

Tulsa Staff Senate Minutes August 1st, 2013

Time: 10AM – 11AM, Meeting Location: 3106

Meeting Attendees: Kerri Jackson, Kody Burns, Jenna Tow, Michelle Bickle, Lynne Wright, Beth Sullins, Heather Knotts, Rick Koontz, Ashlee Taylor, Vicki Ford, Charlotte Johnson, Krista Pettersen

- I. Approval Of Minutes
 - The Minutes of the last meeting were approved.
- II. Treasurer's Report – Michelle Bickle
 - Staff Senate Treasury Report for month ending July 2013 was handed out. The only expenses incurred in the month of July were for Edible Arrangements and the Ice Cream Social Event costs totaling \$318.45.
 - Balances are:

TAC HSC	2001.94
TAC Norman (Created to pay Norman based employees)	1683.49
Foundation Account	3634.46
Total for all accounts:	7,319.89
- III. Secretary's Report – Kody Burns
 - No new report.
- IV. Committee Reports
 - A. Employee of the Quarter – ?
 1. Discussed who is responsible for the Merit Award Committee; not decided as of yet.
 2. Discussion was floored until the next meeting since Krista Pettersen is still discussing this with President Clancy.
 - B. TAC Committee – Heather Knotts
 1. September 26th – Breakfast for staff, faculty and students in the Founder's Center. \$ 5 per ticket.
 2. August 19th, September 16th, October 21st. Food Trucks are on the 3rd Monday of the month. They will take a break for November – February and return in March.
 3. August 19th they will offer a coupon for a free Kona Ice.
 4. October 31st (tentatively) Chili Cook-Off. It was decided that TAC would assume the responsibility of planning the event.
 5. Discussed Holiday Reception – Staff Senate will assume responsibility of planning the event. Further details will be discussed next month.
 6. TAC Meets the 3rd Thursday of every month.
 - C. Staff Week Committee – Vacant Chair Positions
 1. It was discussed that the Chair will be Heather Knotts and Co Chair will be Kody Burns.

- D. Membership Policy Review Committee – Alisa Dougless not present to present.
 - 1. We have vacancies in Groups 2, 3, 4 & 5.
 - 2. It was mentioned that two individual have sent in forms. Kerri will check on whether they have arrived and reach out to them if so.
- E. Communications/ Marketing Committee
 - 1. Updates are needed on the website.
 - 2. New Logo, Representative Roster needs to be updated
 - 3. Anything else that needs to be updated... print page and hand write the updates. Tracy Kennedy is updating the OU Tulsa websites.
- V. Old Business
 - No Report
- VI. New Business
 - Alisa Dougless received an email from staff inquiring about Microsoft products being offered. It is provided for the staff; they must contact IT for more details.
 - Kerri discussed Roberts Rules of Order for conducting meetings. A copy can be requested via email.
- VII. Announcements
 - Shawn Schaefer is a fellow in the OU Innovation and Sustainability Institute. His project this year is looking at ways to make our campus buildings and grounds into a sustainable landscape. He reached out to Kerri Jackson to invite Staff Senate to be part of his committee to represent the staff. The representative chosen needs to attend one meeting a month on a Saturday morning. Lynne Wright volunteered to be the representative. Keri and Heather will provide back-up when Lynne is not available to attend.
 - Name tags should be considered for our meetings.
- VIII. Adjournment

Next Meeting will be September 5th.