Minutes will be approved at next meeting.

OSU STAFF ADVISORY COUNCIL MINUTES
August 6, 2008, 408 Student Union

Present: Arterbery, Barron, Chapman, Condit, Curtis, Darnell, Dobson, Ford, Gladden, Graham, Hix, Kochenower, Marshall, Moore, C. Moorman, Perna, Pogue, Polson, Putnam, Sweeden, Venard, Woodruff

Absent: Allen, Davidson, Gregory, Ledford, Miller, N. Moorman, Warner, York

Tara Graham called the meeting to order at 1:15 p.m. and Anise Arterbery called roll. Tara asked each council member present to introduce themselves by stating their name and department.

Tara asked for approval of the July minutes. A correction was made to change May to June. A motion was made to approve the July minutes as amended, seconded and approved by a voice vote.

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

Executive Update
Dr. Marlene Strathe spoke about OSU’s fundraising efforts kicked off by Boone Pickens’ $100 million donation to faculty endowments. Approximately 900 private donors have contributed in an effort to match Pickens’ initial donation. President Hargis will announce in the near future another capital campaign to focus increasing scholarship funds, particularly and endowed scholarships which will create true revenue on tuition as opposed to waiving tuition costs and fees. OSU is also seeking funding for buildings with naming opportunities.
Dr. Strathe briefly mentioned the move to a tobacco free campus as part of the wellness initiative steered by the Seretean Wellness Center. Dr. Strathe expressed appreciation to the OSU community for its support and compliance in this effort.

Dr. Strathe noted the construction across campus and related progress. Hall of Fame has reopened. The North Classroom building should open in Spring 09; Murray Hall to open for faculty/staff in Summer 09 and for classes in Fall 09; Old Central renovation to be completed in Summer of 09 at which time the Honors College will move in; the Multi-modal facility is scheduled to open early Fall 08; Architecture building is undergoing renovation; the Interdisciplinary Science building will take more time to complete due to construction of lab space and should open in 2010; and hopeful that expansion of the Diagnostic Lab will be completed in 18 months.

Fall enrollment is expected to be lower than recent semesters due to a smaller number of returning students which is a reflection of a decrease in size of high school graduating classes. There is an increase in the number of graduate students (masters and doctoral programs). Dr. Strathe noted that the number of international students is close to that at the time of Sept. 11, 2001. Greater ethnic diversity is attributed to increased graduate stipends, increased efficiency in processing applications and offers being made early.

New faculty is down from about 100 to 60-65 this collegiate year. This could be a reflection of salary competition and fewer retirements.

About 35 classrooms have seen maintenance and improvements this summer evidenced by new seating and equipment upgrades. Space is available in Iba and Scott halls. Natural Resource Ecology and Management will probably move into Iba since it is close to Ag Hall. Some HES units may move into Scott though nothing has been decided.

The floor was opened to questions: 1) Will computer labs be available in the new classroom building? No true computer lab will be in the building though there will be “student areas” with wireless internet, limited food, and ability to check out laptops. 2) When will we see the effects of professor endowments? It depends. Strathe and deans are working to identify faculty to be named an endowed professor. This will not be a random or quick assignment. Earnings are being gained but the dilemma is that “super chairs” do not generate enough from endorsements to fully fund the seat; therefore funding is being sought from the state. 3) Will newly constructed buildings contain basements to serve as storm shelters? That was the intent. 4) When should we expect parking lot #15 to be closed? Once the construction/renovation of the Architecture building is complete Athletic street should close along with parking lot #15. 5) What is the plan for Cordell? It will be torn down but there is still discussion of where to move those occupying the building now.

Darlene Hightower and Eric Maynard of Information Technology were invited to speak about the recent breach to Parking Services server. In March 2008, Verizon notified OSU of trouble with a server. A breach had occurred and software had been installed which was hitting other servers. IT could not determine if social security numbers had been accessed; therefore all those with information on that server were notified. A download from the OSU system to the online purchasing system had occurred which is the reason that someone who never conducted business with Parking Services was still notified of the breach. A new mainframe with encryptions capabilities has been installed. Historically, mainframes are not targeted by hackers, however firewalls are in place.

A new policy is in place in regard to the use of social security numbers. If SSNs are needed in an office proper security measures must be employed. SSNs should be removed from servers and hard drives by Sept 08. Offices were first notified of this new policy in 2006 and were encouraged to switch to Campus Wide IDs. The policy is not meant to do away with the use of SSNs if the use is justified; IT wants an inventory of
who uses them so security measures may be put in place. This policy also addresses hard copies with SSNs and includes branch campuses.

**Faculty Council Update**

No report.

**Treasurer’s Report**

Lynette Venard reported that the collection from July’s meeting was small. She again encouraged each member to donate $1 as she sent the piggy bank around the room.

**Branch Campus Reports**

**OSU-CHS – David Barron**

Dennis Adams was awarded the Clyde B. Jensen Leadership Award which is given to a Staff Council member who exemplifies leadership. OSU-CHS Staff Advisory Council elected new officers. Officers for 2008-2009 are: President – David Barron, Vice President – Chad Landgraf, Secretary – Sarah Quinten, and Treasurer – Vicky Pace. Committee chairs are: Awards & Recognitions - Charlotte McNutt, College & Community Relations – Sarah Quinten & Bria Taylor (co-chairs), Communications – Rebecca Nida, Fundraising – Renee Williams, Policy & Benefits – Jean Keene, and Rules & Procedures – Dennis Adams.

**OSU–Okmulgee – Allen York**

No report due to Allen’s absence.

**OSU-OKC – Melissa Woodruff**

July full-time enrollment ended at 2.9% above last year. OSU-OKC is in an extended hour for fall enrollment with classes beginning August 18th. Orange Crush (new student orientation) is scheduled for August 7th at 9:30am. The Nurse Science program was formally granted five-year continuing accreditation for the Oklahoma Board of Nursing. Family Safety Day is September 6 from 10am-1pm and will include free Braum’s ice cream, car seat safety checks, child fingerprint cards, health screenings, smoke detectors, gun locks, live music, children’s hands-on art center and inflatables.

**OSU-Tulsa – Dona Davidson**

No report due to Dona’s absence.

**Report of Standing Committees**

**Rules & Procedures – Carey Warner**

Carey will be contacting committee members soon to schedule a meeting. Carey is also working on a list of departments and constituents under each division.

Tara Graham took a moment to mention the council meeting attendance policy.

**Awards & Recognition – Bonnie Gladden**

Bonnie is scheduling a committee meeting for the end of the month. The committee will concentrate on fundraising to increase scholarship funds and begin working on the Distinguished Service Awards and ceremony.

**Policies, Benefits, and Budget – Ival Gregory**
The committee met on July 25, 2008 at 3:30. Ival Gregory was appointed the new Chair as Lori Wieder has left the university. Lori continued to conduct the meeting and covered the following concerns:

- Shared time off
- Bus routes/schedules to be looked at from staff’s point of view; Ival will meet with Steve Spradling in Parking and Transit to discuss
- Clarification of fees which staff are exempt from paying when taking classes at OSU
- Inequities amongst divisions in terms of supporting staff to attend training/programs
- Support for licensure of staff in trades

Regular monthly meetings have been scheduled for the fourth Tuesday of each month at 1:00. All SAC members and staff are welcome to attend the PB&B meetings.

**Public Relations – Liz Condit**

The committee will be meeting soon. Liz has made several updates to the website and is looking at ways to promote the Distinguished Service Awards ceremony and Homecoming Walk-Around.

**Old Business**

Lists of individuals interested in serving on University Standing Committees have been submitted to the President who will make the final selections.

**New Business**

**Seat 2008-09 New Members**

The following individuals were elected or re-elected and seated at the meeting:

- Marta Kochenower A&P Academic Affairs
- Marsha Chapman C Academic Affairs re-elected

Lori Weider has recently separated from the University. Bonnie Gladden will look at election results to determine a potential alternate for Lori’s position.

**Foundation Accounts and Use – Bonnie Gladden**

Dr. Bosserman distributed via email an update to President Hargis’ original email stating that foundation accounts may no longer be used to purchase food for OSU employees unless an outside entity is represented and there is a justifiable reason. This update answers questions and outlines in greater detail the new policy. Bonnie will forward the email to council members.

**Staff Tuition Waiver – Tara Graham/Lora Polson**

It was clarified that OSU offers to staff a waiver for fees associated with enrollment; it is not a waiver for tuition. Lora Polson read through the list of fees waived which include: Student Activity Fees, Student Activity Fees – Athletic Fee, Cultural and Recreational Service Fee, Student Senate/Speaker Fee, Health Services Fee, Transportation Fee, Living Group Fee, Campus Life Fee, Consumable Material Fee, Student Development Initiative Fee, Daily O'Collegian. The council was encouraged to share this with constituents suggested that they double check their bursar bills if taking classes.
General discussion followed regarding SAC’s role as a whole. While many issues are brought by staff to the council and individual members, the council agrees that not all issues are within the council’s area of focus. Issues brought to individual council members should be brought to council which will as a whole decide whether the issue should be addressed by SAC.

**Announcements**

Tara will send via email information regarding a tour of Boone Pickens Stadium.

Respectfully submitted,

Anise Arterbery, Secretary