

# Tulsa Staff Senate Minutes

## November 7<sup>th</sup>, 2013

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Time: 10AM – 11AM, Meeting Location: 3100

Meeting Attendees: Kerri Jackson, Alisa Dougless, Vicki Ford, Jenna Tow, Ashlee Taylor, Beth Sullins, Rick Koontz, Lorri Craig, Charlotte Berryhill, Michelle Bickle, Kody Burns, Heather Knotts, Krista Petterson

### I. Approval Of Minutes

- The Minutes of the last meeting were approved with 1 correction.

### II. Treasurer's Report – Michelle Bickle

- Staff Senate Treasury Report for month ending Oct 2013 was viewed.
- Expenses incurred –

Certificates/Chocolate – Boss's Day	\$74.25
Chili Cook-Off	\$276.92
- Monies Earned-

Chili Cook Off	\$689.29
Certificate/Chocolate – Boss's Day	\$87.51
Hideaway Pizza	177.68

#### **Balances:**

TAC HSC	\$2427.57
TAC Norman	\$1336.49
Foundation Account	\$3812.14
Total for all accounts:	\$7576.20

### III. Secretary's Report – Kody Burns

- No New Report.

### IV. Committee Reports

- A. Merit Award Committee – Cortney Dennis – Not Present to Report
  1. Reaching out to the campus next month for nominations.
  2. Will need to know the winner by the middle of March to be prepared for staff week reception awards.
- B. TAC Committee – Alisa Dougless
  1. Zoo Tickets – We have a few zoo ticket extras that you can still purchase.
  2. Qdoba Fundraiser – November 15<sup>th</sup>. Place receipt in jar so we receive the funds.
  3. Chili Cook-Off was great! Huge thank you to all who participated, volunteered and made it happen. It was a huge success. Voting went great. Had a great response.
  4. Lauren McKinney designed an OU Tulsa specific T-Shirt and it has been approved. We are now awaiting samples. It was voted to approve using Staff Senate funds to have the shirts printed to use as fundraisers.

5. December 3<sup>rd</sup>, 11<sup>th</sup>, and 17<sup>th</sup> there will be a service to wrap presents. An all call for wrapping paper, bows, etc. will go out shortly. Approximately \$3.00 per present.
- C. Staff Week Committee – Heather Knotts & Kody Burns
    1. Volunteers from Staff Senate were requested.
    2. An email has been sent to all Staff to volunteer. There have been no responses as of yet.
    3. An email for our 1<sup>st</sup> meeting will go out shortly.
    4. Need to check Founder’s Hall for reservation.
  - D. Membership Policy Review Committee – Alisa Dougless
    1. Sheryl Hayes – voted to accept as Representative of Group V.
    2. Discussed group representation.
  - E. Communications/ Marketing Committee
    1. Bios and pictures for the website were requested.
    2. Updates are being made continually.
- V. Old Business
- Bylaws Representative and Alternates up-dated with stats on employees/groups via HR Oct. 17, 2013. Either the numbers need to be re-checked frequently b/c employee numbers change constantly affecting representation or there needs to be a min/max set that would accommodate the fluctuations. Tabled the discussion until the next meeting.
- VI. New Business
- It was requested to make an “I AM STAFF SENATE” magnet to place on door or in office. Alisa will work on getting them made.
- VII. Announcements
- Thursday, December 19<sup>th</sup> is the Faculty and Staff Holiday Reception
  - Staff Senate needs to decorate the trees. Innovation Commons, Main Entrance, South Security Tree, and the Faculty/Staff Lounge will be decorated. We will decorate on Friday, November 22<sup>nd</sup>.
- VIII. Adjournment – Meeting was adjourned at 10:50AM.

Next Meeting will be December 5th.