OSU STAFF ADVISORY COUNCIL MINUTES

January 9, 2002 416 Student Union 1:15 PM

Present: Cimino, Collins, Fletcher, Hannah-Bergbower, Jardot for Hays, Higgs, Hundley, Hunt, Ingham, Jacobs, Miller, Mitchell, Payne, Richardson, Riggs, Shields, Traynor

Absent: Beeler, Blackburn, Brock, Brooks, Cameron, DeBock, Good, Hart, Reedy, Rogers, Tanner

Myra Traynor called the meeting to order and Diana Jacobs called roll. Myra asked if anyone had any changes to the minutes. Leslie Cimino made the motion to approve the minutes, motion was seconded, and minutes were approved. The only changes to the agenda were there was only one branch campus representative. Leslie Miller made the motion to approve the agenda, motion was seconded, agenda approved.

Executive Group Update – Dr. Jerry Gill, Executive Director, OSU Alumni Association

Dr. Gill said the main item of concern was the revenue shortfall and he asked Dr. Harry Birdwell, Vice-President for Business & External Relations to report on this. OSU received notification from the State Regents and State Finance Office that from 1/1/02 – 6/30/02, OSU needs to reduce their budget by 2%/month. The items of concern for the E-Group are: to assure protection that current staff levels are not affected; to protect mission critical functions, and to exercise scrutiny on hiring. (There will be no hiring freeze at this time). This reduction is not as bad as what is happening in other states.

The E-Group is requesting authorization from the State Regents that the tuition refund policy be changed to: 100% refund the first week, 50% refund the second week and after the second week, no refund. Currently students may receive a full refund of tuition until the end or the second week of classes. Some students are over enrolling (shopping around for classes) and students who need certain classes can’t get enrolled. The change will encourage students to drop classes they don’t want early and open seats for students who really want the class.

The memorial dedication is scheduled for February 23, 2002 during the Baylor game. January 27th marks the first anniversary of the plane crash. OSU plays Colorado here the day before. There will be a moment of silence during the halftime to honor those killed in the crash.
The Alumni Association is in the process of raising $5 million for their new Alumni Center. This will be home for the alumni offices, homecoming committees, emeriti faculty and staff. There also will be lounges, a business center, and meeting rooms. This building will be available for use by alumni, colleges, departments and students. Fees for use of the facilities have not been determined. They have signed an agreement to purchase land south of University Avenue for parking. They hope to begin public phase of the campaign and have money raised so they can break ground year from this fall. It will take 1 1/2 years to construct.

**Branch Campus Reports**

*OSU-Tulsa – Camille Jardot*
They had their Staff Awards Luncheon on Tuesday. All staff was honored. Staff with 5, 10, 15, 20 etc. years of service were given a catalog to pick out a gift. All staff received certificates. She passed out shuttle schedules. OSU Tulsa will be closed on January 21 for Martin Luther King Day. Dr. Trennepohl will be co-grand marshal of the parade.

*OSU-COM – No report*

*OSU-Okmulgee – No report*

*OSU-OKC – No report*

**Report of Standing Committees**

*Rules & Procedures – Duane Hunt*
His committee is looking at the election process. He is getting feedback.

*Public Relations – Rita Hundley*
Her committee met yesterday. Holly Bergbower will be preparing a society square ad about the childcare survey to be placed in the O’Colly. They are beginning work on the spring newsletter. They want to include more things and new ideas. If you have any suggestions on this, let her know.

They have worked on the presentation for new employee orientation. Holly is responsible for new employee orientation and she feels that a verbal presentation would be better than a video, slide show, etc. Wes Higgs has written a 3 ½ minute presentation. (It includes a welcome, history of SAC, highlights, benefits of being on SAC, meeting place and time, and miscellaneous items) The committee feels that one person should do it.

The committee suggested having a mixer for SAC members prior to a meeting – time to visit and get to know each other better. This might possibly be in March or April.

*Awards & Recognition – Leslie Cimino*
This committee will meet on January 17th. They will work on the flower sale for Administrative/Professional Day, on April 24th. Last year we netted $800. Since we didn’t do concession sales, our fund raising income is down. Usually we raise $1500 to be matched by administration to apply to staff scholarships. We might raise the price of flowers. We will need more publicity. We have been charging $2.00/carnation in the past. We get flowers from Little Shop of Flowers. They are usually the cheapest.
Policies, Benefits, and Budget – Leslie Miller
She had two issues brought to her: OSU does not count all time a person works towards years of service pins. If they have a break of service and come back to OSU, the years-of-service tabulation starts over. Anne Matoy said there are three dates in the database: original hire date, continuous employment date and date of current rank. Current time, the database cannot keep track of prior service. Issues arise as to what we want to count – student employment, part time employment, etc. After further discussion, Deb Shields made the motion that the A&R Committee look into this and bring a recommendation to the Council. The motion passed by a vote of 9 to 5.

The second issue was that the S.U. Bookstore does not allow staff to charge items. They could in the past, but can’t now. Her committee will look into this issue further.

She has received a great response on the childcare survey. From those she has looked at, the majority is in favor of childcare. She has had a lot of calls and comments. The survey is on the web site. If anyone wants to enter comments, they should email Leslie Miller.

Faculty Council Meeting Update – Myra Traynor
Lance Hinkle, Assistant Student Union Director for Bookstore and Retail Operations, reported on Bookstore Operations and responded to questions. Some of his more interesting comments included:

- The Bookstore receives NO state funding.
- 80% of Union overhead is covered by the Bookstore. This allows the student activity fees to remain low.
- Currently used book sales accounts for 38% of all textbook sales. Publishers are packaging books now in such a way that used books are not as desirable as new.
- The most common misconception among faculty about the Bookstore is that the Bookstore tries to dictate curriculum. This is not true. They try to accommodate all faculty needs/requests, including some situations when a faculty member requests that only new books be sold.

Faculty asked questions primarily dealing with the new versus used issue and about the bookstore ordering insufficient numbers of books for courses. Hinkle admitted that they sometimes do not order the number that the department indicates because of past sales history that they maintain. If, however, there aren’t enough books for a course because the Bookstore failed to order the number requested or another cause for which they are responsible, they will obtain the books on a rush basis to have them available by the end of the first week of class and they will foot the expense of rush delivery.

Comments were made on the transition from SSN to SIDs. The transition should go into effect in 2003.

Implications of the Patriot Act were discussed. There was a lot of concern about the effect on research labs. Ways to get the information to the individual labs was discussed but no plan was agreed upon.

Dr. Keener is improving, but tires easily. He had 4 bypasses. Dr. Halligan said he is looking very good and it will probably be about six weeks before he comes back to work.

Earl Mitchell talked about MLK Day activities. We will be receiving information about the program as the day approaches. He asked faculty to encourage student attendance.
Dr. Halligan made a trip to Colorado and visited the memorial. He said there was another group there at the same time. There has been no vandalism to the memorial.

**Old Business**  
Discussion/vote on Council approval of Information Technology Policy – Bonnie Richardson  
All of the proposed polices are very hard to understand. Any Information Technology Policy is law. The committee wants to implement these policies in the fall. Several questions were raised: Who will police it? Since students pay a fee, can OSU legally tell them what they could use it for? After a lengthy discussion, Council felt these were very bad policies and it was decided that members should take the draft policies back to their respective departments/colleges and have people give input. E-mail comments to Bonnie and she will forward to the committee.

Discussion/vote on proposed by-law change to provide for removal of committee chairs – Duane Hunt  
There is a potential problem with the election process in that the bylaws state one third of the classified seats and one third of the administrative/professional seats will be elected each year and the number of vacant seats exceed those amounts.

Update on Strategic Planning Committee – Wes Higgs  
His committee will meet Thursday. He will present update at e-group.

Staff Ineligibility to participate in awards – There is nothing in the constitution that prevents SAC members from being eligible for scholarships, door prizes, etc. Duane Hunt made the motion and it was seconded that a statement be added which would make potential Council members aware that they will not be eligible for such awards during their Council terms and that the proposed change be submitted to the general staff for a vote. If passed, the Constitution will be amended. The motion passed.

Vacant SAC seats  
There has been some lively discussion on email by the E-group about appointing someone to take a seat not yet vacant. Bonnie Richardson’s seat is not vacant yet and until she resigns and is appointed to fill the seat vacated by Jon Hunt, her seat is not vacant. We can’t legally move Bonnie into another seat until she resigns. Then her seat would be available for us to appoint someone to fill. Tonya Magness is willing to fill a vacant seat (Bonnie’s) and the other vacant seats would go up for election. Some discussion was held about the terms for members.

The Rules and Procedures Committee was asked to redefine in the bylaws what a term is. As it is now, if someone is appointed to fill a vacant seat, they will complete that term and may then be elected to serve only one other three-year term. Some members felt that if you fill someone’s seat, then you should be able to run for two 3-year terms. Holly Bergbower made the motion that we table the discussion on the terms of office. It was seconded and passed. This discussion is tabled until next month. Bonnie Richardson resigned her seat and was appointed to Jon Hunt’s vacant seat. All were in favor of this. Myra will inform Tonya that she will be seated at the next meeting. Duane will email a list of the vacant seats to all members.

Wes Higgs made the motion to adjourn and it was seconded. Meeting adjourned at 3:20pm.