

December 11, 2019

Meeting Minutes

Meeting Type: Monthly Staff Senate Meeting

Call to Order: 8:30 a.m.—Kristin Rodriguez

Attendees: Angela Surratt, Sarah Caldwell, Beth Sullins, Lisa Eshenour, Samantha Mayer, Megan Gray, Mitch Braden, Braden Beller, Hanna Lee, Susie Elliott, Vicki Fork, Khanh Luong, Angela Miller, Kristin Rodriguez and Teresa Welles

Confirm Quorum

- I. **Approval of Minutes**
 - a. November minutes – approved

- II. **Treasurer’s Report: Khahn Luong**
 - a. All staff week expenses are included in report

- III. **Committee Reports**
 - a. Merit
 - i. No report, but we need to take inventory of supplies
 - b. Membership & Policy Review
 - i. New Member – Megan Gray
 - c. Communications
 - i. Changes have been made to website
 - d. Staff Week and Activities & Marketing/Fundraising
 - i. Hot Cocoa event will be rolled into Valentine’s Day event
 - ii. Request to change policy to remove “event every month” (APPROVED)
 - iii. Valentine’s Day – dipped pretzel rods. Will send email out in January and sales will be thru store
 - iv. Food trucks will start in March
 - v. Staff week will be in April
 - vi. Lisa Eshenour is stepping down as Co-chair of SWAC
 - e. Sustainability
 - i. No report
 - f. Police Advisory
 - i. No report

- IV. **New Business**
 - a. Holiday Party setup/update – founders student center, photo booth, food, drink (1 drink ticket) door prize



- b. De-brief OKC December meeting – tree lighting ceremony with caroling and photos with Santa. They have employee of the month (is this something we want to consider)
 - c. Will invite OU HC/Norman to Tulsa for meeting
- V. **Round Robin Discussion**
- a. Open Discussion – HR changes – job description standardized, CFS changes as well
 - b. Beth Sullins brought issues with insurance changes for Norman employees
- VI. **Adjournment** – 9:25 am

Respectfully Submitted,
Teresa Welles - Secretary, Staff Senate