STAFF ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES

August 6, 2003     416 Student Union     1:15 PM


Absent:   Brooks, Dark, DeBock, Leeper, Miller, Shields, Whitmore, Williams, Wyant

Sheryl Beeler called the meeting to order at 1:15. Lisa Collins called roll. Sheryl asked if there were any corrections to the July 9 minutes. There were no objections and the minutes were approved.

Sheryl amended the agenda: The room number was incorrect on last months approved minutes, it was corrected.

E-Team Update – Dr. Lee Bird-Vice President, Student Affairs

Dr. Bird started off by addressing the Martin Luther King Jr. holiday that was just granted by the Regents. Dr. Bird stated that all individual comments regarding the holiday were welcome. Many things are happening on campus. Tuesday August 12, OSU will host the Democratic Presidential Forum and tickets are free. ALPHA starts Thursday August 7 and goes until Sunday August 10. ALPHA is the freshman introduction to OSU and is kicked off with moving day.

Dr. Bird talked about the Division of Student Affairs, which provides various services to students, staff and faculty and serves many functions with departments that
include Greek life, Student Union Activities Board, Residential Life, the Volunteer Center, Campus Recreation, Career services, Student Health Center, and the Wellness Center, just to name a few.

Dr. Bird briefly spoke about NOC, which has built facilities within Cowboy Mall and is expected to open August 15, 2003. NOC students will also have access to many of the services that OSU students enjoy.

Report of University Committees

Employee Assistance Program – Dr. William Gentry, Coordinator

The 1988 Drug Free Workplace Act, followed by the Drug Free Schools and Community, brought Dr. Gentry to OSU. OSU felt they could do a better job helping their employees out when their personal problems affect the workplace. The Employee Assistance Program was developed in September 1989. The university decided to bring quality mental health care to its employees in order for them to get back to being more functional in their lives and in turn create healthier employees.

Dr. Gentry’s job is to provide short-term counseling, screening, referrals, follow-up, educational activities, and crisis intervention, anything necessary to keep the employees functioning at a level that the employee and the university like.

Dr. Gentry is housed at the Wellness Center, which is in the department of Student Affairs. The Wellness Center also has the Employee Health Clinic, which is also free. Visits with Dr. Gentry are confidential. As a general rule, the employee is allowed 5-6 visits, but Dr. Gentry is flexible enough to determine how much he can help the employee or whether he needs to refer the employee to someone else. To contact Dr. Gentry, just call 744-6415.

Flexible Compensation Benefits Committee – Billie Blackburn

Members Present: Blackburn, Cooper, Fox, Lehenbauer, Morris, Raff, Reed, Shull, and Stromberg
Members Absent: Harrison, Hare, Poole
Ex Officio, Ad Hoc Members and Guest: Barfield, Matoy, Oehrtman, Purdie and Dennis White (TIAA/CREF)

Terry Lehenbauer called the meeting to order.

The agenda was approved.

The June minutes were discussed and corrected. A motion to approve the minutes as corrected was made and seconded. Motion passed.

TIAA/CREF Representative, Dennis White, was introduced. His presentation was on TIAA/CREF’s new program, Investment Solutions (brochure distributed). With the introduction of this new program, OSU’s investment choices will be expanded from the 10 choices presently offered to 19 choices. This could occur during the first quarter of
2004 (dependent upon the State of Oklahoma’s computer upgrade to allow the capability of electronically transmitting funds). The choices will be further expanded to 34 investment funds with the completion of TIAA/CREF’s computer upgrade in 2005. These changes will allow participants greater selection for more individual choice. TIAA/CREF can assist the committee in building our new institutional model by providing data on current usage of present accounts and additional information on the new offerings. Mr. White also stressed that TIAA/CREF will continue their present practice of holding informational sessions with portfolio models and providing one on one counseling.

Oehrtman suggested that the one-on-one counseling should be expanded. Currently when it is offered the spaces fill too quickly.

Shull asked if TIAA/CREF could help in OSU’s present retirement situation. Matoy replied that TIAA/CREF was very helpful the last time we asked the legislature to allow OSU out of OTRS and that they would support us again.

Oehrtman asked if we could receive a copy of Mr. White’s power point presentation. He said he would have to clear it with TIAA/CREF’s legal department and if possible he would forward it to Anne for distribution.

Matoy cautioned us to check the next issue of Health Voice. Significant changes have been made to Health Choice high option. We were not informed of these changes in advance.

Raff asked if we had considered switching providers. Matoy and Lehenbauer reviewed that we have and do discuss this frequently but that costs are going up with all health insurance programs.

Purdie said that the national movement is toward only 3 or 4 payers. Twenty percent of all insured people make up 90% of users. Also, the movement is toward wellness incentives (price break for non-smokers, etc.).

Matoy offered to ask Health Choice to our next meeting to talk to us about their philosophy and plans. Matoy will have Bill Crane from Health Choice come to our next meeting.

Lehenbauer also asked Purdie to talk to us at our next meeting on creative ways to promote health. Purdie told us that a Board has been formed to address this issue campus wide. The dream of this Board is to make OSU the Healthiest Campus in America.

**Maternity/Family Leave Recommendation** - Lehenbauer sent a letter to Dr. Bosserman asking for an update from administration.

**Employee sick leave cap** - Matoy stated that the HR Office is capturing data in an overflow account to track sick leave hours beyond the 1600-hour cap. They will also go back to recapture some of what had been previously lost. They will track this until a study can be done and decisions can be made regarding the uncapping of sick leave. Initially it will only be traced and used for OTRS credit.
Task Force Updates -

Barfield made presentations on retirement with the last presentation being to Dr. Schmidly. The President accepted the proposal and a strategic plan for implementation was developed before the meeting ended. Raff asked if we could communicate the outcome of the meeting with Dr. Schmidly to faculty and staff. Barfield will write a letter and transmit it to Lehenbauer to be sent out jointly.

Pre-1993 plan - In a meeting just completed with Dr. Bosserman, it was decided that all qualified employees would be reviewed to determine which plan is optimum for them. (Matoy distributed a graph.) The employees will not need to make a selection on their own. It will be figured for them and the optimum plan will be implemented. With each subsequent change in the retirement program, as the advantage point changes, other employees will be automatically be considered. As a result of this decision, an election process will not be necessary. This will be communicated to faculty and staff very soon.

Lehenbauer sent a request to Dr. Bosserman asking for additional faculty to serve on the Cafeteria Plan Task Force. Response will be forthcoming.

A discussion followed on the items that are strategic issues for the Cafeteria Plan Task Force to address when we have adequate representation to move forward again. The following items were mentioned.

1. Life Insurance
2. Gap Insurance for Health Care
3. Long Term Care Insurance
4. Tuition Waiver
5. Cancer Insurance
6. Waiver on Health Insurance
7. PTO

Several new members inquired as to what had been accomplished to this point in the Task Force’s Phase II recommendation. Purdie and Cooper will update and refresh us on what the task force has prepared thus far. Copies of reports will be shared with new committee members.

Matoy reported the Life Insurance contract has been extended for 6 months. The Long Term Disability contract will be up at the end of this year and American Fidelity will have an increase in premiums, with changes January 1.

Meeting dates were selected to be the 3rd Wednesday of each month, as follows:
  - August 20th
  - September 17th
  - October 15th
  - November 19th
  - December 17th

The meetings will be held in the Wellness Center Conference Room from 3:00 p.m. – 5:00 p.m. Please mark your calendars. If these dates present a conflict for anyone, please let the Chair know.

Meeting adjourned.
Items pending from June meeting:

1. Poole offered to share the Panhandle State recently adopted a shared leave plan that was approved by the Board of Regents. Lehenbauer will forward the details to the members.
2. Matoy offered to share a Big 12 survey on shared leave.

Agenda items for August meeting:

1. Matoy will ask Bob Crane, Health Choice, come to visit with us about their philosophy, etc.
2. Purdie will talk to us about creative ways to promote health.
3. Purdie and Cooper will update and refresh us on what the Cafeteria Task Force has prepared thus far.

Branch Campus Reports

OSU-Com – No report

OSU-Okmulgee - No report

OSU-OKC – Christy Garner

Christy reported that as of 8/4/03, tuition is up 27% FTE and 29% in credit hours. OSU-OKC is working on implementing Web4Faculty and E-mail for students. They are also converting to Blackboard.

OSU-Tulsa – No Report

Report of Standing Committees

Awards & Recognition – Trisha Gedon

The A&R committee had the task of establishing guidelines regarding pin recipients and when they should receive them as well as for those employees who are retiring. Retirees will only receive their pin if they attend the ceremony. They will be posting a notice in the payroll advice with a link to the website which will list the names of the pin recipients rather than sending letters to department heads who may not notify the employee of their award. This will be announced via fliers and payroll advice. Bea Peters is getting estimates from Terryberry, the company from which we get the pins. The supply was depleted last year so this year will have a big order. Gifts for the 25, 30, 35 year employees is also planned.

Policies, Benefits and Budget – Leslie Miller

Leslie Miller was unable to attend. Dell Livsey presented the report.

The PB&B committee met August 5th to discuss the following issues:
• **Worker’s comp** – Leslie Miller and Juanita Phelan met with Anne Matoy in July to discuss what is currently being done to reduce worker’s comp claims on campus. While no formal committee currently exists to address these issues, Anne made assurances that progress is being made, and Human Resources and EHS are working together in this area. The committee decided to table this issue for six months. At that time, we will get back with Anne to see what additional progress has been made.

• **Grievances / unions** – PB&B discussed the list of grievances presented to us by Physical Plant employees. After much debate on how best to handle this particular situation, the committee decided to generate a general list of things that Physical Plant administration might want to look at. After approval by SAC E-team, this list will be presented to John Houck.

• **Performance evaluations** – PB&B is still working on performance evaluations.

• **Whistleblower protection policy / guidelines** – An OSU staff member has asked PB&B to look into recommending that OSU develop a whistleblower protection policy and/or official guidelines to be followed by whistleblowers at OSU. Guidelines would provide information on who to contact if illegal actions are suspected, general whistleblower rights, etc. Carolyn Hernandez has agreed to work with us on this issue.

**Public Relations** – Hank Welliver

Employee orientation scheduled for August 7, 2003. It went well, Hank presented and Duane Hunt and Brenda Wyant greeted.

The NEO brochure has been updated and we would like input as to what the brochure should include or does not need.

Denise Brooks will be handling the schedule for the next NEO.

**Rules & Procedures** – Donna Whitmore

Committee took first steps in reviewing Council representation and the impact the creation of two new Vice Presidential areas and the shifting of departments will have on the structure of Council. The goal is to present a recommendation to the Council regarding redistricting. It is highly probable that any recommendation will include a change to the Constitution and require campus-wide vote. No timeline has been solidified for this endeavor.

Anne Matoy volunteered to assist the committee in anyway possible during the initial meeting on the redistricting with emphasis on the distribution of employees. Some general ideas discussed during the initial meeting included numbers of staff members currently in the various University divisions, the departments that will be moving from various divisions to the new division, the distribution of representatives by classified and an administrative/professional categories, the nomination process and impact broad banding could have on the decision on Council representation.
SAC Website and SAC List serve

The following Council Representatives and IT staff members gathered to discuss the SAC Website and SAC List serve. From SAC – Sheryl Beeler, Leslie Miller, Duane Hunt, and Patty Bible (former SAC representative); from IT – Sheri Snider, Charles McCann, and Ron King. Patty Bible discussed her role as owner of the SAC List serve and the potential need to identify a new owner for the list serve. Sheri Snider suggested ownership of the list serve should stay within SAC. She also explained President Schmidly’s goal of bring an “announce” program on-line which could be used as a communication mode with campus. The concept is staff could submit items of campus interest to the “announce” system through a moderator. Other issues regarding the list serve were discussed including the restriction of joining the list without an @okstate.edu email address. Ron King and the list owner (Patty Bible) have taken action to add Council Representatives who could not subscribe based on the past restriction. Presently, all SAC Representatives are on the list with the exception of Dave Ford and Devin Debock. The consensus of the group was the SAC List serve will not be needed once the “announce” system is available. Patty Bible will remain the list owner until she informs the Council to change membership. At that time, the Chair of the Public Relations will become the list owner.

It was decided a special – Staff Representative Only – list serve should be created. Ownership is currently the Vice Chair with the Chair of Public Relations as backup owner. Subscribers to this new list are currently serving Council members; no others are allowed to join. Posting to this list is currently limited to the Chair, Vice Chair, Secretary, and standing committee chairs. Any one subscriber may reply to a message. Bugs are still being worked out and we are learning as we go. Anyone with problems receiving messages from the new list should report them to the Vice Chair, Duane Hunt.

Regarding the SAC Web site, Sheryl Beeler discussed the recent SAC resolution regarding assigning an IT Division employee the responsibilities of maintaining the SAC Web. Leslie Miller provided attendees a detailed history of the Web site and discussed the current state of the web (it was housed on a non OSU server and updated periodically by Council representatives). The desired objective is for Council representatives to provide information to a web expert within IT who would be responsible for posting it to the SAC Web site. Additionally, it was pointed out action is on-going to transition the SAC Web back to an OSU server. Responsibility for maintenance has always been shared – and will continue to be so - between Council members with the time and interest in keeping the site current. Any one with updates should contact the Vice Chair, Duane Hunt.

Sheri Snider suggested they would review the Council request for an IT staff member being assigned the maintenance duties but articulated the need for SAC to remain responsible for the content of the web and for any redesign.

Old Business – Sheryl Beeler

Sheryl introduced three new members to the council. Greg Hulett, Senior Analyst, CEAT ITS, Greg has been with OSU for 3 years. Stacy Estus, Sr. Office
Assistant, University Extension, International & Economic Development, and has been with OSU for 1 year. Chris Hoffman, Asst. Manager, Transportation Dept., Chris has been with OSU for 7 years.

The council has a candidate for the General University classified 1-year term vacancy. Christy Bunney works for Athletics as a Development Assistant in the Posse Office. A motion to accept this vacancy was made and seconded. Christy Bunney was approved.

Sheryl addressed the MLK letter that was sent out on the list serve. Sheryl is accepting any comments or suggestions that she may pass on to Dr. Bosserman. All comments and suggestions remain anonymous.

Sheryl, Duane, and Leslie met with IT regarding the website and the SAC list serv. A detail of the meeting is in the Rules and Procedures report.

**New Business** - Sheryl Beeler

Sheryl received a letter from Dr. Strathe who has formed an ad hoc committee to review the Early Retirement Incentive Program (ERIP) for Agency 1. Dr. Bosserman will be chairing this committee. Sheryl has chosen Donna Whitmore to represent SAC on this committee. Donna will keep the council updated with the progress of those meetings.

**Announcements:**

Sheryl received letters regarding the appointees for the University Wide Committees. For the Athletic Council, Dr. William Gentry, Flexible Compensation Benefits Committee, Jonathan Hunt appointed and Greg Fox reappointed.

Sheryl attended the Transition Team Meeting on Monday July 28, 2003. Some of the discussion included the MLK jr. holiday, NOC ribbon cutting, the Presidents plan for electronic calendars in the future, and the 11% reduction in the President’s area. Parking continues to pose a problem for staff and students on campus. Administration hopes with the addition of new buses and additional routes, parking will get better. Several parking options are being addressed and hopefully will be shared in the near future. Orange Peel is scheduled for Sept. 5 and Fall Convocation is Sept. 22.

In keeping the Staff Advisory Council informed on the things that Sheryl is involved in as council chair, she was invited and accepted an invitation to the NOC ribbon cutting ceremony on August 15. Congressman Frank Lucas was there to participate and a luncheon followed at The Market (directly north of Cowboy Mall).

Sheryl has been appointed on the strategic planning committee at the College of Vet Med to represent staff.

Meeting was adjourned.