

THE UNIVERSITY OF OKLAHOMA

STAFF SENATE

(NORMAN CAMPUS)

Wednesday, December 16, 2020

Chair Crystal Ary called the meeting to order at 1:30 p.m.

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

Staff present – Melissa Lane, Administrative Coordinator

Representatives present – Hourly Employees Council: Paul Box, Jessica Rossman, Tanya Miller Eager, Ross Mehl, Will O'Donnell, Judy Estes, Karla Pitre, Joe Northcutt, Jen Elsner, Terri Smith; Informational Staff Association: Christine Young, Daniel Deering, Elaine Bradshaw; Organizational Staff Council: Rhonda Hill, Anjanette Pierce, Steven Hanger, Jenny Lang, Julia Rouse, Betty Love; Administrative Staff Council: Heather Todd, Andrea Flores

Representatives absent — Hourly Employees Council: David Kizer, Sharrie Sanders; Informational Staff Association: Corey Helms

Guests — Sean Burrage, Robin Stroud, Debra Levy Martinelli, Matthew Rom, Diana Fitzpatrick, Leslie Vennoch, Alexia Aston, Shannon Overstreet, Alisa West Cahill, Katherine McRae, Marilyn Korhonen, Candace Coker, Kelly Thompson, Tami Kinsey, Chris Cook, Ashley Kilgore, Beth Young, Christa Seedorf, Patrick McClain, Holly Anderson, Katie Bayliss, Kristen McMurray, Minerva Quinones-Willingham, Sarah Moran, Darla Madden, Amanda Warren Marshall, Beth McCoy, Melanie Norris, Jamie Ladd, Amy Bradshaw, Sarah Stanley, and Michelle Meazell

SPEAKER

President Joe Harroz Jr

ACCEPTANCE OF MINUTES OF November 18, 2020

On a motion by Paul Box, the minutes of November 18, 2020, Staff Senate meeting were accepted by an email majority vote.

CHAIR'S COMMUNICATIONS

Justin, Sarah, Melissa, and I met with President Harroz and VP Burrage on November 23rd. We communicated some concerns from the staff concerning the Overtime Policy, such as low morale and staff quitting. He again has reassured us staff who earns overtime would continue to do so through the Spring semester. We have also asked President Harroz if he would communicate to the VP's to empower the supervisors to adjust schedules as they see fit. It was also suggested that some tasks should consider being performed differently so staff did not have to interrupt their time off.

Also, discussed was the University's budget. Currently, there has not been any thought or mention of furloughs or layoffs.

Staff Senate Exec met Monday, December 14th; the subject of position descriptions being currently outdated from when they were created 2 years ago was discussed.

Melissa and I met with HR and VP Burrage yesterday to discuss the results of the comp study as well as the job descriptions being outdated. Angela Church with HR did say that once all job descriptions were entered into the new PeopleSoft system supervisors would have the opportunity to review and update them as needed. Also know and

understand these descriptions are being hand loaded into the system, it is important and appreciated that we show grace and patience with this process as it will take some time.

Results of the comp study: 87 people on the Norman campus and 159 on the HSC campus have been identified as earning less than market value. A memo will be going out to the VP's December 21st, they are responsible for communicating who those staff members are. I must remind everyone this is not a raise or promotion plan; this is the president fulfilling his commitment to making sure that each staff member is paid at least the minimum market value. The compensation study continues but this portion is complete. The affected staff members will start to see this additional pay beginning January 1.

REPORTS FROM MEMBER GROUPS

Administrative Staff Council: President Heather Todd reported that ASC & ISA held our first joint member meeting on December 8th. Our guest speaker was Jeffrey Cooper who spoke about the online training platforms available to OU employees as well as updates on the Leadership Council program. He mentioned the LinkedIn Learning opportunities available and future workshops being developed for 2021.

We discussed the disbanding of HR broadband titles and that the Staff Senate Policy Review Ad Hoc committee is discussing alternative ways to restructure Staff Senate. Patrick McClain serves on the committee and asked members to share any thoughts they have on the subject with him. A suggestion was how the language relates to Tulsa staff where some are Norman campus employees and others are HSC campus employees.

Heather went over a quick highlight of systems reimplementation (financial, HR, grants & budget systems). Karen Smith gave a quick update on continued improvements to the financial system and Judy-Webb Hapgood talked about changes in Purchasing and new staff that have been hired.

Christine reminded everyone to complete the staff climate survey and it was mentioned that many staff never received the email. Christine reached out to Dr. Hyppolite who said that the email was sent multiple times and the deadline to complete had passed.

We ended the meeting by reminding everyone to consider donating to OSC Operation Comfort & Joy and/or the ISA Secret Santa Project. We also mentioned that President Harroz will be speaking at the December staff senate meeting.

Hourly Employees Council: President Paul Box reported that the committee filled a vacancy in Group III with Pam Dempsey. The Committee was also sent a copy of the email concerning the dates for training on procurement prior to the Holiday break. The chair charged the committee with some sort of brain-storming on possibly modifying or creating policies to assist in bettering the University and employees without associated costs to either. i.e. Shared Leave policy. The committee also spoke in-depth about which family would be adopted by the committee and how donations would be presented.

Informational Staff Association: President Christine Young reported that they had an open discussion on ways to get members to attend meetings. Suggestions were to spread the word at other zoom meetings, reach out to colleges/depts., and tell ISA members about the benefits of being active in Staff Associations. ISA will be a part of the CAB Secret Santa Program

Organizational Staff Council: President Rhonda Hill reported that they announced that Operation Comfort and Joy is going well. Nine families were nominated and several have been adopted. We will be able to provide support to all families. We've received over \$2,500 in donations. Rhonda announced that President Harroz will be speaking at the Staff Senate meeting on December 16 at 1:30 and told OSC members if they have a question for President Harroz to please e-mail your question to Rhonda by Monday afternoon. Rhonda announced that we need guest speakers for a few spring meetings and asked members if anyone could volunteer to organize.

REPORTS OF STANDING COMMITTEES

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

Communications Committee: By email, Chair Dalton Brasington reported that they did not meet.

Staff Initiatives Committee: By email, Chair Jami Houston reported that work continues on

-Shared Leave: Developing a survey tool to gauge staff awareness, usage, and challenges; Also looking into meeting with HR to answer some important questions about shared leave is facilitated.

-Bereavement leave: the proposal is almost ready to be review by the committee

-Staff Tuition waiver: organizing information and determining next steps.

Staff Week Committee: Chair Terri Smith reported that they set timelines for submissions on virtual events. The committee discussed and voted on changes (prizes) to implement beginning with 2021.

REPORTS OF SPECIAL AD HOC COMMITTEES

Policy Review Ad Hoc Committee: Chair Justin Daniels said that the committee continues to review and discuss the best possible structure of the Staff Senate. Hope to have something completed in the next few months.

REPORTS FROM UNIVERSITY COUNCILS, COMMITTEES, AND BOARDS

Employee Benefits Committee: Matthew Rom reported the following:

EBC Administration

- Approved amended September 2020 minutes
- Approved October 2020 minutes
- Amy Pepper (College of Law) rejoining the committee to fill a recently departed faculty member's unexpired term.

Benefits Update

- Implementation of various benefits packages going well:
 - BCBSOK dental coverage cards will arrive by January 1, 2021
 - BCBSOK medical coverage cards will also arrive by January 1, 2021. Norman needed new cards because of changes to deductibles.
 - Vision insurance is switching to MetLife but will not have a card (similar to the current situation). Employees can print a card from the MetLife website after January 1, 2021, if desired.
- Benefits office continuing to finalize any changes to open enrollment selections. The period for requesting changes ended Monday, November 16, 2020.
- September medical spending up about 10% from August - 85% of the budget in Norman. 82% of budget spending in Norman for the year.

Retirement Update

- Fidelity hosted a virtual "get to know your retirement plan" session during open enrollment. Plan on hosting three additional sessions in December and January. Email sent to campus for scheduling.
- Voluntary contribution levels are unchanged in 2021 → at 19,500 per plan. Communication sent to campus outlining contribution levels remaining the same.

Wellness Update

- Two active challenges coming to an end:
 - Virtual Walkabout challenge (October 1 – November 30) → 523 participants
 - Sugar Challenge (November 9-23) → 447 participants
- Wellness Opportunities:

Dimension	Title	When	Attended (Registered)
Spiritual	Secrets of Successful Relationships	Oct. 15 at 12 PM	71 (107)
Emotional	Talk Saves Lives - RESCHEDULE	Nov. 5 at 11:30 AM	• (35)
Financial	Money Personalities	Nov. 11 at 11:30 AM	56 (116)
Spiritual	Stress-Resilience Workshop	Nov. 12 at 12 PM	50 (82)
Intellectual	Wellness Trivia	Nov. 17 at 12:30 PM	• (62)
Physical	Men's Health with Dr. Furr	Dec. 8 at 1 PM	
Intellectual	Wellness Trivia	Dec. 15 at 11:30 AM	
Spiritual	Happiness Reconnect	Mondays & Thursdays at 1PM	

- Magellan EAP:

November	Avoiding Caregiver Burnout	Overcome Worry	Growing Your Personal & Professional Resilience (rescheduled from 10/28)
December	Responding to Negativity and Anger in the Workplace	Exploring Habits for Positive Behavior Change	Bringing Out the Best in Others

New Business

- Retiree association representatives asked about a letter from PayFlex outlining benefit election dates. The date on the PayFlex letter did not match the date from OU. Benefits office checking and will reach back out with the correct date.

OTHER REPORTS

The following reports were linked to the December agenda:

Staff Senate Foundation account report \$1,285.30

Minutes of Employment Benefits Committee meeting for August 2020

OLD BUSINESS

NEW BUSINESS

ANNOUNCEMENTS

ADJOURNMENT

As there was no further business, the meeting adjourned at 2:12 p.m.

NEXT REGULAR MEETING: January 20, 2021

Respectfully submitted,
 Melissa Lane
 Administrative Coordinator

Kristi Wright
 Recording Secretary