

July 13, 2021

Meeting Minutes

Meeting Type: Monthly Staff Senate Meeting

Call to Order: 8:31 am

Attendees: Braden Beller, Mitch Braden, Esthela Casale, Susie Elliott, Cierra Gleason, Tandy Gourd, Khanh Luong, Samantha Mayer, Angela Miller, Lindsay Mitchell, Patty Mitchell, Dave Rasmussen, Gaby Rodriguez, Kaylie Stogsdill, Angela Surratt, Romyne Wennerstrom, Olivia Wiesner, Dr. Jasmine Willis Wallace, Stephanie Zumwalt

Quorum Confirmed: Yes

I. **Approval of Minutes:** Yes

II. **Treasurer's Report:** Khanh Luong

a. Total ending fund balance for all accounts: \$ 10,024.48

III. **Committee Reports**

- a. Merit – Angela Miller gave the report. Tandy is working with the Merit Committee on the list for service awards for both 2020 and 2021. The awards will be based on the dates for April when we normally have the awards. Staff Senate Merit Award nominations are due by Friday, July 23, 2021. Staff Senate bylaws state that we can give out four awards a year. More awards can be given if approved by Staff Senate and if budget allows. This year we will only be giving out four.
- b. Membership & Policy review – Report given by Angela Surratt. Angela went over the vacant Staff Senate Representative positions. Group 1 – Schusterman Building – we need one Representative and two alternates; Group 2 and 3 – Schusterman Building 4 West and 12, we need one Representative and one alternate; Group 4 – Schusterman Clinic - we need 4 representatives and 1 alternate; Group 5 – Off site locations – we need one representative. If you know of anyone who would like to fill these positions email tulsastaffsenate@ouhsc.edu and let Angela Miller know. Membership and Policy review also recommends adding language to the Staff Senate Bylaws that in an event of campus closure or unforeseen pandemic and we can work from home with approval from the Chair, meetings will be conducted by University of Oklahoma virtual platform via zoom.
- c. Communications – Angela Surratt serving as Interim Chair gave the report. She said Staff Senate is looking for someone to fill the Chair position. The responsibilities of the Chair is as follows: update Staff Senate website and Social Media Accounts as needed, send out announcements to OU community and other notices that the Chair needs to be sent out. If you are interested in filling this position, fill out the survey on the Staff Senate website or send an email. Announcements will be sent out the Thursday before our Staff Senate meetings, all correspondence will need to be sent in prior to that Thursday. Angela will be working on a newsletter format to “catch the eye” of the readers to draw them in to reading the content. If you have any ideas, please send to Angela.
- d. Staff Week and Activities – The SWAC committee are in the final stages of working on the activities for Staff Week. They are also working with the President's Office

because Staff Week has been combined with Welcome Week. There will be a punch card to encourage staff to participate in the activities and earn a t-shirt, supplies will be limited. Braden is working on the link for the shirts that will be available for sale. Asking for any volunteers to help at the events. You will also receive points on the OU Wellness portal. The other event for Staff week is the awards reception, which will be catered by Zoe's (planned for 200 people) and alcohol will be available. Staff Senate will be giving out one ticket for one beer or wine. If you want more, you may purchase with your personal funds. Staff Senate approved the food menu and the Awards Reception Planning Committee to select the vendor and menu for serving alcohol. We need a volunteer to Chair the SWAK Committee – the SWAK Chair oversees Staff Week in April and the October events and then an activity for the remaining monthly activities. If you are interested in coordinating just one event, the costume and chili cookoff in October is the next one.

IV. Non-Committee Reports

- a. Police Advisory - No report
- b. Diversity Initiatives – Dr. Jasmin Willis-Wallace gave a shout out to Mitch Braden for leading and building the Pride Parade float. There will be a DEI program during Staff Week that will center around the DEI Challenge that will be launched in the Fall.
- c. Employment Benefits - No Report.

V. New Business – None.

VI. Round Robin Discussion – Mitch Braden asked for volunteers to help set up for the banquet on August 4th. They will need help setting out chairs to provide seating for 200-250 max.

VII. Adjournment - 9:07am

Respectfully Submitted - Denise Davis