OSU STAFF ADVISORY COUNCIL MINUTES
February 12, 2003  412 Student Union  1:15 PM

Present:    Beeler, Blackburn, Brooks, Cimino, Collins, Conner, DeBock, Fulton, Gedon, Good, Hare, Hays, Hunt, Jacobs, King, Livsey, Magness, Mitchell, Peters, Richardson, Rogers, Sanmann, Shields, Tanner, Thomason, Welliver

Absent:    Bergbower, Hart, Miller, Williams

Tonya Magness called the meeting to order at 1:15 pm. Diana Jacobs called roll. Tonya asked if there were any corrections to the January 8th minutes. There being no corrections, the minutes were approved.

Tonya made the motion to approve the agenda. It was approved by voice vote.

Vote on New Business & External Relations Classified Council Member –

Juanita Phelan is a Staff Assistant in the Environmental Health & Safety Department. She has worked at OSU for 23 years. She has always been concerned with issues that affect staff and feels that it is time for her to become involved, especially with the difficulties now facing the University. She is eager to work with SAC on behalf of staff concerns.

Dave Ford is a Grounds Keeper assigned to the Capstone projects. He has worked for OSU 15 years. Dave is a former SAC member. He is always interested in helping staff.
A vote was taken, and Juanita Phelan was the winner. Tonya will notify both people.

**Executive Group Update – Dr. Jack Vitek, Interim Vice-President, Academic Affairs**

There are four top-level position searches going on at the present time. More will open in March. Strategic Plan – you will hear about for the next 14-17 months. A consultant has been hired to drive this process. Every unit will be involved. The university will undergo reaccreditation by the Higher Learning Commission of the North Central Association HLC/NCA in 2005.

Tuition Bill #1748 was passed this morning by vote of 13 – 2. The legislature will allow the state regents to determine fees. The average of the Big 12 universities is 30% above OSU.

Dr. Schmidly is talking about a blocked tuition rate. One in four students graduate in four years. Most take longer than that. This might encourage students to take more classes per semester and to graduate in four years. If a student takes over a certain number of hours, tuition would go down. Enrollment is up about 3%.

Northern Oklahoma College will come to OSU in the fall. They will be housed in the Cowboy Mall.

Tuition Price – same as OSU
Some classes will be run through Extension for Athletes
Classes will be taught by NOC faculty.
NOC will offer remedial courses and then possibly expand to teaching core classes.
NOC costs will include rental of space, furnishings, utilities and with remainder of budget may hire graduate students to teach the classes.

**Report of University Committees**

**Faculty Council - January – Chris Williams**

There was a presentation on the Future of Retirement at OSU given by Camille DeYoung of the Retirement Subcommittee of the University-wide Flexible Compensation Benefits Committee. The report contained a current plan overview, justification for a new plan, and recommendations for a new plan overview. Details can be found in the Faculty council minutes, but highlights included: A fixed contribution percentage across the entire salary range for all employees, dropping age 26 restrictions and the one year waiting period, vesting after 2 years, more vendor choice, and the option for the retirement program to go with the employee to any new job. While the faculty council as a whole seemed agreeable with the presentation, some questions about dropping the one year waiting period were raised. Also questioned were the startup costs of the recommended program and how a fixed contribution percentage would benefit long-time employees.

The Research Committee received proposed guidelines for the distribution of University "Start-Up" funds which would allow for the support of new faculty positions. Currently there are no guidelines for distributing these funds. The Rules and Procedures committee reported on forthcoming Faculty Council elections. Larry Jones from the Emeriti Association reported that the fundraising drive by the Alumni Association was quite successful and they hope to start construction on a facility by summer 2003. Jean Van Delinder from the Women's Faculty Council is soliciting information about the
feasibility of setting up an information clearinghouse about employment opportunities for faculty spouses.

The Faculty Council website is continuing to be developed. The minutes are going to be put out as a plain text file for ease of viewing.

The Spring General Faculty Meeting will be held Tuesday, April 15th at 3pm in the Student Union Little Theater with a topic of Faculty Governance.

Opinions on the issue of downloading class lists from SIS were expressed. Apparently, there was a rather large problem with downloading and printing the class lists. The Registrar’s office had been notified and Andrea Arquitt of the Academic Standards and Policy Committee was assigned to look into the matter further.

**Faculty Council - February – Deborah Shields**

Dr. Schmidly’s first meeting – He shared that this would be his first faculty committee to chair, and hoped faculty would see him as a leader and not administrator.

Dr. Earl Mitchell – Shared the Racial and Ethnic Harassment Policy, and asked for feedback. Once the faculty, staff and students give feedback, it will go to Legal Council for approval. He received help from Dr. Hernandez and it has been suggested that materials be available for faculty, staff and students to help educate. There have been some resource centers set up around campus for such materials.

Faculty Council Recommendation and status of Recommendation

**Market Driven Salary** – Schmidly commented no budget, but possibly hire a consultant to study this and put a system in place when there are monies available.

**Parking Policy** – Faculty Council committee is still researching and should submit a report within two weeks.

**Formalization of University Raise Program** – Schmidly agreed to begin raises at the July 1 date, rather than October when monies are available; however, the recommendation regarding the % to equal the increase of “new money” he would like to consider, because in a budget year, there may be money available mid-year for a bonus plan and would like to keep options open at this time.

**Athletic Department Deficit** – Plan has been discussed with Dr. Birdwell and agreed upon.

**Information Technology Policy** – Would like to have input from new VP position being hired; however, does understand that a current policy is not in place. They will research and get back with the committee.

**Regents Distinguished Award** – Approved and is being set up by Dr. Alexander.

**Maternity/Family Leave Recommendation** – Has been referred to Personnel Services and will decide after pending review by administration.

**Committee Reports;**

- **Academic Standards and Policies:** Recommendation and Update of Dropping and Adding Courses and Withdrawing from the University. Approved. Dealing with deadlines,
- **Athletics:** Tracking of Student Athletes – Approved
- **Budget:** Tuition Waiver regarding caps put on tuition waiver – Defeated
- **Campus Facilities:** Update
Long-Range Planning and Info. Tech. – Will work with Schmidly on interim policy and concerns.
Research: University support of multi-cultural, patents
Retirement and Fringe Benefits: Recommendation:
Sick Leave Cap removed – Approved
Implementation of a deferred compensation plan – Approved
Rules and Procedures: Decided on candidates for Vice Chair position.
Student Affairs and Learning Resources:
  Support multicultural resources
  Pre-finals functions

Reports of Liaisons:
  Graduate Students – Implementing insurance plan, pays 80/20 and most deductibles per injury is $100. Work with faculty regarding assessment: Better organized and more information prior to evaluation.
  She reported on SAC: April 4 Staff Appreciation Day – Different format, because of using an outside caterer may or may not need serving services, but we reserve the right to come and ask for help later.
  Day Care – Partnered with students working on project, and will prepare recommendation for administration.
  Carnation Sales in April to help with funding of staff scholarships

New Business:
  Tulsa Bus Policy – Policy has been tabled until researched through legal council for correct verbiage.

Branch Campus Reports
OSU-Com – No report

OSU-Okmulgee – Devin DeBock
  Administrators and department heads had a meeting with Dr. Schmidly on Strategic Plan, SWOT, and Budget Situation. It was a very long day, but very productive. They are working on a 2nd round of early retirement plan, which will have exact criteria that will have to be met. Committees are forming to begin searching for the outstanding faculty and outstanding staff. The lunch for new students was well attended – there were probably over half of the students attending. They are the only college that offers a boot shoe saddle making class in the nation..

OSU-OKC – Laura Hare
  Enrollment is up 13%. They have approximately 5100 students. They use a lot of adjuncts and on-line courses. Most of their students are part time students. They had the grand opening for their Wellness Center on January 29. They are checking into developing courses for mini sessions on computer training for employees.

OSU-Tulsa – No report

Report of Standing Committees

Awards & Recognition – Trisha Gedon
  We got approval from administration for $8,000 for the staff appreciation day. Bids went out to the food vendors. We should know next week who got the bid. Her committee
meets next week and will begin putting together a time line for SAD. We have asked that this event be put on President Schmidly’s calendar and for him to have opening comments. We will also be working on the program for that day.

**Policies, Benefits and Budget** – Sheryl Beeler

Sheryl made a motion to vote on the priority enrollment recommendation, which reads:

**Priority Enrollment Recommendation**

In accordance with our mission to promote the high morale, well-being, and professional welfare of staff, the Staff Advisory Council recommends to administration that staff members employed 75% full time or greater be allowed to enroll in classes at OSU via priority enrollment. We believe that this is a morale boosting benefit that administration can provide to staff members at little or no cost, and it will enable OSU employees to enroll in classes that best fit their work schedules in accordance with their departments’ and personal needs. As indicated by the number of staff fee waivers on file with the Registrar’s Office, there are only 175 – 200 staff members (75% FTE or above) currently enrolled in classes at OSU. SAC believes that this number is small enough that it will not overburden the priority enrollment system or cause hardship to the other students currently allowed this benefit.

**Background for this recommendation:**

Prior to 1999, OSU staff members were allowed priority enrollment. However, many other student “categories” were also allowed this advantage. Because there were so many students using priority enrollment at that time, the system became ineffective, and the decision was made to limit priority enrollment to three groups: student athletes, honors students, and students with disabilities. Staff was removed from the list.

It was seconded and was approved. Tonya will forward the recommendation to the administration

Sheryl then made a motion to vote on the child care facility recommendation as amended:

**Child Care Facility Recommendation**

The Staff Advisory Council **strongly** recommends that OSU Administration take the necessary steps to create a licensed child care facility for the children of OSU staff, faculty, and students. We believe this should be a top strategic planning and budget priority.

This child care facility should:

- Have 100-150 slots
- Offer priority enrollment to OSU staff, faculty, and student parents
- Accept DHS subsidies
- Have flexible hours designed to meet the needs of OSU families
- Have national accreditation through the NAECP or NAYEC
- Meet Oklahoma DHS licensing requirements for child care centers
- Meet the requirements to receive the DHS’s 3 star rating

For additional information, supporting materials, and a thorough proposal on this issue, we refer Administration to Stephanie Graham and Traci Burd’s Dec. 2002
research paper entitled “Meeting Standards: Providing Adequate Child Care at Oklahoma State University” as a starting point.

**Recommendation Background:**

In 2002, SAC distributed a Child Care Survey to OSU Faculty and Staff. An overwhelming majority of respondents said that they believed that there was a need for a child care facility at OSU. Few issues addressed by SAC in recent years have received as much universally favorable attention and support from OSU faculty, staff, and students as the need for child care services.

It should be noted that OSU is in the minority of Big Twelve Conference universities when it comes to providing child care services. Kansas State University, the University of Missouri, the University of Texas, the University of Oklahoma, Iowa State University, Texas A&M, and the University of Colorado all offer child care services for faculty, staff, and students. Texas Tech is presently performing extensive research about child care centers at other universities to determine if a campus facility would be beneficial to its institution.

There was discussion and it was decided to change ‘strongly’ to ‘unanimously’. The motion was seconded, voted on and approved. Tonya will forward the recommendation to the administration.

On February 5, 2003, the Chair received a memo from Anne Matoy. The SAC Child Care survey was sent to the Bureau for Social Research requesting services including a cost analysis. Anne confirmed via a phone call 2/12/03 that the BSR will analyze the data from the SAC Day Care Survey and report on the findings.

The PB&B Committee was asked to look at the Racial and Ethnic Harassment Policy Statement and give our input. We have done that. We are asking for SAC to read the Policy. We will call for discussion. The PB&B committee has the following comments:

After discussing the Racial and Ethnic Harassment Policy, the PB&B committee has the following comments:

The policy begins with the statement, “Oklahoma State University (OSU) is committed to creating and maintaining a community in which students, faculty, staff, guests, and visitors work, study and teach together in an atmosphere free of all forms of harassment, exploitation or intimidation, including but not limited to harassment based on sexual orientation, racial, ethnic, national origin, disability or status as a veteran.” It then proceeds to single out racial and ethnic harassment without ever mentioning the others.

The committee felt that the special emphasis placed on racial and ethnic harassment, while certainly a valid and legitimate concern, nevertheless falls short of providing the same sort of protection to those individuals who might be harassed based on sexual orientation, national origin, disability, or etc.
The PB&B committee feels strongly that harassment of any sort is unacceptable at OSU, and if the university is going to implement a harassment policy, it should reflect this belief.

Therefore, it is the position of the PB&B committee that there should either be one, single policy aimed at protecting OSU students, faculty, staff, guests, and visitors from harassment (in other words, a single “Harassment Policy”), or another policy should be written in conjunction with the Racial and Ethnic Harassment Policy to apply the same firm standards of protection to members of the other categories, including harassment based on religion, age, sex or gender.

Council agreed that this policy needs to be broadened. Sheryl will email her concerns to Tonya and she will forward them to the administration.

The Performance Evaluation: Dr. Hernandez attended the last SAC Meeting and noted that one of the topics she hears about as Staff Ombudsman, are the comments and concerns she gets on evaluation performances. The PB&B committee was asked to look into this matter. We have great concern about the Performance Evaluation and the unfairness that seems to take place. This is expressed by the employees, throughout the departments of those on the committee, and also is being expressed by our constituents. We agree it is definitely an issue that SAC should be looking at. We are researching different avenues of making this process better. We have some ideas, but we would like the input of the Council. If you have suggestions or comments to help us in putting together a better process that will benefit everyone involved, please send those to Sheryl.

On 1/28/03 the PB&B Committee met with Greg Fox and Dr. Terry Lehenbauer. They are both on the Flexible Compensation Benefits Committee. They are asking us to give our support on the two of the issues that have been sent to administration. These issues were brought before SAC at the December 11, 2002 meeting.

1. The 1600 cap removed from sick leave. They want to remove the cap and track the hours. Employees who were here prior to 1992 in OTR can use 960 hours as a year of retirement. If an employee came up with a sickness that caused them to use their sick leave down to under 960 hours, they could lose a year toward retirement.

2. They want to add tax shelters (457b plan) so employees can contribute up to $24,000/year, rather than the current $11,000. We cannot see a “downside to this plan. The features include:
   1) Contributions by the employee are voluntary. There are no employer contributions.
   2) The employees can elect to stop contributions or change the contribution amount.
   3) The employee can contribute the maximum amount under our current (403b) Tax Deferred Annuity plan and then can contribute additional dollars under this 457b plan.
   4) The employee contributions are “before tax” so that the employee lowers her/his income that is subject to Federal and State taxes and thus lowers the amounts she/he has to pay in taxes at the end of the year.
   5) The employee elects which accounts the money is allocated toward.
6) The employee builds up a better and richer nest egg for retirement!

We have reviewed these items and agree with the Flexible Compensation Benefits Committee on these issues. Discussion was held. A vote was taken on the Tax Annuity Plan and it was approved. The uncapping sick leave issue was discussed and Council would like the PB&B Committee to conduct additional research on this.

**Public Relations** – Hank Welliver

The new NEO brochure was completed and utilized at NEO. The PR Committee will be working with A&R Committee on Staff Appreciation Day. They will be trying to contact vendors.

Tonya thanked Hannah Barbara Fulton for helping with the letter on the Dollar for Dollar Match. She wants 100% participation from Council to help endow the SAC Scholarship fund. The PR Committee will write a letter that will go out to staff explaining this.

**Rules & Procedures** – Bonnie Richardson.

She had emailed the nomination form and election timelines to council members. She asked everyone to review them and email her any comments or suggestions. She suggested that members visit with others in their areas and encourage them to get involved in SAC. A question was asked why classified can only nominate classified and AP can only nominate AP: The seats on the Council are distributed to proportionally represent the divisions and classification of staff as a whole. Just like our Academic Affairs representatives are assigned because they understand and represent the special interests of that division, the classified representatives are assigned because they understand and represent the interests of classified staff. Nominations are set up so that nominators can only nominate someone who would directly represent them.

**Old Business**

On Wednesday January 22nd, a random sample of faculty and staff were asked to participate in an on-line survey conducted by the OSU Bureau of Social Research regarding perceptions of universities in Oklahoma.

The purpose of the survey was to gather information on how OSU faculty and staff perceive the public institutions at the comprehensive level. The information obtained will be compared to the results of a statewide telephone survey in order to identify differences in the internal and external perceptions and to develop marketing statements that enhance the unique attributes of OSU to potential students and opinion leaders.

On behalf of the Council we would like to say thank you to those who participated in the survey. The rate of participation was greater then expected. A report on the survey results will be presented at a future SAC meeting.

On January 16th a letter was sent to the President and copied to Dr. Bosserman for the administration to consider and or review the recommendations that were voted on at the December meeting. Those recommendations were.

**Recommendation Requesting Parking for Staff at Student Union Parking Garage for Training.** Recommendation Number #021113PBB-6
A response was received from Dr. Bosserman on February 5, 2003 which stated:

Staff Advisory Council’s recommendation, that CIS and Human Resources work with the Student Union to provide a registration option allowing departments to pay for parking in the Student Union Parking Garage during training classes, has been referred to me for response.

The on-campus transit system has been in operation for approximately six years. Its use has grown to 184,000 riders per year with five buses on a fixed loop from 7:30 a.m. to 5:30 p.m. The buses travel the loop clockwise and counter-clockwise, which provides a bus at each stop about every ten minutes. Currently plans are being finalized to add buses in the fall of 2003 and expand the service. OSU promotes use of the service as an appropriate means of transportation on the campus. However, if this is unsatisfactory to a department, alternatives are available.

The Student Union has available parking “tickets” or vouchers that may be purchased for individuals to park on an hourly or daily basis. It is my understanding that these vouchers can be purchased by departments from the Student Union Business Office, 313 Student Union. If a department wants to provide the ability for an employee to park in the Student Union Garage during participation at a seminar or training class, that opportunity is easily available.

Therefore, it would appear that this Staff Advisory Council recommendation has already been implemented and no further consideration is needed by administration.

**Recommendation Requesting Clarification of the Interim Long Term Disability Policy 3-0750.** Recommendation Number #021113PBB-7

**Recommendation Requesting Martin Luther King Day to be considered as a University paid Holiday.** Recommendation Number #021113PBB-8

It was noted at the January 22nd. SAC E-Group meeting that there are two recommendations with the same number. The DSA recommendation and the recommendation requesting parking for staff at the Student Union Parking Garage both are numbered the same. This statement is for future reference to clarify any confusion regarding the numbering of recommendations.

Duane introduced the scholarship committee. Forms should be out by the end of the month.

**New Business**

**Response to recommendation 021113PBB-6 increase for DSA – Tonya Magness**

The administration supports the recommendation to increase the Distinguished Service Award from the current $500 to $750. Reasons stated, “Because the Distinguished Service Award is an excellent way of honoring those staff members who go above and beyond the call of duty, I support the request to increase the monetary amount of the award from $500 to $750, as set forth in Staff Advisory Council Resolution 021113PBB-6. I will forward your request through the appropriate administrative channels for review and action.”

**Overview of reception with Dr. Schmidly**

Council members in attendance were, Tonya Magness, Duane Hunt, Diana Jacobs, Bea Peters, Dell Livsey, Lisa Collins, Marilyn Thomason, Hannah Barbara
Fulton, Hank Welliver, Kathie Tanner, Leslie Cimino, Trisha Gedon, LaDawn Conner, Becky Rogers, Bonnie Richardson.

The reception was a come and go event. The Council had the opportunity to discuss the presentation regarding the day care facility and the proposed recommendation to support a day care facility. Dr. Schmidly was very interested in hearing the presentation and wanted all the VP’s to be included along with the space utilization office. He asked Tonya to coordinate this through his office and said the sooner the better. He suggested a lunchtime presentation. To date details are still being worked out the Council will keep constituents informed as progress develops.

Discussion also evolved around the idea of how to endow the SAC scholarship fund along with some fundraising events. Tonya told Dr. Schmidly while many staff will never actually benefit from the SAC scholarship fund; she believes it is crucial for staff to recognize that we work for an educational institution. Therefore, we should be supportive of fellow staff members who do want to pursue a degree. Currently the Council is discussing a dollar for dollar challenge whereby the Council, along with the administration, will create a matching pool of money for staff to contribute to and match dollar for dollar money raised by the administration and the Council. Staff may be encouraged to give a dollar or maybe a dollar for each year of service they have worked at OSU. Dr. Schmidly agreed with the idea and said he would match the current $500 amount given to the Council.

Announcements:

Edmon Low Library Celebrates 50 Years – Bonnie Richardson
The Edmon Low Library will host a rededication ceremony Monday, February 24, 2003 at 2:00 p.m. in the Library Reading Room. Dr. Edward R. Johnson, Dean of OSU Libraries, and the Friends of the OSU Library will celebrate 50 years of building pride. President David J. Schmidly will rededicate the building to the OSU community and the state of Oklahoma. The SAC Officers have been invited to attend the rededication luncheon. Luncheon speakers are OSU President, Dr. David J. Schmidly and Dr. Paul Risser, Oklahoma Chancellor for Higher Education. All staff are invited to attend the public rededication ceremony at 2:00 p.m.

Tribute to Wes Watkins – Tonya Magness
On Saturday, January 18th. Tonya was invited to attend the Oklahoma State University Tribute to The Honorable Wes Watkins. The ceremony was in recognition of his retirement from the U. S. Congress and for his lifetime of contributions to the University. Congressman Watkins is an OSU Alumnus and is responsible for federal funding for the construction of the Wes Watkins Center for International Trade Development, the Advanced Technology Research Center, and the Wes Watkins Agricultural Research and Extension Center, at Lane, OK. Congressman Watkins is also responsible for obtaining congressional approval of millions of dollars of grant money for research and other projects for OSU and the State of Oklahoma. He and his wife Lou Watkins, a current A&M Regent, met each other at OSU in the library.

Thank you to CIS Help Desk
Tonya would like to thank the staff of the CIS Help Desk Melissa Petty and Richard Lindhorst for their assistance and use of the CIS color printer to create the “Staff” welcome card for President Schmidly’s first day on the job. The SAC logo was
used on the front of the card and a small bouquet of yellow daisies was delivered. President Schmidly responded with a memo of thanks on January 21st, stating “I look forward to working with you and the Council as we strive to promote the mission of Oklahoma State University.”

**Staff Participation for Vice President Search Committees**

Tonya submitted eleven names to the administration for consideration to serve on the VP Search Committees. Once selection begins she should be notified of individuals who will participate. Additional information will be shared with the Council once committee make-up has been accomplished. Duane made a recommendation that if the person currently in the position applies, they should automatically get an interview. Discussion was held and the recommendation was not seconded.

**OSU-Staff Blood Drive – Tonya Magness**

The OSU Staff and Faculty Blood Drive is scheduled for March 4th and 5th from 9:00 a.m. to 2:00 p.m. in the Starlight Terrace on the 4th floor, Student Union. Anyone (including students and non campus) interested in volunteering to donate may e-mail Chris (female) at thomaschris@usa.redcross.org or call '1-800-give life' to schedule a donation time. The Red Cross will staff the drive with volunteers from the community, but they are always happy to have OSU personnel donate a couple of hours to help out with the drive. Anyone interested in donating some time can contact the local Red Cross office at 372-1833. FYI - the local Red Cross office has moved from its location on Main St. to 114 W. 8th (downtown). Can we send out the drive info to the SAC listserve? I also have posters that I will put in campus mail to you to give out to members next week. Please ask them to post them in their areas. THANKS!!!!! Council members were given posters to distribute in their buildings.

Staff Convocation has been rescheduled for February 18th, at 4:00 p.m. in the Student Union Atrium.

Bea asked anyone with invoices to please forward them to her.

Motion was made to adjourn. It was seconded. Meeting adjourned at 2:55pm