OSU STAFF ADVISORY COUNCIL MINUTES
February 13, 2002     416 Student Union     1:15 PM

Present:   Beeler, Blackburn, Kay for Cameron, Cimino, DeBock, Fletcher, Good, Hannah-Bergbower, Hays, Higgs, Hundley, Hunt, Jacobs, Magness, Miller, Mitchell, Payne, Reedy, Richardson, Rogers, Shields, Traynor

Absent:   Brooks, Collins, Cookerly, Hart, Ingham, Riggs

Myra Traynor called the meeting to order at 1:20 pm, and Diana Jacobs called roll. Guests were introduced: James Alexander, Sharon Brown, Doyce Brumley, Randall Dahl, Jill Hawkins, Carolyn Hernandez and Earl Mitchell. Myra asked if anyone had any changes to the minutes. With minor changes to those absent, Myra asked those in favor of approving the minutes, and minutes were approved by voice vote. There were some changes to the agenda: Myra said that New Business had been moved due to a recommendation from the Strategic Planning Committee. Wes Higgs asked that a two old business items he had be moved to after the Executive Group Update. The presenter of Big Brothers/Big Sisters presentation is Sharon Brown and for the OSU Smart Card presentation is James Alexander. With the changes being made, Wes Higgs made the motion to approve the agenda, motion was seconded, agenda approved.

Myra introduced Tonya Magness to Council members and asked for a motion to seat Tonya to Council. Wes Higgs made the motion and it was seconded. Motion passed and Tonya was welcomed to the Council.

Executive Group Update – Dr. Earl Mitchell, Associate Vice President for Multicultural Affairs
Dr. Mitchell said the main concern is the budget cuts. There may be positions cut, but he advised against panic. He mentioned the heavy workload that Carolyn Hernandez is doing as the ombudsman. Her workload has doubled since assuming this additional responsibility. There are problems in terms of management. He noted there is a University Diversity Board Sub-Committee in which they are looking for help with family concerns.

Old Business
Wes Higgs presented the proposed vision statement that was approved by the Council E-group.

“The Oklahoma State University Staff Advisory Council diligently strives to foster a working environment that enables staff to achieve the mission of the university, which is to make OSU ‘The University of Choice in Oklahoma.’ The staff contributes to the mission of the University
by providing the services and support that directly enhance the quality of academic programs; therefore, the services and support that directly enhance the quality of academic programs; therefore, the services and support provided by staff are essential to the welfare of the university.

The mission of the OSU Staff Advisory Council is to represent the interests of the staff in the development and implementation of policies and procedures that directly affect their morale, well being, working conditions, and professional welfare.

Staff Advisory Council will accomplish this mission by:

- Improving communication and collaboration between council members, staff, other campus advisory groups, and University officials in order to make policies and procedures easier to evaluate, develop, endorse, or implement;
- Pursuing projects that elevate morale and increase the visibility of the staff and the council;
- Ensuring recognition of staff as important assets of the university.”

Wes offered this vision statement for addition to the By-Laws. Duane Hunt noted the requirement that By-Laws changes must be distributed to the Council one month before a vote can be taken. The recommendation will be voted on at the March meeting.

The next item was a recommendation to revise Section VI.B. of the By-Laws. This section deals with Term of Office:

Members of the Council may serve no more than two (2) terms in succession; however, a member may serve any number of disconnected terms, and even though the member has served two (2) terms in succession, the member may from time to time, serve two (2) more terms in succession after a break in service. Terms of less than three (3) years, whether of one (1) or three (3) years in duration or fraction thereof, shall count as a three-year (3-year) term.

The recommended change would restate part B, renumber part C to be part D, and add new wording for Part C. The restated section VI.B-C would read as follows:

B. Members of the Council may be elected to no more than two (2) terms in succession; however, a member may serve any number of disconnected terms, and even though the member has served two (2) terms in succession, the member may from time to time, serve two (2) more terms in succession after a break in service.

C. Terms of less than eighteen (18) months, in which a member was appointed to fill a vacant seat on the Council, shall not count as a three (3-year) term.

Duane Hunt moved that this recommendation be referred to the Rules and Procedures Committee for review. They would bring a recommendation to the next Council meeting. The motion was seconded and passed.
Big Brothers/Big Sisters Bowl for Kid’s Sake – Sharon Brown, Executive Director of Big Brothers/Big Sisters of Stillwater

The Big Brothers/Big Sisters organization has been in existence for several years. She showed a video to Council. A video presentation explained what the organization is about. Brown spoke about the relationships between volunteers and their “littles” and indicated that volunteers get as much as the kids’ do. The annual Bowl for Kids Sake College Bowl is coming up Feb. 27 and 28. This is their annual fund raising activity. Forms were available for anyone participating. She indicated that a challenge has been issued by the Math Department to all other campus groups.

The OSU Smart Card – James Alexander, Assistant Director for Technical Services, CIS

He explained that OSU is moving to replace all existing ID cards with smart cards. The smart cards will show the person’s name, card number and a magnetic strip, but the majority of the information contained on the smart card will be in a computer chip that can only be read by a special reader. The number on the card will be a unique number that is not the individual’s social security number. The card will provide several new services. It will allow students to sign in to the University computers without having to remember a password, the card can be used in copy machines, vending machines, and, if desired, as an ATM card. The card will not state the status (student/faculty/staff) of the individual. That information is included in the chip. There is a contest underway to select the top three designs for the card. We will be able to select the design we want when the cards are issued. There will be a mass carding from April 4-17 in the Student Union Atrium. They expect to issue 25,000 smart cards in ten working days. The distribution plan will provide sufficient staffing to keep the wait down to a maximum of 15 minutes. Stillwater National Bank is the banking partner for the card.

If your card is lost, there will be a $40 charge to replace the card. This is to discourage students who leave their cards at home from thinking it is easier to get a replacement card than go get their forgotten one. You should never relinquish your card to anyone except the Police or the ID card office. If it quits working, take to the card office and it will be replaced. OSU Tulsa will participate in the smart card program.

ID Numbers vs. Social Security Numbers – Randall Dahl, Associate VP for Academic Affairs

There is an increasing concern about the use of social security numbers as ID numbers. Within the next two years, the Social Security number “will go away” from university usage. Every person will have two numbers: the ID card will have a number, and an 8 digit ID number will be assigned to students, faculty and staff. This transition is expected to occur in the fall of 2003, but the administration wants to alert everyone so that we will know what is happening. The ID number will be the number used in HRS and SIS. Only twice will you need to show your social security card: when you apply for employment and when you apply for admission to the university. Dr. Keener has appointed a Transition Planning Committee who is charged with making the transition a smooth one. The numbers will be assigned at random. The move away from Social Security numbers will apply across all branch campuses. The committee is open to any suggestions to make the main systems work more effectively.

New Business
Rita Hundley said she thought the effective date for the OSU Retirement Plan was after one year of service and age 26. Two weeks ago she learned that it is one year of service after the first day
Marcia Hays asked about problems with insurance. She had surgery recently and when she was getting ready to go into the hospital, she was told she didn’t have any insurance. She had dropped her dental insurance in July, but all of her insurance had been dropped accidentally. The benefits staff got her records corrected and she was able to proceed with the surgery, but this could have been a major problem. Duane Hunt recommended that Human Resources needs to inform people what type of insurance they have and send confirmation of any changes. The forms we complete are very poorly designed. Maybe OSU needs to have some information sessions to explain what coverage each individual has.

Marcia Hays also pointed out a situation that has created problems for an OSU-Tulsa staff member who is adopting a newborn child. The child will come to them within a couple of days of birth, but she has been told that she can take only annual leave, not dependent care leave, to tend the child. The employee will have to have a doctor’s statement that the child requires home care for a given length of time before dependent care leave can be taken. If adopting, people can’t use sick leave. Discussion mentioned that if a dependent is hospitalized, an employee can not use sick leave unless the hospital staff cannot provide the care required by the doctor. However, it was noted that this is not University Policy. The Policies, Benefits, and Budget Committee will investigate the FMLA and Sick Leave policies and return a recommendation to Council.

Myra Traynor informed Council that she, Duane Hunt, Diana Jacobs, and Louisa Payne attended a lunch meeting with the University Flexible Benefits Retirement Committee prior to the SAC Meeting. There were several questions concerning retirement on which they wanted staff input. Duane will prepare a list of these questions and the comments made in that meeting and send to all Council members via e-mail. The committee is also interested in branch campus input.

Branch Campus Reports

**OSU-Com** – Toni Hart – No report.

**OSU-Okmulgee** – Devin DeBock – The chair of their Staff Council has resigned. They are in the process of electing a new chair and replacing several council members who, because of absenteeism, have been removed from council. The Awards Committee is reviewing the procedures and guidelines.

**OSU-OKC** – Karen Kay attended for Glenda Cameron. Their Council did not meet in January, but will be meeting next week. They recently revised the staff handbook and it has been distributed. They recently picked the distinguished staff award winners – Glenda Cameron and Sharon Fitzpatrick were selected. The employee-mentoring program is going well.

**OSU-Tulsa** – Marcia Hays - No report

Report of Standing Committees

**Public Relations** – Rita Hundley
Sheryl Beeler will be working with the Awards & Recognition Committee on publicity for the carnation sales. She was hoping to get an article in the O’Colly in March, but found out...
yesterday that the editor would not agree to an article or a picture. Leslie Cimino will try and
make another attempt to try and get an article in the O’Colly.

Awards & Recognition – Leslie Cimino
Administrative/Professionals Day is April 24. The flyers are about ready. Her committee
decided to increase the price of the carnations from $2.00 to $3.00. Since we didn’t do
ccession sales this year, we need to sell about 100 more flowers to make up the difference.
Holly will take the flyer to Faculty Council next month. We are really pushing for a lot of
publicity.

This committee is looking at the service pins issue. There is no willingness to pursue this now. It
would be a large time commitment for someone to investigate on a case-to-case basis. It was
suggested that the pins should be called “Continuous Service Pins” and let it go.

Policies, Benefits, and Budget – Leslie Miller
Leslie spoke to Lance Hinkle about charging to Bursar accounts. Hinkle explained many
students’ financial aid checks often arrive the first week of school. The Bookstore decided to
allow students to charge materials to their Bursars account in order to allow them to get their
textbooks on time. It enables all students to start off with the necessary educational supplies
regardless of financial status. At one point, the store did look at extending this option to faculty
and staff, but were advised by the Bursars Office that faculty and staff had a higher collectible
than students. For business purposes, the bookstore made the decision not to extend credit to
anyone but students.

There were 854 day care surveys turned in, 300 of those were from individuals with children.
Tonya Magness worked out an Excel spreadsheet to enter the data in a fashion that will allow
easier tabulation. It will be time consuming to enter the 300 surveys that were answered
completely, whereas the 545 other surveys should go fairly quickly as they will only have 9 items
plus comments to enter.

Dr. Elaine Wilson attended the PB&B meeting this month and provided them some excellent
information on how we might want to approach making a recommendation to the Administration
on this issue. Dr. Wilson has been involved with Day Care issues for many years here at OSU,
and served on the committee that produced the 1992 report.

Dr. Deborah Norris of FRCD contacted Leslie to advise her that a community-based “Business
Child Care Council” that is looking at Day Cares issues. Leslie’s understanding is that this was
initiated or driven by the United Way’s “Success by Six” program. Dr. Norris asked if Leslie or
one of her committee members would like to serve on this Council. Louisa Payne volunteered to
serve. Leslie feels this is an excellent opportunity to find out more about childcare problems in
the community as a whole, as well as explore the possibilities of connecting OSU to community
ventures.

Since Marsha Hays had warned Leslie that she was bringing the leave for adoptive parents to
Council, Leslie has done some research into it, and has drafted a possible recommendation. The
PB&B will discuss this month and bring it to Council in March.

Rules & Procedures – Duane Hunt
Duane distributed copies of the scholarship application form. It is basically the same as has been
used in the past, with a few minor changes. The bylaws state that the scholarship committee
decides the criteria for scholarships; however, there have been years that only 4 or 5 applications
have been received. Does everyone get one? Are there certain guidelines the committee should use, or does the Council want to leave it up to the committee? Dawn Good made the motion that the Scholarship Committee set up criteria and bring it back to the Council for approval. The motion was seconded. Duane indicated that he wanted to have the form in mail ASAP. There was some discussion. The vote was called on the motion and by a show of hands, the motion failed (7-yes; 9-no). There was some discussion on the manner in which the scholarship funds should be awarded—should it be a flat amount or based on the number of credit hours in which the student is enrolled. Also, a student taking lower division courses can buy more hours with scholarship dollars than a student taking upper division courses. The amount currently awarded is $300/year.

Duane then displayed a list of seats that were open for election. Copies of the nomination form were distributed. It is basically the same as last year. The nomination deadline on form is April 25, but should be March 25. That will be corrected. If anyone has any other comments, let Duane know. All nominations will be sent to the Secretary. Ballots will be mailed and the voting period will be from April 15 to 26. That will allow the committee time to tally ballots in time to announce the winners at the May meeting. Duane made motion that Council approve the voting period of April 15-26. It was seconded and the motion passed by voice vote.

**Faculty Council Meeting Update** – Louisa Payne

Bob Graalman made a presentation about our outstanding students. Carol Olson made a presentation on Institutional Review Board—people who regulate research on campus. Officer nominations were solicited. The Budget committee made a recommendation that the Athletic Department accelerate the payback of their deficit. Implications of the Patriot Act were discussed. Student Affairs recommended that graduate students be informed about their health care coverage, and that the Student Government Association be timelier with their appointments to University Committees. We will be hosting the Drake Committee (committee on college athletics and how it affects academics). The general faculty meeting will be March 25. The Campus Facilities Committee believes they can get a federal grant because we have the campus shuttle and the Tulsa shuttle. They believe they can get a grant that will pay for 80% of a parking deck. The retirement lawsuit is still going forward. The University has been served. The GPSA will hold their 13th annual research symposium March 6-8.

**Announcements:**

Denise Brooks’ grandfather passed away this morning. Myra will get a sympathy card and pass it around for signatures.

Dawn Good made the motion to adjourn, motion was seconded. Meeting adjourned at 3:35pm.