

February 14, 2023

Meeting Minutes

**Meeting Type:** Monthly Staff Senate Meeting

**Call to Order:** 8:32am

**Attendees:**

- Officers: Samantha Mayer, Angela Miller, Khanh Luong, Denise Davis
- Senators: Mitch Braden, Dianne Estes, Ashley Gibson, Olivia Honas, Phil Salon, Jenny Shaw, Tyler Steele, Kristi Williams
- Ex Officio: Beth Sullins
- Additional Attendees: Cathey Colburn, Lorri Craig, Ahmad Dirawi, Chief Evans, Lindsee Fields, Lori Hahn, Tricia Hindley, Rick Koontz, John Laurent, Josh Lee, Melody Lowe, Chelsea Luck, Lindsey Mitchell, Rosalie Mollica, Melissa Parson, Beathie Seay, Kaylie Stogsdill, Darla Vann, Theresa Welles, Kodi Yorman
- Guest Speakers: Dorothy Anderson, MA – Vice President of Human Resources and Chief Human Resources Officer

I. **\*Approval of Minutes:** Motion to approve by Mitch Braden and second by Diana Estes.

II. **\*Treasurer Report:** Total ending fund balance for all accounts: \$11,855.49 - Motion to approve by Mitch Braden and second by Olivia Honas.

**III. Committee Reports**

- a. Merit – Report given by Samantha Mayer. Ordered pins for service awards. Service reports have been requested for years of service from HR and nominations are now open for merit awards. The deadline to nominate someone is Friday, March 24, 2023.
- b. Membership & Policy Review – Report given by Samantha Mayer. The Staff Senate Changes to Staff Senate Constitution were approved by Pres. Sluss and are in effect beginning today, Feb. 14<sup>th</sup>.
- c. Communications – Report given by Samantha Mayer. Still sending out a weekly newsletter. Check out the newsletter to keep up with events on campus.
- d. Staff Week and Activities – Report given by Samantha Mayer.  
March 17<sup>th</sup> – Virtual St. Patrick's Day Scavenger Hunt  
April 17<sup>th</sup> – 21<sup>st</sup> – Staff Week 2023  
Monday – Kick Off Cook Out  
Tuesday – DEI Fun Filled Activity  
Wednesday – Hurts Donuts  
Thursday – Awards Ceremony (4-5:30pm)  
Friday – LiveWell OU with Comfort Canines and Food Truck  
Fundraising: Flower Power, check out the new products in the staff senate store and new products will be coming branded exclusive to OU Tulsa.

**IV. Non-Committee Reports**

- a. Police Safety – Chief Evans – Be aware of emergency numbers and be patient when you call to give time for your call to rollover. Emergency 3333 and Non-Emergency 3900. Please review the OU Tulsa Police website <https://www.ou.edu/tulsa/police>.
- b. Diversity Initiatives – No report.

- c. LiveWell OU – Lindsey Mitchell – March is National Nutrition Month – there will be workshops and small group opportunities to join in March and April. The Schusterman Library added a meditation/lactation room; discount codes are available for different fun run opportunities. Watch for LiveWell emails to stay up to date with all activities.
  - d. Employment Benefits – Report given by Lindsey Mitchell on behalf of Beth Sullins -RFP's coming up and start of a new benefits year. Those benefits selected in October are now effective. Check your providers to make sure they are in network and if you made any changes, you should have received a new card. Reach out to HR benefits if you did not your card. If you have FSA dollars remaining, you can use FY22 until end of March, also double check your beneficiaries and beneficiary forms to make appropriate updates.
- V. **Round Robin** – Questions by Ahmad Dirawi regarding CPR training and stickers for emergency phone stickers.

The meeting concluded at 9:15 for non-senators.

VI. **New Business** – Proposed budget review for all Staff Week expenses.

\*Proposed \$6200 in an overall amount for Staff Week

VII. **Adjournment** - Motion to adjourn by Diane Estes and second by Jenny Shaw, 9:20am.

*\*Voting for items motioned occurred online after the meeting. A quorum participated in the vote and the results are included with the minutes.*

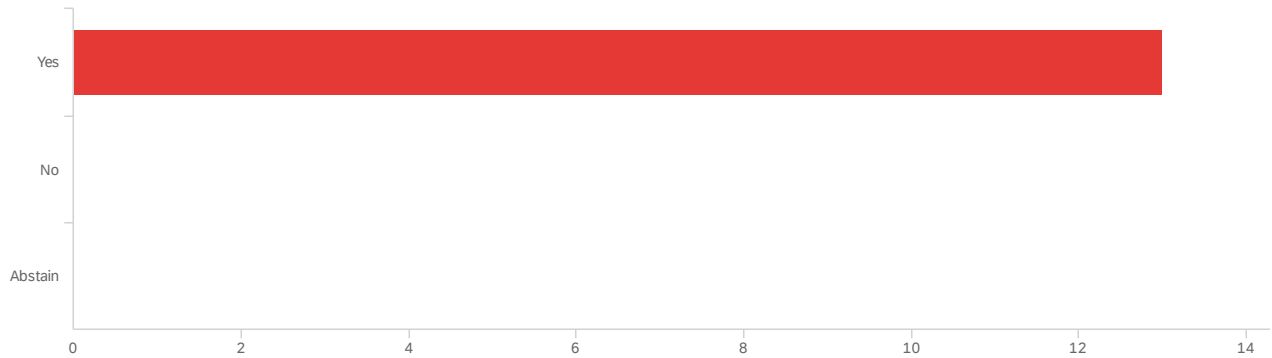
Respectfully Submitted - Denise Davis

# Default Report

Staff Senate Voting 2.14.2023

February 21, 2023 9:46 AM MST

## Q2 - Do you approve the meeting minutes from the last general meeting?

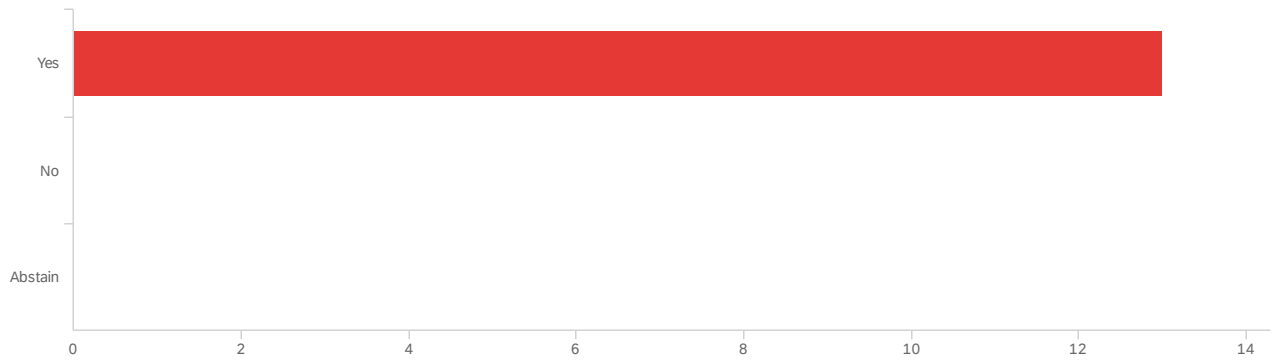


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Do you approve the meeting minutes from the last general meeting?	1.00	1.00	1.00	0.00	0.00	13

#	Field	Choice Count
1	Yes	100.00% 13
2	No	0.00% 0
3	Abstain	0.00% 0
		13

Showing rows 1 - 4 of 4

### Q3 - Do you approve the Treasury report?

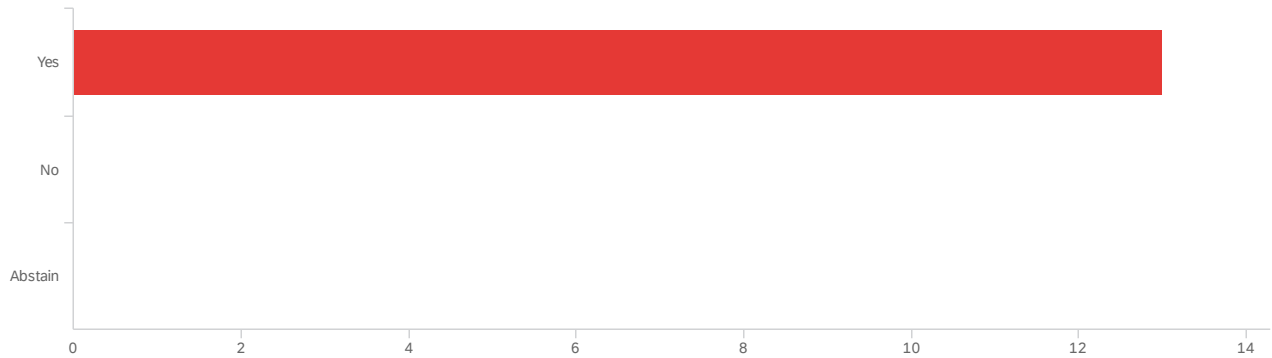


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Do you approve the Treasury report?	1.00	1.00	1.00	0.00	0.00	13

#	Field	Choice Count
1	Yes	100.00% 13
2	No	0.00% 0
3	Abstain	0.00% 0
		13

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Q9 - Cook out that serves 300 people we estimate will be \$2000 - This is based off last years numbers.

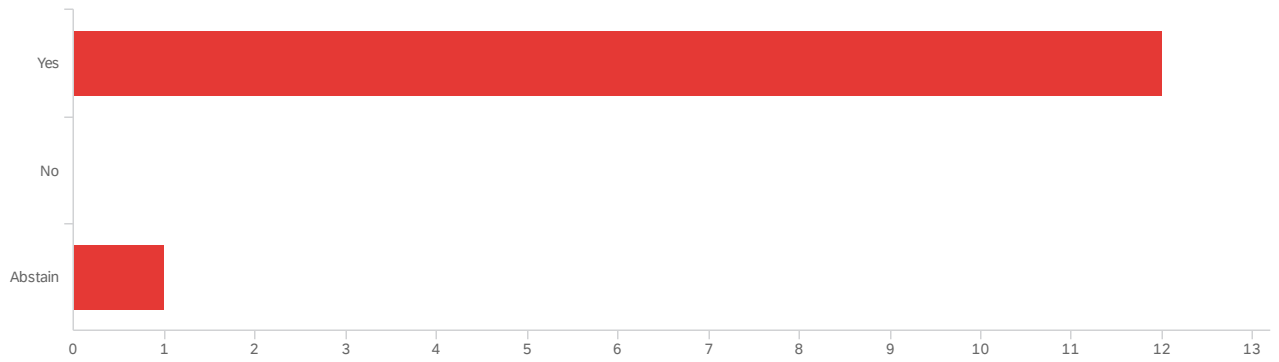


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Cook out that serves 300 people we estimate will be \$2000 - This is based off last years numbers.	1.00	1.00	1.00	0.00	0.00	13

#	Field	Choice Count
1	Yes	100.00% 13
2	No	0.00% 0
3	Abstain	0.00% 0
		13

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## Q10 - Hurts Donuts for 250 donuts and they serve for two hours is \$600

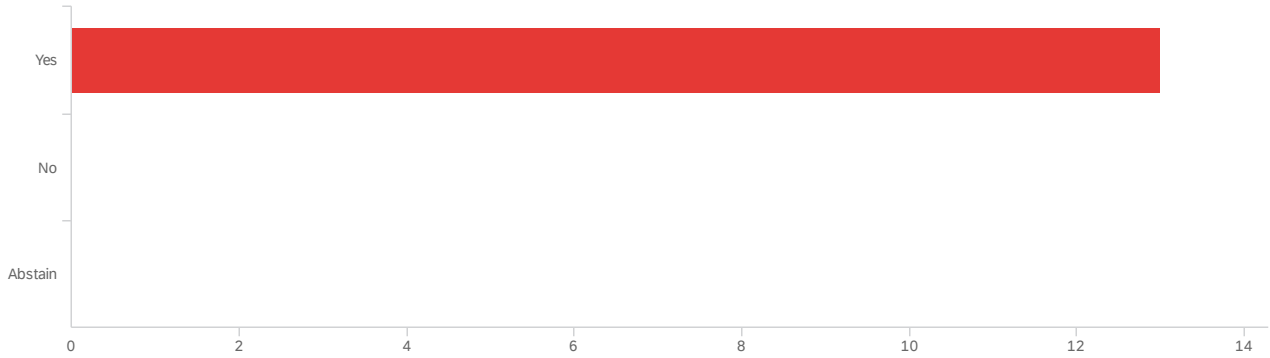


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Hurts Donuts for 250 donuts and they serve for two hours is \$600	1.00	3.00	1.15	0.53	0.28	13

#	Field	Choice Count
1	Yes	92.31% 12
2	No	0.00% 0
3	Abstain	7.69% 1
		13

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Q11 - Awards Reception we estimate 250 people to attend and propose a budget of \$2600 same as the holiday reception

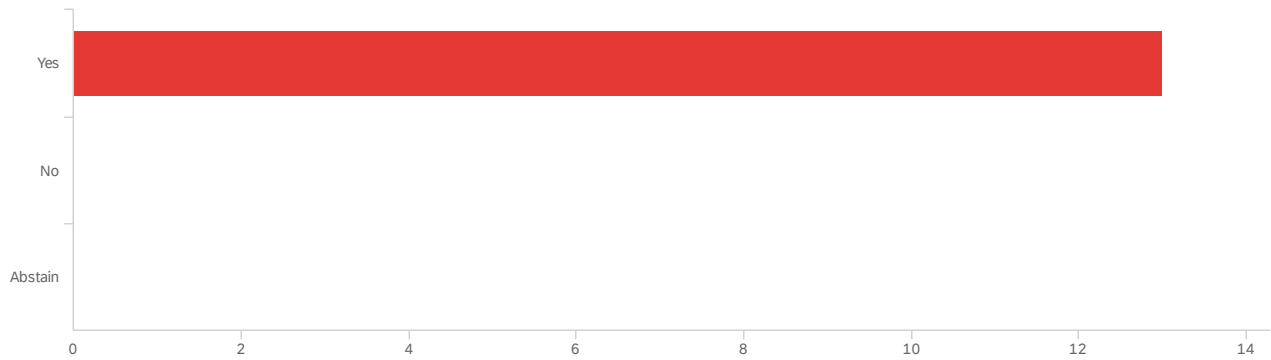


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Awards Reception we estimate 250 people to attend and propose a budget of \$2600 same as the holiday reception	1.00	1.00	1.00	0.00	0.00	13

#	Field	Choice	Count
1	Yes	100.00%	13
2	No	0.00%	0
3	Abstain	0.00%	0
			13

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## Q12 - Merit committee will need \$800-\$1000 for all lapel pins and certificate paper



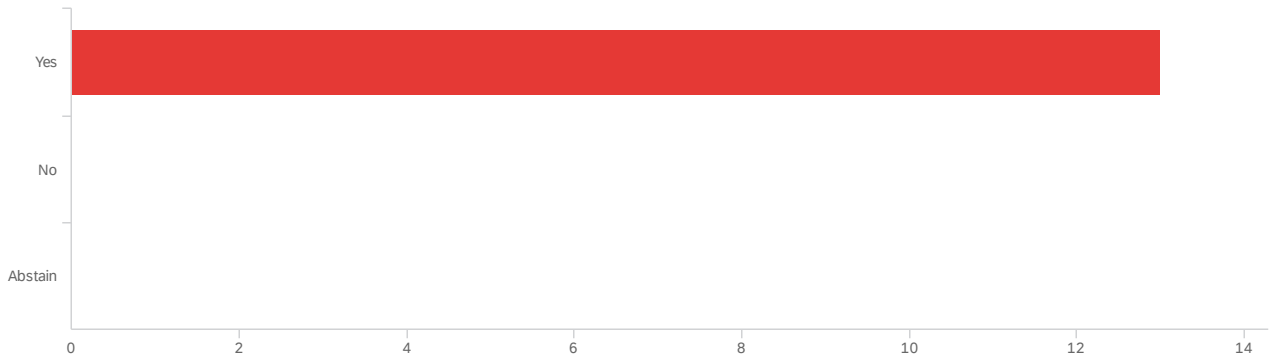
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Merit committee will need \$800-\$1000 for all lapel pins and certificate paper	1.00	1.00	1.00	0.00	0.00	13

#	Field	Choice Count
1	Yes	100.00% 13
2	No	0.00% 0
3	Abstain	0.00% 0
		13

Showing rows 1 - 4 of 4



Q13 - We have a total of \$11,855 in budget with a proposed \$6200 in expenses which would leave a total of \$5,655 left in the budget for the remainder of the year and to kick off next year's budget. Do you approve the overall amount proposed for Staff Week?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	We have a total of \$11,855 in budget with a proposed \$6200 in expenses which would leave a total of \$5,655 left in the budget for the remainder of the year and to kick off next year's budget. Do you approve the overall amount proposed for Staff Week?	1.00	1.00	1.00	0.00	0.00	13

#	Field	Choice	Count
1	Yes	100.00%	13
2	No	0.00%	0
3	Abstain	0.00%	0
			13

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**End of Report**

