

TULSA STAFF SENATE
Regular Meeting
December 1, 2011
10:00 a.m. to 11:00 a.m.
Room 3100

Jeff Wilkie with Tulsa Tech presented the LEAN concept.
If you would like to get in touch with Jeff his e-mail is jeff@jeffwilkieconsulting.com.

Quorum confirmed.

Call to order.

- I. The November minutes were revised. Sandra Arnett reported the Staff Week Luncheon will be held on April 25, 2012.
- II. **Chair's report** –
 - A. The holiday reception will be held December 15 from 2:00 p.m. – 4:00 p.m. Bring your donated toy bears for donation to Children's Justice Center through the OU Tulsa Library.
 - B. Brenda has a previous year's holiday reception flyer she will work-up for this year.
 - C. Yolanda's music director sang and may be available for entertainment at the holiday reception. Edison or Patrick Henry sang one year also. Brenda will call Karen Mulkey to find out which school or if both would like to participate.
- III. **Treasurer's report** – the Tulsa activities account has a balance of \$3,377.47 and the Foundation account has \$5,376.95.
- IV. **Secretary's report** – no report
- V. **Committee Reports:**
 - A. Employee of the Quarter – today is the deadline for this quarter. Nominations are not coming in like we would like. A discussion ensued concerning why. There will not be any changes at this time, but will be taken back to the committee with what was discussed today. Krista Pettersen and Sharon Reese have some very good ideas and will be invited to the committee meetings.
 - B. TAC report – Kerri Jackson from the Pharmacy has requested a sun shade and cushion be donated to their Christmas project, Make A Wish. This is under \$500 and does not need to be voted on.

It was reported that some of the Christmas tree lights were not lighting. The tree by Charlotte Berryhill needs to be replaced after this season.

We were reminded that the OU sun shades and cushions make good Christmas gifts.

- C. Staff Week – Sandra Arnett reported the change in the date for the luncheon will be April 25, NOT April 26. Sandra has requested quotes on meals from several vendors.
- D. Membership & Policy Review – no report.
- E. Communication/Marketing – working on the next newsletter. If you know of staff senate activities let Sharon Reese know so she can print it in the newsletter.

VI. Unfinished Business:

- A. Courtyards: Brenda met with Dr. Clancy and they decided to revamp one area at a time. The work will begin on the East courtyard and will involve the architectural students. They will develop some ideas.

VII. New Business: - no report

VIII. Adjournment: 11:00 a.m.

Next meeting: Thursday, February 2, 2012, 10:00 a.m. in room 3100.