OSU STAFF ADVISORY COUNCIL MINUTES
July 11, 2001  419 Student Union  1:15 PM

Present: Beeler, Blackburn, Brock, Brooks, Cimino, Collins, Cookerly, DeBock, Fletcher, Good, Hannah-Bergbower, Hays, Higgs, Hundley, Hunt D., Hunt J., Ingham, Jacobs, Miller, Mitchell, Reedy, Richardson, Riggs, Rogers, Tanner, Traynor

Excused:

Absent: Cameron, Hart, Knight, Payne, Spickler

Myra Traynor called the meeting to order and Diana Jacobs called roll. Approval of the June minutes was postponed because a motion had been omitted from them. A motion was made and seconded that the minutes be changed and approved at next meeting. Motion passed. The June agenda – Dr. Birdwell was a little late so we skipped his part and then went back to that when he arrived. The agenda was approved with that change.

Introduction of Guests: Myra Traynor introduced Anne Matoy and Carolyn Hernandez.

John Tanner was invited to fill out the term of Sherry Curd because she was promoted to an A&P position. John was introduced to the Council and a motion was made to approve John’s addition to the council, seconded and approved.

Executive Group Update – Dr. Harry Birdwell, V-P for Business and External Relations

Enrollment for fall is looking good. Dr. Birdwell is a little more hopeful about getting raises. The University is trying to save money on utilities, maybe as much as one million dollars. They are locked in on natural gas costs that will cost a lot less than last year. They are also installing automatic software to monitor buildings at night or when not occupied. These together will probably save the university 2/3 of the million.

Whitehurst Renovation is nearing completion. Personnel Services is moving to the 1st floor. This will provide a better atmosphere and a training facility (employee sign-up, campus training).

President Halligan has received recommendations from Myra Traynor for people to serve on university standing committees. Letters will go out soon to these people. He thanked Myra for her help with this.

A special session of Legislature will be held to decide what to do with one-time money of $350 million. If OSU gets some of this money, it could be used for capital projects such as: renovating South Murray, renovating laboratories, resurfacing Hall of Fame, removing the Quonset that housed the art studio that has moved to a new stand alone building by Fire Protection Publications Bldg.
As of 90 days ago, the contractor for Gallagher-Iba had a punch list with 4000 items to be done. At the end of June, there were 300 items; and now, about 40 items left. He stated it is virtually finished.

Leslie Miller inquired about the Research Park – Phase I is finished. An irrigation system will be installed this summer. Nomadics has built one building and will build another. A building will be built for Educational & Research Foundation. Within 9 months, three more buildings will be underway.

Nancy Mitchell asked why, with all the building going on, parking isn’t considered as a one-time funding project since it is a problem. Why don’t we use some of the one-time money for parking garages? Dr. Birdwell responded that asphalt spaces are approximately $2000/space. Parking garages are approximately $10-11 thousand/space. The cost is why OSU hasn’t built any garages. Locations for garages have been found – but they don’t have the money available. He did not want to dismiss the idea of using one-time money for parking garages/spaces.

Branch Campus Reports

OSU-COM – No report. Toni Hart is the new OSU-COM representative.

OSU-OKM – Devin DeBock

The two associate degree programs were approved by the Regents and OSU-Okmulgee hopes to bring in more local students. They recently held an auction with things cleaned out from some buildings and raised a little over $50,000. The Staff Committee is working on improving staff and faculty luncheons they have once a month. They are also working with the administration to develop a 2-day staff and faculty development seminar for which time would be released so they won’t have to use any leave time. A variety of topics will be covered. They identified the problem concerning the staff award controversy. Faculty and staff who have been a part of OSU-Okmulgee longer than others remembered what the process was. They got the information out to everyone and that has taken care of the controversy.

OSU-OKC – No report

OSU-Tulsa – Marcia Hays

There is some reorganization under Vice President for Academic Affairs – Dr. Raj Basu. They feel this will be very beneficial for OSU-Tulsa. Their staff appreciation luncheon and talent show is Friday. They have a variety of talent – anyone who wants to perform is welcome.

Report of Standing Committees

Policy, Benefits, and Budget – Leslie Miller

The first item was the employment checking procedures. Copies were distributed at last meeting and we are to vote on whether or not we accept these procedures. Leslie gave an update on these procedures for the new council members. She explained that the list of positions are those with master keys (access to multiple areas, multiple buildings). Background checks will be done if a position number becomes vacant. Certain jobs (such as jobs in child care and police officers) require background checks by law. This is a checking procedure and not a policy. People will be advised in advance that background checks will be done. The administration does these checks for liability/legal reasons. Anne Matoy advised that some grants and contracts might require background checks. If something comes back on a check, that doesn’t necessarily mean the applicant won’t get the job. A motion was made and seconded that we vote on accepting the proposal on employment checking procedures for hiring purposes at OSU. Motion passed. A vote was to endorse this proposal.(SAC passed this). Anne Matoy expressed gratitude to Leslie’s committee and Leslie thanked the administration for their help.

Sexual orientation – Administration feels that OSU’s affirmative action statement is consistent with federal law and should not be revised. OSU administration has and continues to make a commitment that all individuals should be protected from invidious discriminatory acts. To reinforce and communicate this position, the administration developed the Reaffirmation Satement. The Reaffirmation
Statement goes far beyond the original request of SAC and includes other factors that may be subject to discrimination. Leslie will visit with Anne Matoy about ways that the discrimination policy could be made available on web site or some other way to employees.

The PB&B committee did meet and they are jumping into childcare issues. There was a survey distributed to faculty and staff in 1991. The committee will review the survey and come up with a new survey for OSU employees. She will ask Dr. Edgley, new Faculty Council chair, if Faculty Council would like to cooperate with this. Becky Rogers has done some research (with someone from OU). OU took OSU’s prior recommendation and made it work at OU. It’s in its 7th year of operation, usually operates with 150 children, hours 6am-6pm, on-campus facility. It provides services for staff, faculty and the community. Children’s Care rents the facility from OU and pays them rent of $4100/month to OU and covers liability insurance themselves. OU only rents them the facility. Cost of care is average for that area. If anyone has any suggestions on the childcare issue, e-mail Leslie Miller. The committee will contact the Facilities & Space Utilization Committee. The University Center at Tulsa did have a childcare facility before OSU took full control, but they don’t have one anymore. OSU-Okmulgee will get information about childcare and OSU Tulsa will find out why they don’t have one anymore. Leslie asked Anne Matoy if there was a way she could get a number of people who flex benefits for dependents. Anne will check on this.

**Rules and Procedures – Duane Hunt**

Duane introduced committee members: Billie Blackburn, Roy Brock, Jon Hunt, Steve Ingham, and Teresa Reedy. SAC Representatives may contact anyone of them if they have issues regarding the Constitution and Bylaws or the conduct of SAC meetings.

Distinguished Service Award Selection Committee – the purpose of this committee is to select the recipients of the Distinguished Service Awards to be presented at the November Staff Appreciation Day. This committee draws one member from each of the permanent SAC committees. The committee chairs have or will be seeking volunteers to serve on this committee. Duane would like to have a meeting of this committee later in July or in early August.

The August SAC meeting is slated for August 8th – the second Wednesday of the month. Bylaws were amended by SAC action in October 1998 to move the August meeting to the first Wednesday of the month. Rationale for the move was all the activities surrounding the start of fall classes – school was starting earlier. Obviously, the change to the bylaws was not incorporated. Duane moved that SAC hold the August meeting on the 8th. That motion was seconded and passed. Duane recommended that the Rules and Procedures Committee be charged with updating the bylaws to reflect former SAC action.

Discussion was then held on membership vacancies proposal. The proposed change to the bylaws regarding membership vacancies, with justification for the change was provided to members during the June meeting. The bylaws need to be amended to correct an inconsistency between the constitution and the bylaws. Passage of the proposed change will allow SAC representatives who change employment status (which affects their membership) to retain their seat on the Council until the next regular election period. Duane moved the proposal to change the wording of the second sentence, Article VII B, from, “To provide continuity, a vacating member may be appointed by the Council Chairperson to serve as a nonvoting member of a SAC committee as provided for in the Bylaws section XIII J” to read “A member who changes employment position which affects membership classification may retain his/her council seat only until the next regular election” be approved as read. Motion was seconded. The proposal was approved.

**Public Relations – Rita Hundley**

Rita introduced her committee: Sheryl Beeler, Holly Hannah-Bergbower, Wes Higgs, Melba Knight and Bonnie Richardson. They had their first meeting and discussed items that need to be taken care of for the fall, the first item being the brochure. They hope to get it out by the end of September. They talked about ideas for promotions they could do.
Awards and Recognition – Leslie Cimino

Leslie introduced her committee: Denise Brooks, Dawn Good, Diana Jacobs, Nancy Mitchell, and Lisa Collins. First meeting will be July 31st. The first item to work on is Staff Appreciation Day which will be November 1, 2001. Leslie thanked Anne Matoy for sending people her way. She has visited with people from TIAA/CREF and American Fidelity who are interested in having booths this year. She is going to visit with some professional organizations and see if they would like to have a booth.

Last year, SAC did concessions at football and basketball games. It is enjoyable but it takes a lot of volunteers and hard work. $1530 was earned from concessions sales. The football games took fewer people and made more money than basketball. Leslie would like to know if SAC wants to continue working concessions. The money goes towards scholarships. Flower sales were almost $1300 for one day compared to several hours for concessions. A suggestion was made that when staff comes to work at the university, they could fill out a form stating they want $1.00 to go to SAC (this maybe could be done during orientation). Maybe we could have a campaign at the OSU Family Picnic or Staff Appreciation Day. Since flower sales are so popular, we might look at doing one at Christmas and Homecoming. A lot of people work the games so can’t work concessions. It was asked if we could work football games and not basketball games. Leslie will check with Kyle and see if we can work only football games. We will look at different avenues because not very many members wanted to work concessions. The Foundation account will someday be self-supporting. That account is for scholarships. The A&R committee will discuss alternate ways to raise money. They will bring ideas to next meeting.

Old Business - Materials were distributed to members (electronic policies, packet containing roster, committee assignments, terms of office, shuttle schedule, SAC volunteer representatives and Treasurer’s report).

SAC was going to send a different member to each New Employee Orientation to make a presentation. The first one was scheduled July 5 and it was cancelled. Duane was scheduled to go and have a Power Point presentation. Holly Hannah-Bergbower said she should have made a motion that we have one person with a backup person to do the orientation presentation so the information would be consistent. Some people feel more confident speaking to groups. The plan, after original discussion, is that a Power Point presentation would be prepared and that would be used each month, but not by the same person. That would provide some consistency. In Myra’s opinion, the new employees need to see the variety of people on Staff Council. Holly said the audience is different each month, so they wouldn’t see the variety anyway. Wes said he is a President of Stillwater Toastmasters Club, he does this type thing all the time and would be willing to do it each month if the Council wanted him to. Wes & Holly will come up with a presentation and will present it to the Council at next meeting so the Council can tweak it. Wes will start doing the presentations in September. Anne Matoy suggested we have greeters at August 2nd orientation. Myra said she was scheduled to be there and any other member was welcome. Wes said we could probably have a few other members there to greet/hand out SAC brochure, etc. at future New Employee Orientation Sessions.

The Faculty Council Liaison list – if you can’t attend the meeting, let Myra know and she will get someone to go in your place.

According to the Policies that were in effect last year, we had one Staff Council member who had reached the maximum number of absences, and under the old rules she was given the opportunity to either ask for reinstatement or forfeit her seat. She was to let us know by July 3. Myra has heard nothing so the A&P position in General University is now officially open. (Alumni Association, Athletics, President’s Office). If you know someone who would like to finish out Vina Spickler’s term, let Myra know.

New Business
Bonnie Richardson is the representative on the Information Technology Policy Review Committee. Materials were handed out – Interim Network Security Policy, Appropriate Computer Use Policy, World Wide Web Publishing Policy, Policy on Use of Electronic Mail, and Draft of OSU Network Security Policy. Members were asked to review these, pass them around to people in their areas and e-mail Bonnie any comments or questions.

Wes Higgs feels that Council should have some standardized procedures about elections so every year is the same regardless of what the Council decides to do. He feels the Council should give the Rules and Procedures Committee guidelines to follow. After a lengthy discussion, it was decided that the Rules & Procedures Committee will look over how things have been done in the past and come up with procedures to present to the Council about to standardize the election of officers. Any member is welcome to call a committee member or e-mail them with ideas and suggestions. Election times might need to be changed to some other time. New members coming on board might not know people who are nominated for office.

Those who were appointed to campus wide committees appointed through the President’s office are: Athletic Council – Dawn Good; Diversity Board – Jeyamkondan Subbiah (A/P) and Karen McKinley (Classified); Health Care & Flex Benefits – Billie Blackburn; Library Advisory Board – Edmond Bonjour; Student Conduct – Becky Rogers, Mike Mahoney and Chris Campbell; and Traffic Appeals – Carolyn Miller. The one committee that is appointed through Dr. Birdwell’s office rather than the President’s Office is the Facilities and Space Utilization Committee. Teresa Reedy will serve a two-year term on that committee.

Myra received an e-mail from David Peters, Chair of the Health Care and Flex Benefits Committee and he said they are going to be expanding their scope to include other university benefits. They will be needing people to serve on task forces. He will contact Myra later to get people to serve on these task forces.

Wes Higgs asked if there was anyone who was serving as chair of more than one committee. Myra said the only one is Duane and as Vice Chair there are committees he has to chair.

**Announcements**

Motion was made to adjourn, seconded and motion passed. Meeting was adjourned at 3:10pm.

The next meeting will be August 8, 2001 at 1:15 p.m. in Case Study 2, room 412 Student Union.

There being no further business the meeting was adjourned at 3:10 p.m.