THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER  
STAFF SENATE  
Regular Meeting  
Thursday, February 7, 2019  
Library Auditorium  

<table>
<thead>
<tr>
<th>GROUP</th>
<th>MEMBERS PRESENT</th>
<th>MEMBERS ABSENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex-Officio Members</td>
<td>Carlos Rodriguez, Wade Williams, Kevin Elledge</td>
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<tr>
<td>and Provost Designees</td>
<td></td>
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<tr>
<td>Executive Committee</td>
<td>Marty Walton, Kelli Dyer, Dana Adudell, George</td>
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<td></td>
<td>Schmerer, Joseph Schmidt, Carol Clure</td>
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<td>Guests</td>
<td>Heidi Petitt, Leah Lewis, Leslee Smith, Brenda Fox,</td>
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<td></td>
<td>Brian Wilburn, Crystal Keene, Nancy Geiger, Kimberley</td>
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<td></td>
<td>Johnson, Jeff McCanlies, Carrie McClain, Debby Arnold</td>
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<tr>
<td>Group I</td>
<td>Celeste Taylor</td>
<td>Mary Gonzalez</td>
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<td>Group II</td>
<td>Lindsay Burgan, Shawn Foreman</td>
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<td>Group III</td>
<td>Jim Albertson, Lauren Bristow, Elizabeth Charles,</td>
<td>Jessica Capetillo, Casey Carter, Meagan Gloss, Omolara</td>
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<td></td>
<td>Michele Doughty, Jessica Johnson, Dawn Kent,</td>
<td>Henley, Sylvia Love-Johnson, April Wilkerson,</td>
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<td>Theresa Lander, Kerrie Lemons, Candice Peak,</td>
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<td>LaDonna Tyner, Tracy Williams, Holly Weldon</td>
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<td>Group IV</td>
<td>Chris Luttrell</td>
<td>Lawana Martin</td>
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<td>Group V</td>
<td>Carly Nguyen, Amy Miller</td>
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<td>Group VI</td>
<td>Jade Owen, Pravina Kota</td>
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<td>Group VII</td>
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<td>William Andrews, Stefanie Kirk, Audra Main, Jennie</td>
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<td>Robison</td>
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<td>Group VIII</td>
<td>Ryan Carter</td>
<td>Vicky Wilson, Nicole Holmes, Gregory Zornes</td>
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Submitted by: Dana Adudell  
February 8, 2019
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>
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**Revenues:**
- 2018 Fall/Winter Fundraiser   Fall Fundraiser   $6,505.00
- 2018 Bedlam T-Shirts          Bedlam T-shirts    $74.00

**Expenses**
- October Sales Tax              Sales Tax                                    $472.88
- Credit Card Services           Miscellaneous                             $104.24
- Site Support                   Christmas Tree lighting                        $291.25
- OUHSC Parking                  Miscellaneous                             $47.00
- OU Printing                    Bedlam Fundraiser                          $4,017.75
- Summer Fundraiser Refund       Summer Fundraiser                          $144.00

**Ending Balance**               November                                 **$13,685.96**

2. Treasurer’s Report – George Schmerer, Treasurer

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<td><strong>$13,685.96</strong></td>
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**Revenues:**
- 2018 Fall/Winter Fundraiser   Fall Fundraiser   $171.00

**Expenses**
- November Sales Tax              Sales Tax                                    $536.45
- Credit Card Services           Miscellaneous                             $70.51

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
- **Employee of the Month Committee** – Leah Lewis
  - The January Employee of the Month, Carrie Schwab, Research Project Coordinator, Pediatrics. Carries 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.

- **Employee Recognition Committee** – LaDonna Tyner
  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.

- **Special Projects Committee** – Kimberley Johnson
  - 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. [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