OSU STAFF ADVISORY COUNCIL MINUTES

February 14, 2007, 416 Student Union, Case Study 3

Present: Allen, Blackburn, Chapman, Condit, Ford, Fox, Gladden, Graham, Hale, McIntire, Moore, Moorman, Payne, Phelan, Pogue, Reece, Reim, Venard, Warner, Wieder,

Absent: Campbell, Castle, Curtis, Forsythe, Miller, Peters, A. York, S. York

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

Carey asked for approval of the January minutes. Corrections were made to the PR Committee update. Another correction was made regarding Sue Moore. She will be seated at the February meeting. A motion was made to approve the January minutes as amended, seconded and approved by a voice vote.

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

**E-Group Update – Carolyn Hernandez**

Dr. Cornell Thomas was out of town; therefore Carolyn Hernandez spoke on the diversity issue at OSU. The first phase of the diversity study resulted in a 300 page document. The next phase will consist of forums to be held on February 26 & 27. The forum leaders will then provide a report based on these forums. She is asking us to encourage staff to participate. Each forum will probably last about 50 minutes. All employees are asked to volunteer for Phase 2 just like Phase 1. The question was asked if students are being asked to participate. There is a forum just for students. There will be posters advertising the diversity forums at the end of February. There is also additional information on the Institutional Diversity website.
OSU Pandemic Planning – Steve Rogers
Steve Rogers spoke on how OSU is planning for a flu pandemic. First he gave the council a little background. President Bush has charged the nation to prepare for a pandemic influenza outbreak. Governor Henry has turned this into a state charge. There are many things that need to be done in preparation. Steve handed out some information on what the university is doing in preparation of a flu pandemic. He also has a book if anybody is interested. A flu pandemic has hit this country in 1918, 1957, and 1967. According to the history, another pandemic is due to hit this country. When it does hit, the effect of the flu could last 8-12 weeks. There was a question on whether employees will be allowed to work from home. This is one of the things that is being discussed by the pandemic committee. The committee is also working on leave issues related to the employee or his/her family being ill with the flu.

Work Force Oklahoma – Carey Siegle
Carey was here to discuss the Oklahoma Unemployment Security Commission and all it can offer. The most known thing that the OESC does is administer typing tests for OSU employee applicants. Their office hours are Monday-Friday 8am to 5pm. They do have job listings on their website which is free to everybody. OSU does advertise their job openings on the OESC website.

Branch Campus Reports
OSU-CHS – Sandra Hale
Sandra spoke about the wellness center remodeling. The cafeteria is being closed and will house the wellness center temporarily. The new wellness center should be open by August. COMS received the 1st $20 million for the Phase 1 remodeling. The school is creating a new position, Career Development Specialist. This position will help provide students with information on the different specialties. A book fair will be held on March 6 & 7.

OSU-Okmulgee – Allen York
Allen was absent, therefore no report was available.

OSU-OKC – Ronda Reece
Ronda mentioned that their council did not have a meeting in January. They are still working on the Mentoring Program. They would like to recognize the employees who have volunteered their time. They are also working on a Spring Fundraiser. Their by-laws committee is also meeting and working on some matters.

OSU-Tulsa – Karen Castle
Karen was absent, therefore no report was available.

Report of Standing Committees
Rules & Procedures – Bonnie Gladden, Chair
Bonnie is working on setting up a meeting with Dwayne to work on the member terms. She is also working on redoing the membership list by updating it with the new members’ information.

Awards & Recognition – Becky McIntire, Chair
Becky mentioned that prices for the food and other needed items for the picnic have increased. They tried to add an addendum to the requisition to supply vegetarian meals. That was a problem. They will work on having it on the initial bid proposal for next year. They are still working on getting a prize for the raffle. If anybody has any
ideas, please see Becky. Their committee decided not to do the carnation sales this year.

**Policies, Benefits and Budget – Leslie Miller, Chair**

Leslie was absent. However, Carey did read the recommendation regarding the equity pool for staff salaries. A question was asked concerning where the money will come from. It will not affect the departmental budgets. The council is asking that the recommendation be considered for the FY ’08 budget. Carey asked for a vote of the council to vote on the recommendation. The recommendation passed.

**Public Relations – Laura Payne, Chair**

Laura had a draft of the invitation. She will order enough for staff members plus and additional 200. SAC is responsible for having a container for recycling plastics. Jason will visit with Environmental Safety about this. Laura mentioned that thank you letters will need to be sent to the donating vendors after the picnic. If anybody gets a donation, please e-mail her to avoid repeats. As Becky mentioned, prices have gone up. The prices for the tents and set up have also increased. Laura will get with parking services about blocking off the parking spaces needed for the picnic. She will contact Bea who will visit with Anne about getting approval. Laura will also visit with Bea about purchasing shirts for the new members.

**Faculty Council Report**

The person scheduled to attend the faculty council meeting was unable to attend; therefore there is no report from the faculty council meeting.

**Old Business**

Update on recommendations

1) Parking Permit Walk-In – It was passed by President Schmidly with modifications. Those modifications being that the employee can walk in and use the computer to obtain their permit.

2) On-Line Salary Books – This was not passed by President Schmidly.

3) Tobacco Free Campus – This recommendation is still pending. The taskforce would like to set up smoking areas across campus by August 2007. By August 2008, those areas will be removed and the campus will be tobacco free.

Health Care Task Force – Carey gave a report on the task force. There will be consultants to evaluate the health insurance survey results. They will prepare a report by April. The report will go to the Board of Regents in May. A bid for insurance will be sent out in June or July. The survey results are online. A majority of the comments are on there also. There were numerous comments that were obscene that did not make it to the website. One of the possible insurance plans involves a high deductible with a low premium. There is also the possibility of a cafeteria plan. Any money not used by the employee for health insurance will be put into their retirement plan.

**New Business**

Seat New Member – Carey welcomed Sue Moore as a new member. Anise Arteberry was present and would like to be considered for the vacant classified seat in the Enrollment Management division. She has worked at OSU for about 2 years and was fascinated with the meeting today. The council voted to seat her as a new member. The vote passed.

Faculty Council Meeting Signup – Carey mentioned that we need a representative for the March and May meeting. If interested, please see Carey.
**NEO Seminar Signup** – Carey also mentioned that we still need members to sign up to attend the New Employee Orientations. Please see Carey. Tara mentioned that if you are not able to attend the Faculty Council meetings or the NEO seminar, please find a replacement.

**Big 12 Summit** – Liz asked the council about the status of Jeremy’s proposal to have a Big 12 Summit for Staff Advisory Councils. Carey mentioned that this was discussed in E-group. There are issues with funding. There was also some difficulty in contacting the other Big 12 schools. This will be tabled till next year.

**Announcements**

Lori spoke about the problem with the intersection at Morrill and Knoblock. The street needs arrows to direct the traffic to be in the left lane to turn left and the right lane to turn right. Carey will speak with Physical Plant about that.

Carey told the council about Statehood Day on November 16th. The university will be closed and this will be a day off for the employees.

For the Christmas holiday in 2007, staff will need to take 1 mandatory leave day. The council representatives might want to remind their co-workers about this so nobody is caught unaware. If a staff member does not have enough leave, there is a possibility of being on leave without pay and therefore not being paid for the Christmas holiday. For Christmas 2008, staff will need to take 2 mandatory leave days.

There are 2 vacant seats: 1) a classified seat in Academic Affairs and 2) an A & P seat in Academic Affairs.

Chris and Marsha will work on updating the website.

Respectfully submitted,
Lynette Venard, Secretary