

**Tulsa Staff Senate  
Regular Meeting  
February 2, 2012  
10:00 a.m. to 11:00 a.m.  
Room 3104**

Quorum Confirmation.

Call to Order at 10:00 a.m. by Brenda Treseder.

The IT Team presented ServiceNow program and how to use it. On February 24, 2012 the IT Team will present a Lunch & Learn program to introduce ServiceNow college wide.

The minutes from the December 1, 2011, meeting were approved and seconded.

Beginning March, 2012, the meetings will be held in room #3106 thru the end of the semester.

- I. Chair's Report – Brenda Treseder  
Matthews Bookstore's final day to be open for business is March 30, 2012.
- II. Treasurer's Report – Khanh Luong  
Khanh gave the treasurer's report and distributed a financial spreadsheet.
- III. Secretary's Report – No secretary's report was given.

It was mentioned that perhaps there could be a monetary award for "Employee of the Year". Brenda will check with President Clancy regarding this request the next time she has a meeting with him.

Renovations to the courtyards are to be presented in February. Once they are presented it is the hope that those renovations can proceed.

A motion was made and seconded that the meeting be adjourned at 11:15 a.m.