STAFF
ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES
August 2, 2006, 408 Student Union, Case Study 1


Absent: Ashworth, Blackburn, Campbell, Ford, Fox, Hoipkemier, S. York

Carey Warner called the meeting to order at 1:30 p. m. and Lynette Venard called roll.

Carey asked for approval of the July minutes. A motion was made to approve the July minutes, seconded and approved by a voice vote.

Carey announced that there were some changes on the agenda. Dr. Lee Bird had to be absent due to a family emergency. Hank has another obligation so the NEO Presentation will be moved to #5. A motion was made to approve the agenda as amended, seconded and approved by a voice vote.

E-Group Update – Dr. Lee Bird, Vice President for Student Affairs
Dr. Bird was absent due to a family emergency.

Old Business -
NEO Presentation – Hank Welliver
Hank presented the power point presentation, introducing the Staff Advisory Council which is shown at the New Employee Orientations. Some changes were noted and will be
made to the power points. An example of the new brochure explaining the Staff Advisory Council was passed around to the representatives.

**Branch Campus Reports**

**OSU-CHS – Sandra Hale**  
Sandra is the new representative for CHS. She reported that elections were held in May. In July, the council elected officers. There are 28 members on their council, which is about 10% of the employees. They have had committee signups.  
CHS asked the legislature to establish a Hospital Trust for the management of Tulsa Regional Medical Center. The legislature approved the trust and budgeted $40 million for the next 5 years. This money will be used to upgrade the residency program among other things.  
The Dunlap Auditorium is being remodeled. This will be the new classrooms for the 1st year students.  
The council is also participating in community service events. There will be a Red Cross Blood Drive on August 30th. The United Way Day of Caring will be September 8th.

**OSU–Okmulgee – Allen York – No report**  
The administration building is being remodeled. It will be a “1 stop shop” for students and should be open by the end of August.  
A new Health Program is being created for the faculty and staff. They are working on getting incentives for being healthy. The program will be a collaboration with the Seretean Wellness Center here in Stillwater.  
The Rural Health Center is in the design phase. It will be a 28,000 square foot building that will house the Nursing Program which will work with the Rural Health and the local hospital.

**OSU-OKC – Ronda Reece**  
Ronda reported that they’ve changed to Outlook Express as their e-mail service. They have had committee signups. Their first meeting will be in September

**OSU-Tulsa – Karen Castle**  
Karen reported that the Staff Appreciation Luncheon was held August 1st. The Faculty Orientation will be August 18th. Their wellness center is undergoing renovations.

**Report of Standing Committees**

**Rules & Procedures – Lori Wieder, Chair**  
Lori had no report available.

**Awards & Recognition – Becky McIntire, Chair**  
Becky gave an update on the raffle for the Orange Peel tickets. Kent Sampson has donated 2 pairs of tickets. The raffle prices will be $1 for 1 ticket or $5 for 6 tickets. The flyers advertising the raffle should go out in campus mail the last week in August. She passed around a sheet to sign up to sell the tickets in the Student Union.

**Policies, Benefits and Budget – Leslie Miller, Chair**  
Leslie reported that her committee met on the afternoon of August 1st. Her committee passed around the “Walk-In Parking Permit Service Recommendation”. The recommendation is included as Attachment A. The committee suggests that the walk in service for parking permits be reestablished. Much discussion in the council revolved around the need for a computer for various issues, such as parking permit and payroll advice. Ann Matoy suggested that Carey talk
to Hugh Kierig in Parking and Transit Services about the problems mentioned. The motion was
made to table the recommendation until the next meeting when Carey will give an update on her
conversation with Hugh.

Public Relations – Hank Welliver, Chair
Hank had a prior engagement and had to leave early, therefore there was no report.

Old Business

SAC Proposals – 1. Staff Scholarship and Endowment – This proposal has been approved.
2. Confidentiality Agreement – Gracie Teague gave SAC an update on the
confidentiality agreement rewrite. She passed out some handouts from the committee meeting.
They are included as Attachment B. It was noted that many staff members want their original
agreements back. Ann mentioned that the agreements are in a stack in her office. They have
not been filed in the employee’s personnel files. Gracie reported that the committee is very
open to SAC and Faculty Council suggestions.

New Business
Vacant Seats – Carey noted that there are 2 open seats on the council. Both seats are
classified positions. One is for a representative for Student Affairs. The other seat is for a
representative for Academic Affairs.

Announcements - none

There being no further business to come before the Council, motion was made,
seconded and approved to adjourn.

Respectfully submitted,
Lynette Venard, Secretary
PB&B Committee Walk-in Parking Permit Service Recommendation

The OSU staff advisory council recommends that OSU Parking and Transit reestablish walk-in service for parking permits. There are several reasons for this, including the following:

- Many OSU employees have limited access to computers and/or limited computer skills. This forces them to seek help from other co-workers or employees to whom they must reveal their Okey access information, potentially resulting in confidentiality/security problems.
- New employees are unable to get parking permits until they get their Okey accounts, which can take up to two weeks.
- Online systems may fail or have unexpected down-times.

Reasoning behind this recommendation:

There are many OSU employees, particular in the Physical Plant services, who share access to a very limited number of available computers. Perhaps more importantly, many of these employees are not well-versed in the usage of computers. Others may actually be unable to read and therefore cannot navigate computer systems effectively. These employees must ask assistance of other more computer literate co-workers, thereby revealing their personal access codes and confidential information. Not only is this practice demoralizing to these individuals, it represents a security threat to their confidential information.

Prior to the new online system, a department could copy an EA form and send a new employee to Parking Services to purchase a parking permit. Recently, several new employees have been instructed by Parking Services that they could only purchase a permit online. In order to purchase a parking permit online, one must log in using their Okey email address and password. New employees do not have an email address on the first day of arrival and cannot create one until all payroll information has been approved and entered into HRS. This process can take up to two weeks. Parking Services is willing to issue a "temporary" parking permit for new employees to use until they are able to purchase a permit online. However, if Parking Services is able to accommodate walk-ins with temporary permits, it begs the question as to why they cannot issue permanent permits as well.

Furthermore, as illustrated on ~ 1-06 when staff members attempted to access the system and were unable to do so, the online parking permit system may fail or become unavailable due to a system failure.
Confidentiality Agreement Update

Gracie Teague

Met with Darlene Hightower and the Confidentiality group Tuesday, August 1st 10:30 to 12

Some of the issues discussed

- How to help employees gain knowledge of what is confidential through awareness training might do this on an annual basis or as laws and regulations change.
- Use the course management system Desire to learn to disseminate the information
- What does confidential mean
- What is confidential
- 7 documents pertaining to confidentiality were discussed
  - Our Recommendation No: 060510AH-01
  - Data Awareness Acknowledgement revision July 25, 2006
  - SIS Access Request form Admissions Office Version 1.2
  - SIS Access Request form Information Technology Division Version 3.1
  - EMM IT Confidentiality Agreement
  - Pages 15 and 16 from the Information Security Policy, Procedures, Guidelines
  - Confidentiality Agreement revision Feb 27, 2006
    - Check boxes may or may not be used
    - More examples will be included
    - Bullet points will refer to Rules and Regulations
    - Appropriate security officer will be identified for departments or divisions
Recommendation No: 060510AH-01
Author: Duane Hunt
Date: April 25, 2006

WHEREAS: The Staff Advisory Council established an Ad Hoc Committee to review issues raised with the University Confidentiality Agreement during the April 2006 meeting;

Whereas: Members of the Ad Hoc committee (Duane Hunt, Gracie Teague, Diana Ward, Donna Whitmore, and Sandy Runowski) met on April 24, 2006 in regards to the Confidentiality Agreement to review staff input collected by the Council Chair and other concerns the Council has been made aware of through contact with other staff members;

Whereas: The committee members determined there were significant concerns and issues as well as enforcement policies across campus with the Confidentiality Agreement and that these concerns and issues as well as enforcement were significant enough for the Staff Advisory Council to take action.

Whereas: The committee is certain representatives of the Staff Advisory Council concur with the principle on which the Confidentiality Agreement rests – “OSU accepts its ethical and legal responsibility to protect the privacy of students, prospective students, faculty, staff, alumni, donors and others, including obligations to protect and safeguard confidential information”.

Whereas: The University presently has and enforces confidentiality agreements for SIS and HRS access.

THEREFORE BE IT RECOMMENDED BY THE STAFF ADVISORY COUNCIL OF OKLAHOMA STATE UNIVERSITY THAT:

The use of existing confidentiality agreements found on the various system specific computer systems (HRS, SIS, etc.) continue to be used and the development of a new agreement, as well as the efforts for staff to sign and submit the Confidentiality Agreement be suspended. All agreements submitted to Human Resources should be returned to the staff member.

The addition of an informational page to the OSU web site which provides information to staff on what information is confidential.

Training – both web accessible and physical classroom presentations - is developed for staff to enhance awareness of the types of information that is confidential.

The New Employee Orientation include the topic of confidential information and the responsibilities staff members have in protecting/safeguarding such information.

Should efforts continue to develop an agreement for signature by all staff members SAC shall be involved.

BE IT FURTHER RESOLVED THAT THIS RECOMMENDATION BE FORWARDED TO President Schmidly.