STAFF ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES

January 8, 2003   412 Student Union   1:15 PM

Present:       Beeler, Cimino, Collins, Conner, Fedderson, Fulton, Gedon, Hays, Jacobs, Livsey, Magness, Miller, Mitchell, Peters, Richardson, Rogers, Sanmann, Shields, Tanner, Thomason, Welliver, Williams

Absent:        Bergbower, Blackburn, Brooks, DeBock, Good, Hare, Hart, Hunt, King

Tonya Magness called the meeting to order at 1:15 pm. She then welcomed guests Stephanie Graham and Traci Burd. Diana Jacobs called roll. Tonya asked if there were any corrections to the December 11th minutes. There being no corrections, the minutes were approved.

At the December meeting Tonya informed the Council that there had been some issues raised regarding the SAC minutes which include the timely distribution of minutes and when the minutes should be posted to the listserv. She recommended this phase of the discussion be moved to the Executive Group meeting on 12/18/02 and a report be given to the full Council in January. There were no objections to this.

The Executive Group discussed that there are no problems with the timeliness of the minutes or posting the minutes to the listserv. However, they believe the minutes should be posted as a DRAFT copy, and then staff who read them will realize they are not the approved minutes until the next regular meeting of the Council, where they are voted on. This allows time for feedback to Council members from constituents.

Tonya made the motion to approve the agenda. It was approved by voice vote.
Executive Group Update – Dr. Gary Trennepohl, President OSU-Tulsa

Dr. Trennepohl had handouts for members. He talked about OSU Tulsa. Student headcount last fall – 2300 students. This spring, the number will be about the same. The undergraduate numbers are growing, but the graduate numbers are plateauing. Credit hours in fall were 14,174, next fall they hope for over 15,000. Full time faculty – they had two people in the mid 90s and now they have about 35 full time faculty. The number of classes in last three years has gone from 115 to 254. Historically, they would have cancelled 30-40 classes each semester because the enrollment was not large enough. Last fall, they cancelled three. When you cancel classes, it creates a hardship on the department. They had enrollment Tuesday. They now have several full time advisors at OSU Tulsa. STW faculty won’t have to go for Tulsa for advising in a year or so.

OSU Tulsa offers more than 28 undergraduate degrees – two new ones are Health & Human Performance and Family Relations. They offer more than 50 graduate degrees. The business environment in Tulsa is not good. In the past, businesses would pay for employees to take classes, now this is not the case. Since there have been a lot of layoffs, these numbers are down. Planned construction at OSU Tulsa – they have $70 million in new construction. $22 million for Engineering Research Facility (they have $11.1 million in state bond money they are waiting on). They have $10 million in campus housing financed by private sector. It will be similar to the housing on Stillwater campus. They have $40 million toward the Center for Health Sciences Center. In the future, they would like to get it located on OSU Tulsa campus.

Last semester, OSU Tulsa had approximately 15,000 bus passengers. Many are graduate students or students in their senior year who have 9-12 hours left and have moved back home to save money. Faculty and staff ride for business reasons.

TCC is very important to OSU Tulsa. Undergraduate students go there for the first two years. Juniors, seniors and graduate students then attend OSU Tulsa.

Report of University Committees

Staff Ombudsman – Carolyn Hernandez

The policy for staff was formalized in November 2000; the policy for faculty was formalized in September 1999. In 1999, she had 68 cases, 27 of which were ombuds cases (non affirmative action specific issues). In 2000, she had 72 cases, 29 of which she considered ombuds; 2001 – 96 cases, 52 were ombuds. She had 16 faculty cases in 2001. In 2002, she had 77 cases, 55 were staff which came to her office, and she had personal contact with. She tries to keep track of phone calls she gets. This past year, she received about 88 calls. A few people who call do eventually go to her office. Some issues they have are; supervisor conflicts, work environment, FMLA, holiday pay, vacation, evaluation performances. She advised them to put their concerns/comments in writing and attach to their evaluation performance form. She felt supervisors and staff might need more training on evaluation appraisals.

Branch Campus Reports

OSU-Com – No report

OSU-Okmulgee – Devin DeBock sent his report to Tonya and she presented it in his absence. The Faculty Staff Council held its all employee breakfast before the break and
they had a wonderful turn out. The council's new chair Mr. Gary Jobe, delivered a distinguished opening address and even lead the group in a song of Happy Birthday for Dr. Klabenes (campus president) as it was his birthday.

Their campus is still concerned with the predicted budgets cuts, however they remain optimistic that solutions will be found to meet this challenge and they are working together to ensure each person's employment with the university.

Dr. Schmidly visited OSU-Okmulgee and met with several faculty, staff, and administration. Their campus was greatly impressed and is optimistic about the opportunities the future will hold. They are looking forward to continuing success of a student-centered campus.

Student Life will host the Welcome Back Lunch today, Wednesday, January 8th, 2003, for new and returning students. They will have novelty events such as the photo t-shirts and candle creations, and hamburgers with all the "fix'ens" will be served by faculty, staff, and administration. Last semester almost half of their total enrollment enjoyed this event sponsored by Student Life. They expect even more to attend this semester.

**OSU-OKC** – No report.

**OSU-Tulsa** – Marcia Hays.
They are preparing for the Martin Luther King Parade. They will have a staff dance team and hope it will be a fun day. A Booker T. Washington monument will be unveiled. Most students at OSU Tulsa are 32-34 year olds.

**Report of Standing Committees**

**Awards & Recognition** – Trisha Gedon
Her committee meets next week and will get the remaining service pins delivered. Her committee is checking into food vendors for the SAD lunch in April. The PR committee will be meeting with this committee next week.

**Policies, Benefits and Budget** – Sheryl Beeler
The PB&B Committee met January 7th
The PB&B Committee brought two recommendations for review and these will be voted on at next month’s meeting.

**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.

She asked SAC members to review this recommendation and it will be voted on next month.

**Child Care Facility Recommendation**
The Staff Advisory Council strongly recommends that OSU Administration take the necessary steps to create a licensed on-site or near-site 100-150 slot child care facility for the children of OSU staff, faculty, and students. We believe this should be a top strategic planning and budget priority.

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.

She asked SAC members to review this recommendation and it will be voted on at next month’s meeting.

**Public Relations** – Hank Welliver
Hank will be the presenter at February NEO. His committee met Monday and came up with some fund raising ideas: Cookies for Valentine’s Day (may not work because too short of a time frame), Booth at Homecoming Walkaround, and ask staff directly for money. Tonya suggested a “Dollar for Dollar Challenge”. She urged Council members to think about how much money they would like to contribute to the SAC scholarship fund. We have to raise money to get the fund up so administration will match. We may not be able to give as many scholarships as we have in the past. We can publicize on the list serve, April lunch or some other way.

**Rules & Procedures** – Bonnie Richardson.
She passed around an updated roster. She asked members to review and make sure their information was correct. She had highlighted members whose terms would end this year. There was one person who was not eligible for re-election. She asked if these people wanted to run again, to note on the sheet. Her committee will be meeting to start talking about the elections (timelines, etc.)

**Old Business**
The Retirement Subcommittee of the Flexible Compensation Benefits Committee cancelled the January meetings. This committee decided to wait on presenting their report to the campus until Dr. Schmidly had been brought up to date on the issue. Meetings will be scheduled in the future and SAC will help inform staff of these meetings. It will be important for staff to attend one of these sessions and be informed about their current and future retirement offered through OTRS and the University.

**New Business**
Natalea Watkins asked Tonya to announce that there would be a web-based satisfaction survey in the future. Other announcements will be forthcoming. People would be randomly selected to participate and encouraged staff to participate.

**Day Care Survey Presentation—Stephanie Graham & Traci Burd**
Stephanie presented a slide presentation on Meeting Standards: Providing Adequate Child Care at Oklahoma State University. Some points presented:

- OSU faculty, staff and student parents exhibit a great need for child care.
- Student & faculty surveys along with past studies show a need exists for a quality child care facility.
- Most households have at least two children. A child care facility is not present at OSU because of restricted financial resources, it is not a priority for OSU, and lack of interest and knowledge. Student parents, OSU faculty and staff, OSU and the community all suffer the consequences.
- Eight of the Big 12 schools have child care on their campuses. OSU is one that does not. Student parents need a child care facility at OSU so they don't have to scale down their credit hours, prolonging their graduation, or quit school.
- Staff and faculty survey results reveal 85% of staff and faculty felt there was a need for an on-site child care facility, an average of 10 hours per month was lost by faculty and staff due to the lack of child care, and if OSU provided a child care facility, 30% of those surveyed would move their children there.
- Child care centers are assessed on stars program and national accreditation, sanitary conditions, safety hazards, understaffing, child abuse. Thirteen out of 15 local centers did not meet these requirements. OSU Child Development lab and OU's Child Care Center are model child care programs. OSU's Child Development lab is part of the Dept. of Family Relations and Child Development within the College of Human Environmental Sciences. It is nationally accredited and has received the maximum three star rating.
- OU’s Child Care Facility works in collaboration with Children’s World, and their center is making money. Solution criteria Stephanie and Traci came up with are: cost of solution implementation, time needed to implement the solution, the facility should be nationally accredited, enrollment priority should be given to OSU affiliates, facility should accept Department of Human Services subsidies, center should have flexible hours, and the cost of child care for OSU students, faculty and staff.
An overview of their recommendation: option #1 – collaborate with Children’s World to provide child care services for OSU faculty, staff, and students. Option #2 – build and operate child care center as an auxiliary facility located on campus.

If we go with Option #1: collaborate with Children’s World – it would eliminate staffing and liability responsibilities for the institution, reduce overall institution costs by eliminating the center operation and salaries expenses, the institution receives monthly income from lease payment. Children’s World responsibilities are to: lease the building from university, staff child care center, pay utilities, salaries and operation costs. The institution responsibilities are: provide building for child care center and they are accountable for building cost and maintenance on the building and grounds expenses.

Option #2: Build and operate a child care center: build a facility and operate as an auxiliary, give priority to OSU faculty, staff and students, and utilize volunteers at the center. The start up cost is $2 million, construction time will take about 7-8 months, and construction cost would be $700,000.

University Benefits from an on site child care facility: improve student retention, increase retention rates of faculty and staff, increase OSU income, increase in both undergraduate and graduate enrollment, and great recruitment tool for non-traditional students, graduate students, faculty and staff. Means to lower initial cost of OSU and increase annual net income: Children’s World, National Accreditation, donors, DHS vouchers, grants, child and adult care food program, stars program and OSU means. An overwhelming majority of students, faculty, and staff believe an on-campus facility will benefit the university. Immediate action and support for the student parent population, staff, and faculty at OSU is needed to provide a child care center.

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