



Staff ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES
November 9, 2016 – 412 Student Union-Council Room

“The council that’s working for you.”

Guests: Lorinda Schrammel (HR), Liz Tarbutton (HR), Joey Keel (HR), Christa Louthan (HR), Jennifer Moody (HR), Mary Talley (Wellness Center) and Ashley Adkins (OSU Tulsa/CHS)

Chair Sue Goad called the meeting to order at 1:18 p.m. and the roll call was completed.

Approval of Minutes: The October 2016 minutes were approved with changes

Approval of Agenda: The agenda was approved

Guest Speakers:

Provost Gary Sandefur: expressed his appreciation for what SAC does and the leadership of the members. He announced that there will be a Veteran’s Day event the morning of Veterans Day and the opening of the new Veteran’s Center in the North Classroom Building in the afternoon. The search for the OSU-Tulsa Provost has concluded. The search for the Dean of VMHS is currently underway and the search for the Dean of Global Studies is to start very soon. Staff and Faculty dependent tuition waiver is set to go into effect the 2017 fall semester; they are still working on final details and communications will be released soon. Currently still working on ways to bring in revenue (due to budget cuts) to fill open faculty positions. Currently implemented a program to focus on Freshmen retention. This program will focus on 1st time 1st year freshmen to be able to enroll in their spring semester even if they still have a Bursar bill. Recently started an Academic Leadership Academy that is focusing on leadership training for deans and professors; there are currently 40 in the program.

Treasurer’s Report: *attachment A*

Branch Campus Reports

OSU-Tulsa/CHS: no report

OSU-OKC: no report

OSUIT-Okmulgee: no report

Report of Standing Committees

Rules & Procedures: Melanie Bayles- no report

Policies, Benefits, and Budget: Kristin Henderson – *attachment B given by Joseph Patrick*

Communications: Kaylie Wehr – *no report*

Awards & Recognition: Karissa Lowe – *Attachment C*

Fund Raising: Michelle Chitwood – *Attachment D*

Events: Sarah Axtell- *Attachment E*

Report of University Committees

Faculty Council Report: *Attachment F*

Department of Wellness: Mary Talley spoke about *Attachment G*

Officer's Reports

Secretary's Report: **Toby Tucker** – *no report*

Vice Chair's Report: **Jovette Dew** – *no report*

Chair's Report: **Sue Goad** – reported we had 15 donors at last week's blood drive. Would like for SAC to host another blood drive in the future. Asked for anyone with any wellness related idea to get those to her so she can take them to the Wellness Committee.

Unfinished Business - none

New Business – none

Announcements –The next meeting will be December 14, 2016 @ 1:15 p.m. in 412 SU-Council Room.

The meeting was adjourned at 2:04 p.m.

Respectfully submitted,

Toby Tucker

Attachment A 2

**OSU Staff Advisory Council
Treasurer's Report
November 9, 2016**

SAC MAINTENANCE ACCOUNT (Year to Date)		SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT	
	<u>TOTAL</u>		<u>TOTAL</u>
Balance 7/1/2016	\$20,000.00	INCOME	
General Fund Salary	9,300.00	Balance Forward	9,617.35
Univeristy Allocation	21,793.00	Staff Parking Space Fundraiser	535.00
Carry-Over	16,048.17	Homecomming Fundraiser	
		SAC Celebration Vendor Tables	
		TOTAL REVENUES	10,152.35
TOTAL REVENUES	47,141.17	EXPENSES	
EXPENSES		Office Supplies	-
Distinguished Svc Awards		Parking Raffle	-
Reimb Dist Svc Awards	-	Transfer to Foundation	
Staff Appreciation Day		TOTAL EXPENSES	-
SAC Shirts		ACCOUNT TOTAL	10,152.35
Office Supplies			
Other (trophy, etc.)			
Fundraising Supplies			
Parking Raffle Sign (Facility MGMT)	119.12	SAC SERVICE AWARD ACCOUNT	
Training Lunch in June			
End of Year Plaquest			<u>TOTAL</u>
Transfer to neg. acct. 1-28520		Balance Forward	20,000.00
TOTAL EXPENSES	119.12	Budget Reduction	
ACCOUNT TOTAL	\$47,022.05	Transfers In	
		donation from OSUF	
		Salaries, Wages & Other	
		TOTAL REVENUES	20,00.00
		EXPENSES	
		Reimb Dist Svc Awards	
		Service Awards	3,297.71
		Recapture	
		TOTAL EXPENSES	3,297.71
		ACCOUNT TOTAL	15,823.68

Attachment
A2

**Funds Deposited with OSU Foundation
as of October 12, 2016**

<u>OSU STAFF SCHOLARSHIP FUND</u>		<u>OSU STAFF PROFESSIONAL DEVELOPMENT FUND</u>	
Cash		Cash	
Balance Forward 7/01/15	\$120,190.13	Balance Forward 7/01/14	\$380.00
Fiscal Year to Date Activity	<u>40.00</u>	Fiscal Year to Date Activity	<u>-</u>
Balance	\$120,230.13	Balance	380.00
Endowment		Endowment	
Balance Forward 7/01/16	21,335.16	Balance Forward 7/01/16	-
Fiscal Year to Date Activity	<u>\$0.00</u>	Fiscal Year to Date Activity	<u>-</u>
Balance	21,335.16	Balance	-
ACCOUNT TOTAL	<u><u>\$120,230.13</u></u>	ACCOUNT TOTAL	<u><u>\$380.00</u></u>

Policy, Benefit, and Budget

The PB&B Committee met on 10/13/16 to discuss parking benefits for staff and other improvements for staff

9/6 Meeting Survey Suggestions

- A. "Studying benefits package (peer and best practices) to recommend improvements"
 - a. Joseph Dunnigan still reviewing
- B. "Work to get free access to the Wellness Ctr. And Colvin Center for staff employees who are retired."
 - a. All retired employees currently receive this benefit
- C. Parking
 - a. PB&B decided on researching an "Employee of the Year" parking spot winner for 7 different employees based on "zone's"
 - i. The proposed zones cover all of OSU's main campus and are divided in 7 groups with 4-5 main parking lots per zone
 - ii. PB&B is currently in discussion with parking and facilities management on see if signs (similar to what is used for physical plant trucks) can be installed for each zone.
 - iii. Once details are in place PB&B will get with Awards and Recognition committee to discuss winners and announcement details.
- D. Shared leave
 - a. Patrick Joseph is researching the shared leave bank and other alternatives to help employees with leave balances if possible.

Next meeting is scheduled for November 3. Time is TBD

Policy, Benefit, and Budget

The PB&B Committee met on 11/3/16 to discuss parking benefits for staff and other improvements for staff

Old Business

1. Update on "Study benefits package (peer and best practices) to recommend improvements)
2. Patrick Joseph received a response from HR clarifying why a shared leave bank is not doable
"The Administration has notified the Executive Committee of the Staff Advisory Council that a sick leave bank is not under consideration at this time. With the budget crisis and continued reduction in State funding, adding benefits is not prudent. The administration of such a program is practically impossible due to the complex funding infrastructure at OSU. For instance, many employees are paid from multiple funding sources with specific rules that cannot be transferred to another funding source. In addition, Administration is aware of the fact the OSU has the most lucrative leave policy among Big 12 schools. If an additional benefit is brought to the Board of Regents for approval, it is likely they will consider aligning with other higher education institutions for an overall reduction of leave benefits to eligible employees. This would impact leave benefits for thousands of individuals. Our records reflect less than five individuals are placed in an unpaid leave status per year. Very few individuals would be impacted by a sick leave bank. In addition, legal advisors find it difficult to administer a sick leave bank due to privacy rules associated with healthcare information."
3. Mary Cahill will meet with Steve Spralding on 11/8/2016

New Business

1. PB&B discussed having an outreach position. Details will be discussed with ETeam and released to the rest of SAC upon clarification of position.
2. Survey
PB&B will put out an annual survey in December and work from those questions for the remainder of the year. An annual report will be distributed to all staff members at the FY close answering the questions and pointing people of better clarification

See survey attachment for an example of what will be sent to staff.

Attachment C

Awards & Recognition Committee Report

11/9/2016

- We had 14 completed nominations for DSA's.
- Candidates will be evaluated by November 14. Interview times have been set for January.
- We have received confirmation from Larry Reese that he will be our presenter at the DSA award ceremony.
- We received a report from MTM regarding the service awards. We have a 77% redemption rate. MTM sends monthly email reminders up to a year to those that haven't redeemed.
 - All 10 items listed in the 5 year award level have been redeemed over the last 2 years.
 - 23/25 items listed in the 10 year award level have been redeemed over the last 2 years.
 - 21/25 items listed in the 15 year award level have been redeemed over the last 2 years.

Attachment D

Fundraising Committee

November 9, 2016

Homecoming Raffle raised \$535.00.

The winner was very excited to get to meet and take his picture with President Hargis. He took his wife and 2 children to the game with him.

Attachment E

Events Committee Report 11/9/2016

- Harvest II – please remember to keep collecting donations. If you have more donations that you can carry let us know and we will come pick up donations
- If you have time we still have space for volunteers for pick up and the last shift of the day from 12-1.

- Staff Celebration Day
 - o We are working on getting BPS reserved. Jerri Beth Tivis is awaiting approval.

Attachment F

November Faculty Council Report

Given By: Karissa Lowe

President Hargis talked about retention – it is a big priority. We are “stuck” at around 81% while OU just reported they are at a 90% retention rate. President Hargis emphasized how important Faculty are in helping improve our retention rate – for example addressing students at mid-term if they aren’t doing well.

Commencement speaker for graduation (Dec. 10th) is Steve Taylor, an OSU grad who is retiring from the Oklahoma Supreme Court. He is the judge who presided over the Terry Nichols (Murray Building bombing) case.

Provost Sandefur reported on the Faculty Council recommendations. I can give you the hard copy! The first is a 100% tuition (not fee) waiver for faculty and staff proposed for fall 2017. The second is an appropriate use policy for use of OSU’s network and computer resources. It’s pending with the CIO team. The third is to address current obstacles to increasing undergrad research. The fourth is to ensure faculty with an extension specialist title have them same reappointment, tenure, retention as new non-tenure track faculty titles.

Tuition waiver is for dependents only!

They approved a procedural change to waive the 6 week grade requirement be entered by faculty in to banner for 8 week classes.

Award convocation is nov 30 at 330 in click hall.

The Department of Wellness

Employee Programs: November 2016

Wellness Wednesday: The Inspirational Story of Alton Carter

Wednesday, November 16
Noon- 12:50 p.m.
Serefean Wellness Center
Registration Deadline: Nov. 11, noon
Free, no-shows will be billed \$10

Join Alton Carter as he shares his amazing and inspirational story of growing up in foster care in Oklahoma. Mr. Carter refused to succumb to his hardships and has become a loving father, husband, youth minister, and advocate for children's rights.

Shape Up

Monday/Wednesday Tuesday/Thursday
January 17- April 14
6-7 a.m. 12- 1 p.m. or 5:30- 6:30 p.m.
Serefean Wellness Center/ Colvin
Registration Deadline: Jan. 4
No charge, \$100 fee for non-compliance

Learn how to improve overall physical fitness through structured group exercise routines. This 11-week program is designed for individuals who are not currently exercising, or do not work out very often to improve their skills during one of two sessions.

Cowboy Challenge

January 30 - April 28
Training Times Between 6 a.m. - 6 p.m.
Serefean Wellness Center
Registration Deadline: Jan. 13
Free, \$150 fee for non-compliance

Experience this 12-week, team based program that encourages health and fitness. The Cowboy Challenge program includes training, nutrition guidance and pre & post testing.



Fire, Food & Family

Saturday, December 3
4 - 8 p.m.
Camp Redlands
\$50 per Family

Looking for something fun to do with the family? Don't miss a chance to bond with your family members and socialize with others around the campfire. Food will be provided. Families are encouraged to bring their own lawn chairs and picnic blankets to this family-fun outdoor event.

Choose You

Mondays, January 30- April 25
12:10 p.m.- 12:50 p.m.
Serefean Wellness Center
Registration Deadline: Jan. 19, 5 p.m.
Free, \$150 fee for non-compliance

Choose You is designed for people at risk for developing diabetes or those who have been told they are pre-diabetic. Learn how to develop and maintain a healthy lifestyle while lowering blood glucose through this interactive 12-week program.

Innovators Program

Wednesday, March 1
8:30- 11 a.m.
Serefean Wellness Center
Registration Deadline: Friday, Feb. 10

Contribute to America's Healthiest Campus by communicating, engaging and collaborating with other innovators. Innovators encourage OSU employees, students and the community to maintain a healthy lifestyle at work. Innovators provide the tools and peer support necessary to facilitate healthy lifestyle choices with their colleagues.

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