STAFF
ADVISORY
COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES
December 12th, 412 Student Union, Case Study 2


Absent: Condit, Davidson, Evers, Gladden, Lowe, McIntire, Payne, Perna, Turner, Wieder, A. York

Carey Warner called the meeting to order at 1:15 p. m. and Lynette Venard called roll.

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

Carey asked for approval of the agenda. There are some changes on the agenda. Sue Moore will give the Faculty Council Update in place of the Executive Update. A motion was made to approve the agenda as amended, seconded and approved by a voice vote.

Executive Update – None

Faculty Council Update – Sue Moore
Albert Colom gave an update on undergraduate recruitment. There was a comment that Physical Plant employees should be commended for their hard work in clearing the streets and sidewalks. The Athletics committee is working on raising standards for athletes. There was a reminder about the holiday reception hosted by Dr. Strathe.
Branch Campus Reports

OSU-CHS – David Barron
David was unable to be at the council meeting; therefore no report was given.

OSU–Okmulgee – Allen York
The name of their institution has been changed to OSU Institute for Technology-Okmulgee. Their campus celebrated Oklahoma’s centennial by having a band and bbq was served. Historical re-enactors were also there and gave a presentation.

OSU-OKC – Trisha Turner
Trisha was not able to be at the council meeting; therefore no report was given.

OSU-Tulsa – Dona Davidson
Dona was not able to be at the council meeting; therefore no report was given.

Report of Standing Committees

Rules & Procedures – Bonnie Gladden, Chair
Bonnie was not able to be at the meeting and therefore no report was given.

Awards & Recognition – Becky McIntire, Chair
Becky was unable to be at the meeting therefore; Bea Peters filled in for her. Their committee is working on a fundraiser for Valentine’s Day. The Picnic will be either April 10th or April 17th. They are also considering a bake sale to be held during the book buy back period.

Policies, Benefits and Budget – Leslie Miller, Chair
See attachment. The council discussed the Rest Break Recommendation. After discussion and clarification on various issues, the council voted on the recommendation. The recommendation passed and will be sent to Administration.

Public Relations – Katie Reim, Chair
Katie did not have a report.

Old Business

Tobacco Free Campus Policy – Carey had sent the proposed policy to the council members for their input. Some of the comments made by the council included: 1) have a link in the policy to the campus map showing the designated areas, 2) spell out that smoking in personal vehicles is banned, 3) a list of the exempt places should be noted. Carey will take all of the council’s recommendations and forward them on to the committee working on the policy.

Salary Equity Pool Recommendation – Carey has sent this recommendation on to administration.

Presidential Search Committee – Leslie gave a review on the presidential search committee. 6 candidates were invited to interview. Of those 6, 3 candidates withdrew their names from consideration. Leslie believes that Hargis was the best applicant to forward on to the Board of Regents. A statement from Leslie is attached.

New Business
**Announcements**
Please encourage your coworkers to participate in the Wellness survey that is being emailed to OSU employees.

The Healthcare Task Force will be meeting again on January 9\textsuperscript{th} to review the conversion to Blue Cross Blue Shield and future plans focusing on the Wellness initiative.

Respectfully submitted,
Lynette Venard, Secretary
PB&B Committee Report December 2007

Members: Leslie Miller (chair), Deborah Evers, Jason Pogue, Larry Curtis, Laura Payne, Marsha Chapman, Lori Wieder

Smoking Policy
The committee briefly looked at the smoking policy and decided we did not have any recommended changes at this time.

Incentive Plans for Licenses
PB&B is developing a recommendation that will request that Administration encourage, support, and fund incentive plans to reward employees who get licenses relevant to their trades and skilled technical positions.

Day Care Facility
We will resubmit a recommendation when the new president assumes his job.

Rest Break Policy
A staff member approached us about an issue with policy 3-0713, Attendance and Leave for Staff. An OSU employee for 21 years, she got a new supervisor who suddenly decided not to allow her to have rest breaks. She’d recently had spine fusion with a metal plate and screws placed in her neck, and the lack of rest breaks caused her to have some significant health issues. Common sense, backed by numerous research studies, have demonstrated that breaks are an important element of worker productivity, health, and safety. For this reason, PB&B decided to present the following recommendation to the council:

Title: Rest Break Recommendation: Modification to Policy 3-0713

The Staff Advisory Council Recommends to Administration that:
Policy 3-0713, Attendance and Leave for Staff, section 6.01 A. be changed to read, “Each unit administrator shall allow full-time non-exempt staff one rest period during the first half of the workshift and one rest period during the second half of the workshift,” etc. (Bold, italic emphasis was added to highlight the change made.)

Rationale:
While it is a widespread practice to allow staff to have breaks, not all supervisors will allow this.

According to Policy 3-0713 exempt staff members are allowed to take rest breaks while non-exempt staff "may" be allowed rest breaks. This is an unfair difference between exempt and non-exempt staff.

Most labor and professional safety/health leaders agree that breaks are good for productivity, safety, and health. Professionals in ergonomic theory agree that breaks are vital for preventing ergonomic disorders and injuries associated with repetitive motions such as typing and tool use. Many studies have been conducted that verify the benefit of breaks. Classified or "non-exempt" staff need to be allowed to have 2 15-minute breaks
(rest periods) each day for their own health and safety. For employees who sit in front of a computer all day, it is important for job performance, safety, moral, physical and mental stress, fatigue, and many other things. For employees performing hard physical labor, this is also very important.

Guaranteeing staff breaks is an important step in OSU’s campaign to become the healthiest campus in America.

Some quotes:

"In addition to the potential to improve safety, rest breaks perform an important ergonomics function as well. Hinging upon human capabilities and limitations, rest breaks are a vital part of improving the health, morale and productivity of a workforce. Anyone in an office environment who has ever stared at the same computer screen for too long, or who has sat in the same chair, working on the same project without taking an occasional break, can attest to the resulting bleary eyes, sleepy demeanor and reduced productivity. Source: Safety + Health, April 2003"

"The U.S. Department of Labor promotes rest periods as a benefit to the employer because they promote employee efficiency. In addition, extended or unusual shift periods may cause physical, mental and emotional stress, and rest periods help guard against fatigue, stress or a lack of concentration, potentially leading to operator errors, injuries and accidents. Source: by Beth Gaudio, NFIB Legal Foundation"
Recommendation No. __________

Moved By: Policy, Budget, & Benefits Committee

Seconded By:

___Passed ___Tabled ___Failed

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Presidential Search Statement

By now I think that everyone in the state has heard the rumor that this presidential search was predetermined from the moment that Burns Hargis resigned from the Board of Regents in order to pursue the OSU Presidency. I've heard the accusation; it's been widely speculated, so I think it is acceptable for me to acknowledge it. Its existence is a fact, and it's something the search committee had to wrestle with throughout the process.

As a group, the committee had to wonder from the beginning if this rumor didn't influence the quality and quantity of candidates for the position. It's impossible to quantify, of course, and other factors no doubt played roles in who applied and why. That's not to say we didn't have qualified applicants. We did. We invited six highly qualified individuals to interview. Three of them withdrew before the interviews, and three were interviewed.

Having seen the search process in action, I can say with a clear conscience that the process wasn't predetermined or fixed. It was fair. It was extremely well-managed by extremely competent people who genuinely have the best interest of OSU at heart. The committee had representatives from all the different constituencies that needed representation. I can also say with firm conviction that we did the best we could given the course of the search.

The final decision was made by the Board of Regents, and ultimately the power to make that decision was theirs all along. But I want you all to understand that while this process was frustrating and far from easy (at least as far as I was concerned), it was fair, and it wasn't fixed. And I'm not just feeding you the company line when I say that.

I voted for Burns Hargis because he was the best man for the job out of our pool of applicants, as far as I could determine. I would encourage you all to give him a chance. I think he will prove to be an effective fundraiser for the university in both the private sector and in our state legislature. My understanding is that the provost/ Marlene Strathe will continue running the academic side of the university. If this is, in fact, the case, then it is my belief that we will have an extremely effective combination in our leadership with an extremely competent fundraising president, and a popular, competent provost. Certainly, this is my hope.

Signed,
Leslie A. Miller
Staff Representative, OSU Presidential Search Committee, 2007
Sr. Editor, Fire Protection Publications