

OSU STAFF ADVISORY COUNCIL MINUTES

July 10, 2002     408 Student Union     1:15 PM


Absent: DeBock, Hare, Rogers

Tonya Magness called the meeting to order at 1:15 pm. Tonya said that the Basics of Roberts Rules would be followed (Motion-Discussion-Vote). She asked to be called Tonya. She thanked her committee chairs for taking the responsibility for serving on standing committees and the co-chairs who have agreed to help them. During a committee report at a regular SAC meeting, if another Council member has a specific idea that would go with the committee’s report, she asked that you contact the committee chair and e-mail them your ideas. This will facilitate the regular meeting agenda. Tonya has also asked the committee chairs to submit their meeting dates and times with the secretary of the council. If you desire to sit in on any of the other committee meetings, she suggested that you do that.

Diana Jacobs called roll. Tonya asked if there were any corrections to the minutes from the June meeting. With no corrections, the minutes stand approved for the June 12 meeting. Tonya amended the agenda as follows: Add Hannah Barbara Fulton as a Business and External Relations candidate for consideration by the Council for a vote to be seated. We need to cancel the Flexible Compensation Benefits Committee report. Everyone on Council received a copy of the report. If you have questions and/or concerns, please forward them to Sheryl Beeler, Chair of the Policy, Benefits, and Budget Committee. At a later date, the PB&B Committee will respond to the Council with any questions, concerns and/or recommendations regarding the report. Need to add a Treasurer’s Report to old business. Wes Higgs made a motion to accept changes to the agenda and it was seconded. Amended agenda was approved by voice vote.

Seating of New Business & External Relations Classified Council Members

Jenelle Feddersen is an Environmental Hazard Communication Technician. She comes to us from Physical Plant Services. She has worked for OSU approximately 5 years and wants to become more involved in how the University functions. Jenelle has agreed to serve through the term ending in ’04.
George Welliver. George would like to be called “Hank”. He has been a Postal Foreman with University Mailing Services for approximately 3 years, and wants to become more actively involved in the Council. Hank has agreed to serve one of the two terms ending in ’03.

Kathy King is a Senior Financial Assistant for Educational Television Services. She has worked for ETS approximately five years and has been on campus for almost 23 years. She too wants to be more involved in the University functions. Kathy has agreed to serve the second vacancy ending in ’03. (Due to a personal matter she could not make the meeting)

Hannah Barbara Fulton has been a Senior Office Assistant at KOSU-FM (Oklahoma’s Public Radio) for five of her almost 23 year career at OSU. She seeks appointment to the Council to serve as a steward to the University community. She has agreed to serve the term ending in ’05. (Due to a personal matter she could not make meeting)

Leslie Miller made a motion to seat the new members, seconded – approved by voice vote. New members were told to contact Deb Shields to order their SAC shirts.

Executive Group Update – Dr. Lee Bird, Vice President of Student Affairs
Dr. Bird talked about Alpha. Pam Bowers is in charge of Alpha. It has been revamped and is a very good program for our students. We have an opportunity to share information with students. She handed out a brochure on Alpha, a schedule of activities, and a sheet that can be filled out if members want to volunteer to help with Alpha. They are seeking volunteers. Duties range from working elevators in Kerr-Drummond, answering questions, greeting students in dining areas, distributing t-shirts, and helping with registration. If interested, fill out the form and return it to Pam Bowers.

Camp Cowboy – group orientation for new students and is done at Camp Redlands. Students get to know their peers quite well. Programs are based on college needs. You are welcome to sit in on an open session on Saturday from 9-11. They are full for the program on Saturday which has 108 students signed up. This one is between College of Ag, Residential Life and College of Business. They are still taking enrollments for the remaining two Camp Cowobys. They have 85 signed up for the one on 8/4 and 63 for the one on 8/5. They are doing more things on line.

Enrollment is up. This fall, there will be 20,000 plus students. This is up 6.6% at OSU Stillwater. If you add in Tulsa, we are up 8.8%. A lot are transferring students and graduate students. Over 3,000 are new freshmen. They have a plan to put a few more students in the new halls if needed.

Administrative Member for Presidential Search– she had contacted the Regents. She doesn’t think anyone has been chosen for that slot. When the information becomes available, she will pass it on to SAC.

BER – Dr. David Bosserman has been named Interim Vice President of Business & External Relations. There will probably be a search later on for permanent replacement.

Campus Recycling Committee – Lisa Collins
This committee was originally formed in 1991. The CRC (Campus Recycling Committee) was established to look into options for recycling and to distribute collection containers and
informational flyers to all offices and buildings within the general university. This group did well
for the first few years. Beginning this year, the committee has started up again. She has been on
the committee since March. It’s taken a while to come up with a mission and goals. Their
mission statement is to educate, promote, coordinate, and facilitate campus-wide programs to
implement and maintain recycling efforts at Oklahoma State University. Their goals are to
educate the student body, faculty, staff and administration as to: Available recycling facilities
and services, proper recycling techniques, importance of recycling programs, affirmative
procurement of recycled goods, and waste reduction practices.

They are having problems seeking representation from all departments. Lisa felt that
there needs to be more staff member representation. She asked members to contact
others in their departments and see if anyone was interested in serving on this
committee, going to a meeting, having input, etc.

Branch Campus Reports
OSU-Com – Toni Hart – They had their faculty staff picnic. It went well. They had a
vendor that took care of the picnic. They voted not to put money in family fund towards
scholarships. They elected their officers: Treasurer – LaDonna Lacy; Secretary – Kathy
Ramsey; Vice-President – Bavette Leeper; and President – Toni Hart. Their Staff
Council Reporter is on the Web Page. On 6/21/02 the Board of Regents met and
decided to combine some departments of Osteopathic Medicine and OSU Tulsa
campus. The combined departments are: Budget/Accounting, Purchasing, Physical
Plant, Library, Human Resources and Computer Services. Three of their directors are
gone. There will be about 25 people cut back from the six departments.

OSU-Okmulgee – No report.

OSU-OKC – No report.

OSU-Tulsa – Marcia Hays - They are glad to have Osteopathic Medicine join them.
There are a lot of questions to be answered. The HR director moved from Osteopathic
Medicine and replaced OSU Tulsa’s HR Director. OSU Tulsa’s HR Director is now
Director of Development.

Report of Standing Committees

Awards & Recognition – Trisha Gedon – Committee has not met yet. They will meet
on the 18th. She does have a schedule of meeting dates. If anyone is interested in
attending any of the meetings, let her know.

Policies, Benefits and Budget – Sheryl Beeler
Her committee met on July 8. Discussed Flexible Benefits proposal. Anne Matoy wants
feedback. If you have any comments, email Sheryl. They discussed the long-term
disability policy (Each member had not had time to read). The model leave program was
set before her committee. There are a lot of changes taking place. Her committee is
looking at several items, studying them, and hopes to have recommendations. They are
looking at the OSU sick leave policy and hope to make recommendations to Council.
She has a schedule of her committee meetings. If you are interested in attending any of
them, let her know.

Public Relations – Deborah Shields
The committee met on July 8. They will follow-up with website after approval of the Rules and Procedures Committee recommendations. The Committee is searching venues to publish news releases on the new SAC members. They will seek permission to purchase a digital camera to be used for publicity purposes for SAC events and programs, as well as staff recognition all over campus.

They have been invited to the Awards and Recognition Committee meeting on July 18 to discuss ideas for the SAC Salutes program and the upcoming Staff Appreciation Day event.

The Committee is researching possible cost savings by developing a fall and spring newsletter that will incorporate information that is usually provided in the brochure, forms that will be needed for events for each semester, and ways to announce events and programs.

**Rules & Procedures** – Bonnie Richardson

This committee met on July 8 and reviewed the constitution and bylaws. It was noted there were several typos in these documents. Bonnie reviewed them for the Council.

**Const. Art III, Sec 5 typo**
Change “three four (4)” to “four (4)”

**Bylaws Sec II C typo**
Change “two (2) Classified members (Seats GC1 and GC2)” to “one Classified member (Seat GC1).”

**Bylaws Sec VIII A**
Change “vacant” to “vacancy”

**Bylaws Sec VIII B typo**
Change “three (3) consecutive” to “four (4) consecutive”

**Definition of “term”**

Ref: Const. Art III, Sec III; Art X, Sec I; Bylaws Sec VI A; Sec VI B;

Background: Last year the Council voted to add to the Bylaws the phase “Positions filled by appointment will not count as an elected term.” The intent is obvious. A member may serve one appointed term and then go on to serve two consecutive elected terms. However, some still feel there is a conflict with the Constitution. The RP Committee would like to resolve this in Council, avoiding a campus wide vote if possible.

Current Wording: “Terms of less than three (3) years, whether of one (1) or three (3) years duration or fraction thereof, shall count as a three-year (3-year) term. Positions filled by appointment will not count as an elected term.”

Note: The RP Committee feels the first sentence of this phase is intended to address the shortened terms needed to achieve staggered seats.

Proposed Wording: “Elected terms of less than three (3) years, whether of one (1) or three (3) years duration or a fraction thereof, shall count as a three-year (3-year) term.”
Positions filled by appointment will not count as an elected term and will not be considered in determining the number of consecutive terms.”

These changes will be voted on at the August meeting.

Related Issue
There are a few members of the Council who mistakenly elected to fill seats that should have been filled by appointment. If the above proposed wording is adopted to the Bylaws will the members mistakenly elected instead of appointed be accepted by the Council as appointed members (as they should have been) and allowed to run for two additional elected terms?

Webmaster
After discussing what changes would be needed to Constitution and/or Bylaws to add the duties of Webmaster to the Council, the RP Committee decided no changes were needed. We feel these duties are covered in Bylaws Sec XIV C: Public Relations… This Committee shall be responsible for keeping the University community informed of all Council activities through whatever channels of communication are deemed necessary.”

Tonya thanked all her committee chairs for their hard work.

Old Business:

Leslie Miller addressed the issue of moving SAC web pages to a new server. There are some difficulties, but she feels it will be fine. The web page is on the Front Page Pilot Program. After all changes are made, it will be sent to Deborah Shields, PR committee chair.

Tonya received a memo from Harry Birdwell on June 24th, stating that the SAC recommendation on Maternity/Family Leave was referred to the “Flexible Compensation Benefits Committee. The task force is looking at leave benefits and will consider the issues in our recommendation.

On 6/28 and 7/9 the Faculty Council shared an update or report of the Retirement Suit issue. It was posted to the SAC listserv. SAC does not have copies of the documents listed in the Retirement Suit.

She has received two A/P nominations for consideration to serve on the Diversity Advisory Board. We still need to submit two classified female names for consideration by the president to serve on this board. Please encourage staff in your area to become involved by serving on committee’s when vacancies occur. The Diversity Board has a website.

A Treasurer’s Report was handed out. We have exceeded our budget allocation by about $1,000. Once we receive our new funding, we will have a new report.

New Business
Presidential Search Committee Staff Representation update: SAC E-Group met and discussed the nominations. We received nominations from the following areas: 7 A/P Academic Affairs, 2 Classified Academic Affairs, 2 A/P Business & External Relations, 1 A/P General University and 1 A/P Student Affairs. 13 nominations in all were
considered. One A/P nomination from Academic Affairs arrived late and one A/P nomination from Business & External Relations withdrew.

The two staff members who were chosen to serve on the Presidential Search Committee are Barbara Dobson, Business & External Relations (works in Postal Area), and Craig Satterfield, from Academic Affairs (works in the Graduate College). The Board of Regents will be sending letters today to confirm their selection, as well as letters to Jackie German and Deborah Shields thanking them for being considered by that committee.

Leslie Miller made the motion to adjourn, motion was seconded. Meeting adjourned at 1:55pm.