

THE UNIVERSITY OF OKLAHOMA

STAFF SENATE

(NORMAN CAMPUS)

Wednesday, February 19, 2020

Chair Sarah Connelly called the meeting to order at 1:31 p.m. in the Bartlett 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: Paul Box, Kelly Thompson, Ross Mehl, Joanne Braunbeck, Jenn Ille, Jessica Rossman, Kyle Leffler, Joe Northcutt; Informational Staff Association: Cathy Yeaman, Corey Helms; Organizational Staff Council: Shannon Overstreet, Jeremy Oxenford, Diana Fitzpatrick, Margaret Vennoch, Betty Love, Tonya Iman; Administrative Staff Council: Patrick McClain, Heather Todd, Matthew Rom (Proxy)

Representatives absent — Hourly Employees Council: Tanya Miller Eager, Will O'Donnell, Amber Gillion; Informational Staff Association: Christine Young, Lana Ferguson, Daniel Deering, Rachel Meyer

Guests — Debra Levy Martinelli, Marissa Pierson, Amanda Cole, Chris Cook, Meghan Warren, Rhonda Hil, and Jami Houston

SPEAKER

Karen Smith, Peoplesoft Updates

ACCEPTANCE OF MINUTES OF January 15, 2020

On a motion by Paul Box the minutes of January 15, 2020, Staff Senate meeting were accepted with the addition of Kaylie Stogsdill's name as an additional speaker.

CHAIR'S COMMUNICATIONS

Sarah spoke with Tonya Holman, Director of Payroll, about W-2's. OU is contracting with Equifax. Going forward if you leave OU and need previous W-2's you will be able to access them through mytaxform.com. Current and past W-2's for current employees are still available at hrms.ou.edu

Tri-Senate Meeting with HR: we discussed issues common to all campuses including compensation, benefits, and the staff handbook. We also asked about the staff evaluation process this year. The process is not changing from last year. Each employee will have a one-page evaluation summary report submitted to HR. Supervisors should assign scores and then use the text space to justify and defend their scores.

Search Committee for the Dean of the Jeannie Rainbolt College of Education is being formed.

Because of our snow day this month, our meeting with Dr. Hyppolite has been reschedule to March.

REPORTS FROM MEMBER GROUPS

Administrative Staff Council: President Patrick McClain reported that they held its February meeting at Pepe Delgados on Campus Corner. They had Fatemeh Smith, Employee Relations Administrator from OU HR, give an overview of the 2020 Annual Evaluation process, followed by a question and answer session regarding both the

evaluation process and the overall performance management process. You can see all of the resources and timelines here: <https://hr.ou.edu/Managers-HR-Payroll-Coordiators/Managing-Employees/Performance-Management-Evaluations>. Finally, Patrick gave a recap from the January Staff Senate Meeting, including a discussion about OU's new wellness program, "LiveWellOU".

Hourly Employees Council: President-Designate Paul Box reported that they met last week and took care of a lot of business. They started the early stages of planning for the Ice Cream Social for Staff Week with the hopes of being organized by our next meeting. They voted to move our next meeting to a different time in order to accommodate Staff Senate possible changes. They discussed our election process which will be upon us before we know it. And, we voted on doing a service initiative during the spring to raise money for Second Chance Pet Sanctuary. While they were being so productive, they went ahead and outlined their next few meetings.

Informational Staff Association: President Cathy Yeaman reported that they received an update on the Secret Santa for the Citizen's Advisory Board of Cleveland County and updated everyone that the ISA bank account at OU Federal Credit Union has been updated with current members. New business included discussions on Staff Week and the Art Show, seeking additional volunteers for the Staff Merit Awards Committee and efforts to establish an assistance fund for staff. They want to create a fund similar to HEC and OSC, but not compete with either. They discussed ways to raise funds for the new effort. They will update everyone as that project progresses. The goal is to put a continuous funding project in place to assist OU staff needs throughout the year.

Organizational Staff Council: President Shannon Overstreet reported that they discussed staff senate and chair-elect open positions. Discussed am Bingo for staff week, need caller and help getting the board upstairs to Meachum. Discussed prize logistics, set date of March 20-21 for OSC quilting bee. Team to create a quilt for this year's staff week raffle. The license has been approved by athletics.

REPORTS OF STANDING COMMITTEES

Awards Committee: By email Chair, Liz Cooley reported that they meet tomorrow.

Communications Committee: By email Chair Trish Koonce reported that they did not meet.

Staff Initiatives Committee: Chair Jami Houston reported the following about their work. Parental Leave: Updated to clarify some questions from Staff Senate Exec. Waiting on usage #s from HSC staff to finalize. Met with Erin Simpson to discuss. Gender and Equality Center is supportive. Shared Leave: HR is making some recommendations; awaiting the outcome of a specific meeting for next steps. Bereavement Leave: Researched what other schools do. 5 days is average in Big 12; 3 days is the national average. Working on drafting components of the policy. Staff Tuition Waiver: No updates. The Committee also discussed a general dissatisfaction with the new OU Wellness program. While we didn't see any work for our committee necessarily, we (I) want to bring awareness to Staff Senate.

Staff Week Committee: By email Chair Trisha Cole reported that they talked about days/locations for Staff Week. They are still taking forms for Craft Fair. Prize solicitation has started. The logo has been chosen. Right now, working a lot on prize solicitation. Next month we will start signing up for what events we will each work.

REPORTS OF SPECIAL AD HOC COMMITTEES

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: The Employee Benefits Committee (EBC) meet on January 16, 2020, in NEL Room 215.

Benefits Update

- Blue Cross Blue Shield implementation is going well. All staff should have received their membership card in December. No issues have been heard as of the meeting.
- There were initial issues with how behavioral health services were coded in the BCBS system. The issue should be fixed and BCBS is watching claims to ensure they are processed correctly.
- There was an initial glitch with employee contributions during the HSA transition. The problem has been corrected and money has been distributed to member accounts.
- BCBS has an on-site representative **Jeannie Pham**. Contact information has been sent through OU mass email and can also be found on the human resources website.
- The benefits team has already begun working on the 2021 plan.
 - There will be an RFP for dental, vision, and retiree Medicare-eligible health insurance
 - Currently looking at a life insurance plan redesign.
 - Examining the structure of contribution tiers.
 - Norman and HSC plans will merge in 2021. Currently both with BCBS but with different designs.
- Norman is running at 95% of the budget with a cost of \$647 per employee per month.
- Norman has 58 claimants over \$100,000 which represents approximately 21.5% of total claims. One claim has triggered stop-loss coverage reaching \$585,000.

Retirement Update

- Fidelity retirement one 1-on-1 sessions:
Norman Campus:
January 14, 23, 28, February 20, & March 3 & 12: Wagner Hall, Room 201
February 3 & 14: Oklahoma Memorial Union, John Houchin Room
- Benefits team will send out a communication to employees who have funds in TIAA legacy accounts informing them they can move the funds to Fidelity.

Wellness Update

- OU Wellness Program concluded in November with total payments equaling \$219,540 paid out to 937 employees.
- LiveWell OU program has slightly different requirements for incentives.
- Employees can email wellness@ou.edu if they have questions or comments related to the program.

OTHER REPORTS

The following reports were linked to the February 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 the video is now complete.

NEW BUSINESS

Moving next meeting to March 11, 2020: On a motion from Patrick McClain the meeting for March was moved up so it will not take place during Spring Break.

ANNOUNCEMENTS

ADJOURNMENT

As there was no further business, the meeting adjourned at 2:25 p.m.

NEXT REGULAR MEETING: March 11, 2020

Respectfully submitted,
Melissa Lane
Administrative Coordinator

Kristi Wright
Recording Secretary