OSU STAFF ADVISORY COUNCIL MINUTES
August 7, 2002  408 Student Union  1:15 PM

Present: Blackburn, Cimino, Conner, Fedderson, Fulton, Hare, Hunt, Jacobs, Livsey, Magness, Miller, Mitchell, Peters, Richardson, Sanmann, Thomason, Welliver, Williams

Absent: Beeler, Bergbower, Brooks, Collins, DeBock, Gedon, Good, Hart, Hays, King, Rogers, Shields

Tonya Magness called the meeting to order at 1:15 pm. Diana Jacobs called roll. Tonya asked if there were any corrections to the minutes from the July meeting. The correction to the July minutes was to add the word “the” in the last part under Hannah Barbara Fulton (Due to a personal matter she could not make the meeting). With this correction, the minutes stand approved for the July 10 meeting. Tonya amended the agenda as follows: Dr. Jack Vitek will be our Administrative Representative. The original agenda that was sent out had two #8’s. The numbering should be 1-11. Change the second 8 to a 9. Under Branch Campus Reports: Tonya Magness will present the Okmulgee report for Devin DeBock. Under Old Business: add New Employee Orientation reminder and discussion. Under New Business: add Election of Vice Chair of the Council, Validated Parking discussion – Duane Hunt, Distinguished Service Awards Committee makeup discussion and announcement of Staff nominations to the University Diversity Advisory Board. Nancy Mitchell made a motion to accept changes to the agenda and it was seconded. Amended agenda was approved by voice vote.

Executive Group Update – Dr. Jack Vitek, Acting Executive Vice President
Dr. Vitek attended his first E-group meeting – this is a discussion only meeting. There are all kinds of interim administrators now. Employees having a Corporate American Express Card through OSU will have to pay $35.00/year beginning next year. The drop/add policy was discussed at the E-Group meeting. Students will have six days to drop classes with refund. After that they will receive 50% refund for 4 days. After the end of the second week, they will get no refund. Karsten Creek now has 6 bedrooms available at $150/night. Jerry Gill has a new web site called orangeconnection.org – trying to sell new gear such as ties. Fall Convocation will be August 22 in the Atrium of the Student Union at 4:00 pm. Enrollment looks good – there are some rooms in the residence halls because some students have dropped. Who will replace Vitek – no one knows at this time. There is a budget shortfall predicted.

Student Conduct – Peg Vitek
She brought two handouts about Student Conduct. She talked about discipline at OSU and what they expect of students. Duane Hunt currently serves on the committee. OSU has good citizenship standards. There are 27 items of prohibited conduct. They will be distributed in the O’Colly on 1st Wednesday of school and it is also available online. They try to educate students on the OSU Student Code of Conduct. She discussed the student discipline expectations, committee composition, committee responsibilities, training of committee members, cases heard by the committee and confidentiality issues. Any complaints of conduct are referred to Peg Vitek’s office for investigation.

**Branch Campus Reports**

**OSU-Com** – No report.

**OSU-Okmulgee** – Tonya Magness gave the report for Devin. They will have their campus wide meeting after the all employees breakfast Sept. 27th. This will serve as a kick off for the professional development days that will be the 27th and 28th. Staff council is currently working with HR to bring someone on campus to offer a seminar on “retirement 101”. It should be a short seminar on the basics of how to plan, and personalizing your programs for your future retirement needs. Our current enrollment is up 12% from last year and the focus remains on increasing enrollment. Staff council hosted last month’s employee luncheon and it was a great success. Anyone who had a birthday in July or August were congratulated and enjoyed the meal for $2.00. Phillip Porter, General Studies Faculty, will serve as OSU-Okmulgee’s representative on the presidential search committee. The Faculty Staff Council also nominated Dr. Linda Avant and Devin DeBock, but our campus is only granted one seat on the committee.

**OSU-OKC** – Laura Hare – Enrollment is up 15%. They are trying to involve faculty and staff. The council is not real busy now. They will be working on developing training for next year.

**OSU-Tulsa** – No report.

**Report of Standing Committees**

**Awards & Recognition** – Leslie Cimino – A&R Committee and PR Committee has met several times. It was decided to separate the distinguished service awards and distribute service pins in November and have a more picnic type event in April. There have been problems with people not being able to attend both the awards ceremony and lunch since they have been at the same time. A&R committee is going to work on gifts for people with more than 25 years of service instead of getting the same pin every five years. By splitting these events into two, it will give the committee more time to work on the big event in April. The event in April will be outside with a rain plan backup. Awards Ceremony will be Nov. 7 in the Student Union Little Theater with cookies and punch.

**Policies, Benefits and Budget** – Jenelle Fedderson
The PB&B Committee met on Wednesday, July 31, 2002 at the Library. They discussed the meeting that was held with Judge Morris and SAC members. They touched on things that were discussed, such as the “26” rule, the possibility of being given the choice to withdraw from OTRS, etc. They will continue to receive updates from faculty council and Judge Morris.
The committee discussed the LTD policy. Sheryl Beeler mentioned that she has not received any feedback from SAC members on this policy and encouraged council members to pull a copy of the policy, review it, and send feedback such as questions and/or improvements to the way the policy has been written. Several questions were put forth, one of which concerns the LTD policy and how it affects people of certain religions. It may not benefit people to sign up for LTD because in order to receive any benefits from it, you have to be diagnosed by a doctor. The policy will continue to be studied.

They talked about the sick leave policy and discussed whether we would like to consider trying to change it in order to address the disparities between departments on how they handle sick leave. They decided to table the sick leave policy issues until a later time.

They received a handout on the equal opportunity/affirmative action policy. Faculty council was wanting our support in adding wording which stated there would be no discrimination allowed based on sexual preference or orientation. SAC addressed this a few years back and Sheryl pulled old minutes and letters that had dealt with this issue. At that time it was decided not to make a recommendation to add anything to the policy due to the fact that the policy complied with federal law. Research is continuing on this issue.

The day care issue is still tabled until after school starts. At that time, we should receive an overview and some statistics from the surveys that staff completed for the purpose of helping SAC make a recommendation on this matter. Sheryl Beeler, the PB&B committee chair, expects to be gone 3-4 weeks for surgery.

**Public Relations** – Hannah Barbara Fulton
They have had several joint meetings with the A&R committee. Leslie covered most of that information in her report. They are still working on the ‘SAC Salutes’. The logo revision is still being worked on. It has to go to university authorities for approval before coming to the council for a vote. There have been modifications to the web site. It is still under construction. Most of the joint meetings of PR and A&R have done a lot of brainstorming to make Staff Appreciation Day a premier event. There are still many details to be worked out.

Tonya thanked Jenelle and Hannah Barbara for stepping in and making the reports. They are both new members on Council.

**Rules & Procedures** – Bonnie Richardson
There was some concern in the bylaws about responsibilities of PR and A&R committees. It was mentioned in previous meetings that the two committees should work together on SAD. Nothing was ever voted on to combine the two committees or assign specific assignments to either committee. It was decided that A&R would ultimately be responsible for coordinating the Staff Appreciation Day event. The PR committee would help in contacting vendors, publicity on events, and other things as needed. A lot of the changes about SAD came from the PR committee. The RP committee does not need to review the bylaws. Everyone agreed with this.

**Old Business:**
Change bylaws

**Definition of “term”**
Ref: Const. Art III, Sec III; Art X, Sec I; Bylaws Sec VI A; Sec VI B;
**Background:** Last year the Council voted to add to the Bylaws the phase “Positions filled by appointment will not count as an elected term.” The intent is obvious. A member may serve one appointed term and then go on to serve two consecutive elected terms. However, some still feel there is a conflict with the Constitution. The RP Committee would like to resolve this in Council, avoiding a campus wide vote if possible.

**Current Wording:** “Terms of less than three (3) years, whether of one (1) or three (3) years duration or fraction thereof, shall count as a three-year (3-year) term. Positions filled by appointment will not count as an elected term.”

**Note:** The RP Committee feels the first sentence of this phase is intended to address the shortened terms needed to achieve staggered seats.

**Proposed Wording:** “Elected terms of less than three (3) years, whether of one (1) or three (3) years duration or a fraction thereof, shall count as a three-year (3-year) term. Positions filled by appointment will not count as an elected term and will not be considered in determining the number of consecutive terms.”

Bonnie moved to accept change, it was seconded. Everyone agreed.

**Related Issue**
There are a few members of the Council who mistakenly elected to fill seats that should have been filled by appointment. If the above proposed wording is adopted to the Bylaws will the members mistakenly elected instead of appointed be accepted by the Council as appointed members (as they should have been) and allowed to run for two additional elected terms? It was determined that members affected by this change were no longer an issue as one member resigned the Council and the other one was appointed to a 3-year term.

**NEO Reminder – Tonya Magness**
Tonya sent an email to Sandy Barth and Deborah Shields (copied to SAC members). Is the council in agreement that a new order should be composed for NEO? If so, she will ask the PR committee to follow through with instructions as outlined in her email and request a formal list be presented to her so she can submit it to NEO. She reminded council members to be sure and attend functions you have signed up for. It was brought to Tonya’s attention that there were no SAC greeters at the New Employee Orientation on 8/1/02. She showed up at 8:30 and was not aware that SAC members needed to be there at 8:00 or 8:15. She sat in briefly for the first presentation, and then left by 9:15. That afternoon, Tonya received an email questioning if SAC was no longer greeting new staff and was told at that time there was no one from SAC presenting or greeting. She personally went to the department and welcomed the new employee to OSU. If you cannot attend a function you signed up for, Tonya needs to know at least a day in advance so she can find a replacement or alter her schedule so SAC is represented at these types of functions.

She would like for a different representative from the PR committee each month to represent SAC at New Employee Orientation. She wants them to create a pamphlet or handout, one sheet, that has our mission, web address, how to subscribe to the listserv, and current issues we are working on. This sheet of information should be updated prior to each NEO, also encourage staff to become active and participate in university committees and functions.

The next NEO is scheduled for September 5, we currently only have one SAC member signed up for attending. She would like a couple more volunteers to sign up. Please
check your schedule and let her know if you are available. She would like to have the name of the PR committee representative who will be making the presentation.

New Business
Treasurer Report – Bea Peters

<table>
<thead>
<tr>
<th>Staff Advisory Council</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Treasurer’s Report August 7, 2002</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Beginning July 1, 2002--FY03</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maintenance Account</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue:</strong></td>
<td><strong>Budget</strong></td>
</tr>
<tr>
<td>Yr End Bal Forward</td>
<td>-1022.49</td>
</tr>
<tr>
<td>Allocated Budge Bal</td>
<td>12,000.00</td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
</tr>
<tr>
<td>Fund Balance</td>
<td>10,977.51</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Raising Account</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yr End Bal Forward</strong></td>
<td>1,901.96</td>
</tr>
<tr>
<td>Allocated Budge Bal</td>
<td>1,901.96</td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td><strong>OK Tax Commission-sal sales tax</strong></td>
</tr>
<tr>
<td>Fund Balance</td>
<td>1,785.68</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Endowment Scholarship</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4,286.28</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SAC Scholarships</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1,275.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foundation Staff Scholarship</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4,549.00</td>
<td>As of 6/30/02-July not available yet</td>
</tr>
</tbody>
</table>

If you want to purchase anything, contact Bea Peters and Tonya Magness. Committee chairs will review expenses and see where we are.
Anne Matoy said the Presidents Office provides service pins and lunch is provided by the Administration as part of SAC funding.

**Retirement Suit Update – Tonya Magness**
Tonya, executive members of SAC, and members of the PB&B Committee and or their representatives met with Judge Morris on July 29th. The meeting began at 2:00 p.m., in the Council room, 250 of the Student Union. The purpose of the meeting was to discuss the issues of the retirement suit with Judge Morris. SAC members in attendance were:
Tonya Magness, Chair, Wes Higgs, Vice Chair, Diana Jacobs, Secretary, Bea Peters, Treasurer, Trisha Gedon, Dell Livsey, Hank Welliver, Duane Hunt, Jenelle Feddersen, Nancy Mitchell, LaDawn Conner, former chair of SAC Myra Traynor and Greg Fox who is currently the Chair of the Flexible Compensation Benefits Committee.

Statement on Morris’s bio:
“The OSU Board of Regents has already begun the investigation of possible financial damages to the OSU Faculty and Staff due to the change to the 7-11 program in 1993. To obtain an unbiased, outside evaluation of these possible damages, they have retained Judge Morris who is a former Dean of the College of Law at Tulsa University, a former member of the Oklahoma State Regents for Higher Education, a retired federal judge and a member of the national panel of Distinguished neutrals of the legal Program of the CPR Institute for Dispute Resolution, to investigate the issue.”

It was discussed that there are some 1350 individuals who are affected by this suit. There are slightly more staff than faculty who will be affected by the outcome of the suit. One member noted to Judge Morris that by using the calculation table that Faculty council provided that the loss in retirement benefits was over $27,000 to this one individual’s retirement plan. It was pointed out to Judge Morris that although OTRS is mandated and ruled by the Oklahoma Legislature, that there are by far greater disparities for staff that are mandated into the system then for faculty. The Judge was informed about the SAC recommendation regarding the age criteria rule of 26 for individuals who are responsible for contributing to the OTRS system and also the lack of uniformity regarding the age rule of 26. Judge Morris was interested in knowing why some departments had the option of paying retirement benefits for some employees and not for others.

One SAC member also felt that vesting should be after five years. The staff was concerned about the future; will an adequate retirement system be available? Portability for staff is not viewed as critical as it seems to be for faculty.

While it was not certain what the outcome of the meetings with Judge Morris will focus on, it was the staff perception that the Judge would help resolve the past issues regarding the retirement suit and hopefully provide some guidance for future retirement benefits and changes to the OTRS plan and how OSU will be affected by those changes as past and present seem to intermingle. The Faculty Council provided an updated newsletter regarding the retirement suit on July 30th and it was posted to the SAC listserv.

**Presidential Search Committee** – Tonya Magness
The first meeting of the Presidential Search Committee was held July 30th. The purpose of the meeting was to accomplish the following objectives:

- Ensure an adequate organization of the Search Committee to participate in the process leading to the eventual appointment of the next president of OSU.
- Clarify the procedures for the search process.
- Receive a recommendation from the Search Subcommittee regarding the Position Description and Qualifications Statement of the next president. The subcommittee will have developed its recommendation following receipt of suggestions from constituencies of OSU. Members of the search committee received a copy of the 1993-94 Search process.
• Received information from the Executive Search Consultant.

Update: On input from SAC to the Subcommittee for the presidential Search process FC Chair Ed Lawry, and myself made a presentation to the Subcommittee on July 24th, and provided an updated Presidential Responsibilities and Qualifications job description for the Subcommittee to consider. I received no input from Council members from my email of 7/15, so Dr. Lawry and I presented the FAC document with minor changes and additions that I submitted to the document and we presented it to the subcommittee. She felt it was important that the new President to be aware of how many faculty and staff make up the OSU campuses.

Faculty representatives and the administrator appointed for the Presidential Search Committee are: Gary Foutch, Charlotte Ownby, Carol Moder and Chuck Edgley. The Administrator appointed to the search committee is Dr. Samuel E. Curl, Dean and Director of the CASNR.

Election of Vice Chair for Council
Tonya accepted nominations for Vice Chair. Leslie Cimino nominated Nancy Mitchell. Diana Jacobs nominated Duane Hunt. Nominees accepted nominations. Ballots were passed out for voting. Duane Hunt was elected the new Vice Chair. Congratulations to Duane Hunt.

Leslie Miller is interested in filling the A/P vacancy that was created by Wes Higgs resigning the Council. Leslie recently accepted an A/P position in the AA area. With the Council’s approval, I would like to recommend that Leslie Miller be appointed to fill the vacancy left in AA and open an A/P position in the BER area. Jenelle Feddersen made motion to accept Leslie in the AA area. It was seconded by Billie Blackburn. This was approved by voice vote. It was suggested that Tonya review the ballots from the last election for interested staff to fill the vacancy.

Validated Parking – The following resolution was submitted:

Resolved, the Staff Advisory Council recommends Administration implement parking provisions allowing for the validation of parking for staff and faculty members in the metered parking spaces throughout campus and in particular in the vicinity of Whitehurst and the Student Union (parking lots #24, #25, and #35). Proposed provisions would allow staff and faculty members to park in a metered parking space, free of charge, when they are temporarily visiting departments other than their assigned department on official or personal business anywhere on campus and in particular Whitehurst and in the Student Union.

It is anticipated this parking provision would work in this fashion. An employee conducting business parks in a metered space and does not put any money in the meter. Before leaving the visited office, the employee parking would be “validated”. If, during the time the employee was in the office, the car was ticketed, the employee could send the ticket and the “validation” to a designated office for appropriate disposition, i.e. ticket is withdrawn. Each office would designate a staff member to “validate” parking for visiting staff and faculty members.

Additionally, it is the recommendation of the Staff Advisory Council that staff members attending training classes published in the OSU Human Resources Training
Opportunities pamphlet be allowed to park in the Student Union Garage free of charge for the duration of the training event.

Discussion was held about this. You can get parking keys for the meters. Some members felt that it wouldn’t be fair for staff to park in the places while conducting personal business. Employees can purchase a temporary permit. It was felt that this should not be submitted to the University Parking Advisory Committee. His proposal was amended to strike the first part of his recommendation and have Tonya submit a recommendation to the University Parking Advisory Committee that staff members attending training classes published in the OSU Human Resources Training Opportunities pamphlet be allowed to park in the Student Union Garage free of charge for the duration of the training event.

**Distinguished Service Awards** – The AR Committee will need to know who the Distinguished Service Award Recipients are by mid October. The vice Chair will serve as the chair of the DSA Committee. I expect the Vice Chair to be contacting committee chairs for a representative from each of the standing committees to serve on this committee. This is one of the most rewarding committee’s a Council member can serve on as you receive information about fellow staff that seems to be the elite of the elite. It is a rewarding committee to say the least as you review information about your fellow staff that have been nominated and recommended by their supervisor and their fellow staff members.

**Announcement of Nominee’s to the University Diversity Advisory board:** There are two A/P vacant positions and one classified position on this board to be filled. Names submitted to the President’s office for consideration were: Leslie Miller, Carol Hackerott, and Bonnie Richardson for the A/P nominations. Classified: Jenelle Feddersen and Gina Conneywerdy.

Tonya received a thank you card from Carla James who received a scholarship from SAC.

Leslie Miller made the motion to adjourn, motion was seconded. Meeting adjourned at 3:05pm.