman, OK 73069

April 6, 2019
International Prayer and Worship Ministries
4201 South East 59th Street
Oklahoma City, OK 73135

May 4, 2019
Christian Church of the Covenant
1205 South Cleveland Street
Enid, OK 73703

June 22, 2019
Sacred Heart Catholic Church
2706 South Shartel Avenue
Oklahoma City, OK 73109

July 13, 2019
Inner City Church
2212 South West 55th
Oklahoma City, OK 73119

August 3, 2019
First Baptist Church Cement
122 North Main
Cement, OK 73017

DR. LARRY BIEHLER
Medical Director
Home: 405-721-3728
Doc B’s Cell: 361-3999
Email: drlb37@aol.com

ARLENE BIEHLER
Staff Coordinator
Arlene’s Cell: 405-229-4864
www.feedthechildren.org