

THE UNIVERSITY OF OKLAHOMA

STAFF SENATE

(NORMAN CAMPUS)

Wednesday, May 20, 2020

Chair Sarah Connelly called the meeting to order at 1:30 p.m.

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, Judy Estes, Kelly Thompson, Ross Mehl, Joanne Braunbeck, Jessica Rossman; Informational Staff Association: Cathy Yeaman, Christine Young, Rachel Meyer, Corey Helms; Organizational Staff Council: Shannon Overstreet, Diana Fitzpatrick, Margaret Vennoch, Betty Love; Administrative Staff Council: Patrick McClain, Heather Todd, Matthew Rom (Proxy)

Representatives absent — Hourly Employees Council: Jenn Ille, Will O'Donnell, Kyle Leffler, Joe Northcutt, Amber Gillion; Informational Staff Association: Lana Ferguson, Daniel Deering; Organizational Staff Council: Jeremy Oxenford, Tonya Iman

Guests —Debra Levy Martinelli, Robin Stroud, Rhonda Hill, Trish Koonce, Jen Elsner, Cindy Clark, Jay Edwards, and Jaymie Turner

SPEAKER

Marcy Fleming, Human Resources

ACCEPTANCE OF MINUTES OF April 15, 2020

On a motion by Paul Box the minutes of April 15, 2020, Staff Senate meeting were accepted.

CHAIR'S COMMUNICATIONS

Virtual Staff Week Events – We successfully moved several Staff Week events online, including Virtual Bingo, Art Show, and OU Food Pantry Food Drive. Staff Senate Executive has also decided to begin looking into moving the Awards ceremony online. We will send out more information as we have it.

HR Meeting – On May 4th to discuss the proposed change to the calculation of overtime pay on the Norman campus.

Administrative Updates – Joseph Harroz Jr. has been voted by the Board of Regents as the 15th President of OU. Plans to bring people back to campus over the summer and for the fall are ongoing.

REPORTS FROM MEMBER GROUPS

Administrative Staff Council: President Patrick McClain reported that they did not meet.

Hourly Employees Council: President Tanya Miller Eager reported that they started the meeting off thanking the council for all their hard work. “I’m so proud to serve with such dedicated staff. We’re in unusual times facing unusual circumstances and they answered the call.” They updated the website with current information and added a resource guide. For the Food Drive they worked together and they worked swiftly. She is grateful for their service to our OU community.

After that, we got down to business. Everyone reported their situation and we discussed going back to campus along with issues and concerns. With everything going on, they decided (made a motion and voted) to delay their elections until the first of June to encourage more nominations within ALL six of their groups. Once elections are settled and they have an updated council, they'll host their "Installation Meeting" in August (rather than in June), skipping our July meeting.

Informational Staff Association: President Cathy Yeaman reported that they had an update on the President's address to Staff Senate, Staff Week Art Show, and continued discussion of the staff handbook regarding the gap in employment for returning staff and bereavement leave.

Their new business included discussing a fundraiser to buy masks for staff and upcoming elections for next year.

Organizational Staff Council: President Shannon Overstreet reported that they didn't have any new business. They discussed the return to campus and possible scenarios. They are ready to return.

REPORTS OF STANDING COMMITTEES

Awards Committee: By email, Chair Liz Cooley reported they did not meet.

Communications Committee: Trish Koonce reported that met by email to edit the first edition of the Staff Senate Standing Committee Newsletter which has been sent for distribution.

Staff Initiatives Committee: By email, Chair Jami Houston reported that they met yesterday. Work continues on finalizing the parental leave proposal and developing a proposal for bereavement leave.

They also discussed some questions staff have about the return to work. They're working on a list to share with Crystal for a meeting with the president next week.

Staff Week Committee: By email, Chair Trisha Cole reported that they did not meet.

REPORTS OF SPECIAL AD HOC COMMITTEES

Policy Review Ad Hoc Committee: 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 met via Zoom on April 16, 2020.

Benefits Update

- Benefits RFP (dental, vision, and retire Medicare-eligible health insurance) closed on April 13, 2020, which was a little late due to COVID-19 delays.
- Human Resources will continue to update the community through email regarding COVID-19 related resources.
- The recently passed Cares Act restores the ability to use Health Savings Accounts (HSAs) and Flexible Spending Accounts (FSAs) to purchase over-the-counter (OTC) medicines that previously required a prescription from a physician and for the first time, making feminine hygiene products qualified. – This a permanent change.

Families First Coronavirus Response Act

- Effective April 1 – December 31, 2020. The act provides two additional leave provisions for those impacted by COVID-19.
- **Emergency Paid Leave:** Up to 80 hours of emergency paid leave, which is not deducted from the employee's leave balance. The emergency leave is for an employee's own health event related to COVID-19. The leave must be taken continuously and will pay 100% of salary with a maximum of \$511 per day.

- Emergency FMLA:** Up to 480 hours of employer-paid leave at 2/3 the employee's regular rate with a maximum of \$200 per day. Employees are able to use paid leave to make up the other 1/3. Emergency FMLA is designed for employees who are caring for an individual subject to quarantine or self-quarantine order) or those caring for children if schools are closed or caregivers are unavailable. Emergency FMLA leave may be taken intermittently.
- Employees should work with their campus leave coordinator if either leave is needed: Norman Campus – Vanessa Llach; HSC Campus – Shane Daniels; Tulsa Campus – Tandy Gourd

Wellness Update

- Registered Users o Norman: 4,693
- OUHSC: 2,853
- Tulsa: 307
- Over 650 employees reached the Quarter 1 incentive level (1,500 points). Incentives (LiveWell OU branded umbrella) will be distributed once everyone is back on campus.
- The wellness team is working hard to provide many virtual programmatic options.

OTHER REPORTS

The following reports were linked to the May agenda:

Staff Senate Foundation account report

Minutes of Employment Benefits Committee meeting for January 2020

OLD BUSINESS

ANNOUNCEMENTS

ADJOURNMENT

As there was no further business, the meeting adjourned at 2:03 p.m.

NEXT REGULAR MEETING: June 17, 2020

Respectfully submitted,
Melissa Lane
Administrative Coordinator

Kristi Wright
Recording Secretary