OSU STAFF ADVISORY COUNCIL MINUTES
June 13, 2001          211 Student Union          1:15 PM

Present: Cimino, DeBock, Fletcher, Ford, Hannah, Hayes, Hays, Higgs, Hundley, Hunt, Jacobs, Jardot, Jennings, Miller, Mitchell, Payne, Richardson, Riggs, Traynor, Whitney

Excused: Cameron, Curd, Swann

Absent: Ingham, Knight, Satterfield, Spickler, Watters, Zorba

Mary Kay Jennings called the meeting to order and Camille Jardot called roll. The May minutes were approved. The June agenda was approved.

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

President Halligan:
Enrollment is challenging for us this year. It will either be flat or 50-100 down in freshmen enrollment. Over all, enrollment should be up though.

The new housing is coming along nicely. It is very important to improve our housing because 80% of freshmen have never shared a bedroom. President Halligan is really looking forward to having the highrise buildings torn down.

The new Foundation building is coming along nicely.

The OSU Hotel is being renamed to The Atherton. They want it to be really upscale.

OSU is currently in a silent phase to raise funds for the renovation of Lewis Field.

Bond money is being held up but should be freed up by December for research.

The airplane crash has been the most challenging event in his life. There will be a dedication in Colorado on August 25th. There will also be a dedication in Gallagher-Iba Arena toward the beginning of basketball season.

Dr. Harry Birdwell:
He extended a special thanks to all of the SAC officers for all of the work they have done, especially Mary Kay Jennings.
The legislature is being cautious in their appropriations of funding. There was a one-time funding of $5 million was given to higher education to help cover the increase in natural gas prices. There was also a one-time funding of $9 million to support chairs and professorships. Higher education received $34 million but only $22 million went through the State Regents Funding Board.

Expense increases include OTR by approximately $1 million, Health Insurance by approximately $1 million, and Utilities by approximately $2 million. The enrollment estimates from last year were $1.8 million off from the budget. Additional costs include the new professors that have been recently hired.

Revenue should increase from the 7-9% tuition increase. It is estimated that OSU is going to need $7 million but will have only $6 million. At this moment, he can’t project raises till enrollment totals are finalized. He will badly try to get a raise program for this fall.

**Seating of new members:**
The following new members were seated:
Jon Hunt, Becky Rogers, Cheryl Beeler, Teresa Reedy, Denise Brooks, Steve Cookerly, Dawn Good, Lisa Collins, Billie Blackburn, Roy Brock. There is one vacant position open in the Business and External Relations area to complete a term ending in 2002.

**Recognition of Outgoing Members for Years of Service:**
Dave Ford served from 1997 to 2001.
Sherry Curd served from 1999 to 2001.
Mary Kay Jennings served from 1997 to 2001.

**Officer Elections:**
Denise Brooks was elected Treasurer by acclimation.
Diana Jacobs was elected Secretary by acclimation.

Vice Chair nominations: Holly Hannah received 6 votes and Duane Hunt received 15 votes with one person abstaining. Congratulations to Duane Hunt.

Chair nominations: Wes Higgs received 7 votes, Myra Traynor received 14 votes with one person abstaining. Congratulations to Myra Traynor. At the conclusion of the election, Mary Kay turned the gavel over to the newly elected chair to conduct the remainder of the meeting.

**Branch Campus Reports**

*OSU-COM –* No report

*OSU-OKM –* Devin DeBock

They are working on an associate degree program. They are sending out job satisfaction surveys mainly to their staff. Their Faculty/Staff Award Banquet was recently held. There was controversy on how the winner was picked. There will be discussion about the possibility of two awards – one for professional and one for classified staff.
The Family Employee Picnic was recently held and ¾ of the employees attended which was great.

OSU-OKC – No report

OSU-Tulsa – Marcia Hays

The PGA Tournament is going on. OSU Tulsa has a new Vice President for Academic Affairs – Dr. Raj Basu from OSU College of Business. He starts July 1st.

By the end of summer, they hope every classroom at OSU Tulsa has a computer, and other technology capabilities in place.

OSU Tulsa was 2nd place in Division 3 of the Corporate Challenge.

Report of Standing Committees

Public Relations – Rita Hundley

The committee requested information for packets and got them ready for the orientation of new members.

Awards and Recognition – Leslie Cimino

November 1 is the date for the Staff Appreciation Day. Anne Matoy will check on getting more vendors to participate.

Policy, Benefits, and Budget – Leslie Miller

Wes Higgs attended Budget Meeting. All units are looking for money. The Library is going to have to eliminate journals, books, etc. They are moving to a digital service, which will require more money. College of Engineering is asking for $356 thousand. They would like to purchase e-print software and document imaging software. The Okla. Ag. Experiment Station is asking for $675 thousand. College of Education is asking for $227 thousand (for Aviation School, research and technology faculty positions). The Graduate College is asking for $65 thousand for new positions to help with graduate enrollment. University Extension - $105 thousand. Arts & Science asking for money to fund faculty for four areas and HES has had a lot of growth and is asking for $290 thousand for faculty positions and funding for graduate students.

On May 18, 2001, the new FMLA policies went into effect. Leslie spoke about a reply from Dr. Halligan in reference to ‘sexual orientation’. She was not comfortable with his reply and Anne Matoy will check further and advise Leslie with what she finds.

The committee hasn’t done much on the childcare issue. OU does have childcare for their employees. It is on a competitive bid process.

Leslie handed out ‘Employment Checking Procedures’ final draft. 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 # 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. Review this draft carefully and it will be voted on next month. Leslie said her committee felt very comfortable with it. The administration does these checks for liability/legal reasons. Anne Matoy advised that criminal information is public information and that for a small fee, anyone can go to the OSBI, and have a criminal check done on anyone.
Rules and Procedures – Myra Traynor
Handed out a proposed recommendation for change in the Bylaws. This will be voted on next month.

Report of University Committees
Faculty Council Update – June – Louisa Payne
A person from Student Affairs talked about Alpha Week. There will be a rally in Gallagher-Iba, a BBQ on the concourse and then meet in the arena.

Faculty Council has a lot of recommendations that are under review. Copyright Policy was tabled until their September meeting. The recommendation of students taking 3 finals in one day was tabled until the September meeting.

One faculty talked about faculty and administration taking more of a role in Staff Appreciation Day. He felt like staff shouldn’t have to put on their own appreciation day.

Old Business - None

New Business
Announcements
The next meeting will be July 11, 2001 at 1:15 p.m. in 419 Student Union.

There being no further business the meeting was adjourned at 3:05 p.m.