

**THE UNIVERSITY OF OKLAHOMA**

**STAFF SENATE**

**(NORMAN CAMPUS)**

**Wednesday, December 18, 2019**

Chair Sarah Connelly called the meeting to order at 1:32 p.m. in the Regents and Associates Room of the Oklahoma Memorial Union.

*Officers present* – Sarah Connelly, Chair; Crystal Ary, Chair-Elect; Justin Daniels, Immediate Past Chair; Kristi Wright, Recording Secretary

*Staff present* – Melissa Lane, Administrative Coordinator

*Representatives present* – Hourly Employees Council: Tanya Miller Eager, Paul Box, Kelly Thompson, Joanne Braunbeck, Jenn Ille, Jessica Rossman, Will O'Donnell, Joe Northcutt; Informational Staff Association: Cathy Yeaman, Christine Young, Daniel Deering, Corey Helms; Organizational Staff Council: Shannon Overstreet, Diana Fitzpatrick, Margaret Vennoch, Betty Love; Administrative Staff Council: Heather Todd, Matthew Rom (Proxy)

*Representatives absent* — Hourly Employees Council: Cynthia De La Rosa, Ross Mehl, Kyle Leffler, Amber Gillion; Informational Staff Association: Lana Ferguson, Rachel Meyer; Organizational Staff Council: Skye Uhlenhake, Tonya Iman; Administrative Staff Council: Patrick McClain

*Guests* — Debra Martinelli Levy and Chris Cook

**SPEAKER**

Carrie Irwin, Human Resources

**ACCEPTANCE OF MINUTES OF November 20, 2019**

On motion by Cathy Yeaman the minutes of November 20, 2019 Staff Senate meeting were accepted.

**CHAIR'S COMMUNICATIONS**

OU Global Stakeholder Meetings – OKC-based marketing group, Staplegun, is collecting stakeholder feedback to help inform the OU Global concept. I had a one-on-one interview with Staplegun before Thanksgiving and Staff Senate Exec and other staff who work with online graduate programs, had a focus group yesterday to give our input on expanding OU's online offerings.

Tri-Senate Meeting – Melissa and I met with HSC and Tulsa Staff Senates. HSC invited us to join them for their Staff Senate meeting with a presentation from Provost Sanders, a tree lighting, Christmas carols, and a lunch meeting.

Meeting with HR – We had our regular meeting with Angela Church and Carrie Irwin and learned more about Carrie's role and how she supports staff. We invited her to present at the December Staff Senate meeting.

Staff Senate Executive Meeting – We met to discuss the Paid Parental Leave proposal that Staff Initiatives sent to us. We had a few follow-up questions and asked for additional information from the Committee.

Meeting with Interim President Harroz – Justin, Crystal, Kristi, Melissa, and I met with Interim President Harroz to hear more about the Strategic Framework. The framework is designed to guide OU's growth into the future. Interim President Harroz is committed to communicating with and involving staff in this process.

## REPORTS FROM MEMBER GROUPS

**Administrative Staff Council:** Vice President Heather Todd reported that they did not meet.

**Hourly Employees Council:** President Tanya Miller Eager reported that they met for their Holiday Luncheon. They had a lovely time enjoying fellowship with each other, and the all you can eat at Couch. The Holiday and Service Committee raised \$1,000 for Bridges of Norman and the Backpack for Food Program to be divided evenly between the two organizations. They concluded the meeting by drawing raffle winners. It was nice to end the year on a high note.

**Informational Staff Association:** President Cathy Yeaman reported that they discussed why the President cannot designate December 23<sup>rd</sup> as an administrative day for staff. They also talked about their Secret Santa project, Elaine Bradshaw will contact the Citizen's Advisory Board of Cleveland County. They raised enough funds to adopt 2 children for Secret Santa and delivered those on December 13<sup>th</sup>. They also received enough additional funding to give a generous donation to CAB for other children. ISA plans to put a continuous funding project in place to assist OU staff with needs throughout the year. It was discussed to approach OU Administration to suggest something be sent from OU administration supporting broad staff attendance/participation in Staff Senate and related organizations.

**Organizational Staff Council:** President Shannon Overstreet reported that they discussed how wonderful morning Bingo was going to be since it is going to be in Meachum. For Operation Comfort and Joy they had 9 families and were able to generously take care of all of them. They also discussed the new shared leave proposal.

## REPORTS OF STANDING COMMITTEES

**Awards Committee:** By email Chair Liz Cooley reported that they did not meet in December.

**Communications Committee:** By email Chair Trish Koonce reported that they met by email to review and edit the "Member Group Newsletter" draft.

**Staff Initiatives Committee:** By email Chair Jami Houston reported that they met, Dr. Teara Lander from the Office of Diversity and Inclusion joined them to discuss how initiatives they're working on fit with their office. They also discussed questions related to follow up from Staff Senate Executive review of the paid parental leave proposal.

**Staff Week Committee:** By email Chair Trisha Cole reported that they did not meet in person. They did communicate via email and voted on the theme for Staff Week 2020. "One Team, One Family, One University" will be the theme this year. The call for Logo went out yesterday.

## REPORTS OF SPECIAL AD HOC COMMITTEES

**Inclusion and Diversity Ad Hoc Committee:** Chair Cathy Yeaman reported that they continued reviewing their report for Staff Senate for the justifications to move from an hoc committee to a standing committee. They plan to have the report complete and sent to Staff Senate by the January 2020 meeting.

**Policy Review Ad Hoc Committee:** Chair Justin Daniels said that the committee is continuing to review and work on the new documents.

## REPORTS FROM UNIVERSITY COUNCILS, COMMITTEES, AND BOARDS

**Employee Benefits Committee:** Matthew Rom reported:

### Benefits Update

- Open Enrollment concluded on November 8, 2019 and confirmation statements have been generated and sent out to employees.
- Multiple communications related to benefits have been sent out to provide useful information such as:

- Outlining proper use of FSAs
- Increases to FSA limits
- Employees in HSAs but did not select contribution amount
- Migration of HSA bank funds is complete.
  - Blackout date was November 25-December 3
  - Anyone with a qualifying expense during the blackout period can submit for a reimbursement
- Norman Campus claims are running at 92% of budget.
- Employees with prescription cost modification should have been contacted by BCBSOK
  - Call Health Advocacy Solutions Team (855-649-9614) with any problems

#### **Retirement Update**

- Fidelity Educational Seminars have been held on both campuses in the month of November

#### **Wellness Update**

- Wellness program ended on November 30<sup>th</sup>
- Norman had 36 dates and 606 health screenings January-mid November
- New wellness program coming in 2020

#### **General Business**

- EBC will not meet in December 2019

#### **OTHER REPORTS**

*The following reports were linked to the December agenda:*

Staff Senate Foundation account report

Minutes of Employment Benefits Committee meeting for October 2019

#### **OLD BUSINESS**

**New Ideas for Staff Senate Involvement:** Corey Helms reported that they are no new updates.

**Rules of Order Proposed Changes:** Justin Daniels reported last month that in working on the new policy documents there were some updates that need to be made to the current Staff Senate Rules of Order. There was an attachment for everyone to review. There were no changes from the floor so a motion was made by Corey Helms to approve the changes as written, the motion was seconded and passed unanimously.

#### **NEW BUSINESS**

#### **ANNOUNCEMENTS**

#### **ADJOURNMENT**

As there was no further business, the meeting adjourned at 2:27 p.m.

**NEXT REGULAR MEETING:** January 15, 2020

Respectfully submitted,  
Melissa Lane  
Administrative Coordinator

Kristi Wright  
Recording Secretary