Tonya Magness called the meeting to order at 1:15 pm. Diana Jacobs called roll. Tonya asked if there were any corrections to the May 14th minutes. There being no corrections, the minutes were approved.

Tonya amended the agenda: reflect a budget update from Joe Weaver following item #5 Executive Group Update. Also, under Item #10 New Business, the minutes should reflect the administration’s response regarding SAC recommendation 030108PBB-9 requesting Priority Enrollment for Staff. There being no objection to amended agenda, it was approved by voice vote.

**E-Team Update – Dr. David Bosserman, Administration, Finance and Controller**

Dr. Bosserman talked about the President’s letter on the Retirement Program. He would like for the new SAC chair to try and figure the best way to communicate with campus when there is something that needs to reach all employees. He will ask Dr. Wiggins if he will make this item a priority. Last week, the President sent out a letter about retirement. He states he wants to look forward, not back. He wants to do away with the 7-11 plan and wants OSU contributions to increase to pay a straight 11% beginning July 1 if the Board approves. He would like to go to 12% the year after. You won’t be locked into an option forever. You will be able to make a change at enrollment period times. If employees want to go back to the way it was in 93, if they were
employed, and if it is beneficial to them, they will be able to do that. There will be a web site to check and see if you are eligible for this. They will continue to review the age 26 and one-year employment requirement for participation in the OSU Retirement Plan. The plan has been changed by reducing the age requirement for mandatory participation in OTRS from age 55 to age 45. The vesting period for OTRS has been reduced from 10 years to 5 years.

There are a lot of rumors going around about people getting laid off. There have not been massive layoffs. Today we know of 2 layoffs in one unit, 5 possible in another unit, but three of those have already been placed elsewhere. These are actions being taken by unit heads. There are two areas that he is concerned about – Extension and Grants & Contracts. The new provost, Marlene Strathe, will be here July 1st. They will ask her to study the Extension area. Grants and Contracts is increasing, so they are taking $500,000 and when the new VP for Research comes on board, he/she will be asked to study that area for improvements.

The 4 x 9 + 4 plan was split half and half, so it did not pass this year. Dr. Bosserman said under flex rules, departments can use flextime if they choose.

**Slide Show on Budget – Joe Weaver**

Joe showed a slide show on the budget that was shown to Faculty Council the day before. Items covered were current 04 budget planning, A&M Board resolutions, immediate actions under consideration for FY04, and actions under consideration beyond FY04. State appropriations are down $12 million from FY03 to FY04. OSU has had three budget cuts this year for a total of $8,571,871. Mandatory costs for FY04 (insurance, risk management, utilities, etc.) is $3,393,000. Priority commitments for FY04 (instructional positions, startup funding, legal fees, etc.) are $5,518,000. OSU’s current position - $5 million in the hole. It was noted Administration include $400,000 in FY 04 for Faculty Adjustments and concern was expressed there was no similar entry for staff employees.

Looking into FY04, there will be targeted cuts to reallocate approximately $5.1 million. Areas involved in these targeted cuts include the Foundation Contract, Alumni Contract, Extension Prior Year Balance, Energy and Water Center, Reorganize Research Administration, Library Materials, Educational Television Services, Laser Center, Building and Grounds – Physical Plant Services, and Credit Extension Courses.

There will be other action beyond the beginning of FY04. Some of those may include possible phase out of low enrollment and low priority degrees. There was concern expressed in the matter of courses being phased out just for small number of students. Dr. Bosserman assured the Council that this would be very carefully researched. Other actions, which may be included, are the reallocation of faculty positions to raise enrollment and Academic Department consolidations.

**Report of University Committees**

**Faculty Council - May – Sheryl Beeler**

David Buchanan, Chair of the Systems Strategic Planning Committee reports that his committee has met twice. They are going over the S.W.O.T. (Strengths, Weaknesses, Opportunities, and Threats), and putting together their leadership goals, which are due in October.
Joe Weaver gave a budget report. The budget goes before the Board of Regents on June 20th for approval. Joe reported that there were 3 cuts made this fiscal year for a total of $8.6 million and there will be no additional budget cuts in this fiscal year.

Dr. Wiggins spoke about IT Security. He is in the process of structuring a University Security Committee. Under this committee will evolve three subcommittees: Network Security Committee, Server Security Committee, and Physical Security and Business Continuity Committee.

He hopes these committees will be able to make recommendations by February to create security practices for OSU. There was also some discussion on the OSU email system, Lotus Notes. Some changes may be made in that area.

Scott Gelfand reported that 30% of possible tuition is given back in waivers.

It was announced that the University Budget Committee Meetings for FY04 would be held on the Monday proceeding the 1st Tuesday of every month.

A recommendation was presented to the Faculty Council that NOC-OSU not be allowed to teach General Education classes. The motion was voted on and passed.

President Schmidly could not attend the meeting but sent a letter in his absence. He states that even with tuition increases under consideration, OSU will remain a “best buy,” but we will generate some of the resources needed to protect the classroom experience of our students and their ability to graduate in a timely manner. Secondly, he states that the Legislature made three adjustments to Oklahoma Teacher’s Retirement System (OTRS). Those three moves, to loosen participation requirements at OSU and OU, shorten the Vesting period, and apply interest earlier, represent the first adjustments to the plan in many years. He also expressed the gratitude we owe to Senator Mike Morgan and Representative Terry Ingmire for their current and future assistance on OTRS issues.

He also stated that the State Regents were successful in maintaining funding for the OHLAP Scholarship program that supports 471 students at OSU, but the cost to a number of other programs were high. He was surprised and disappointed that OSU’S Fire Service Training was cut 55%. The Teacher Residency Program, Summer Academies, and OTAG grants for graduate students will receive no funds at all. The Endowed chair program was reduced by $2 million. President Schmidly states, “We have our work cut out for us next year, but OSU will survive and move forward. We’re planning budgets that focus on our priorities, our students, our faculty, and our ability to grow.” Later, this week he will submit our tuition and fee proposals for next fall. He believes the average OSU student will incur about $800 in additional costs.

Women’s Faculty Council has put together a study on Female Faculty. The number has gone from 25 to 23%. There were several reasons mentioned, one being the pay which women receive.

Student Government Association expressed their eagerness to be involved. They gave a brief highlight for Lights on Stillwater. They would not reveal the new
location, but they are pretty sure there will be one. There will be a live band and they are expecting 150 vendors. It will be held the first week of school.

**Branch Campus Reports**

**OSU-Com** – No report

**OSU-Okmulgee** - No report

**OSU-OKC** – No report

**OSU-Tulsa** – Terry Dark – Was at meeting, but was not prepared to make a report. This was his first meeting.

**Report of Standing Committees**

**Awards & Recognition** – Trisha Gedon

Trisha thanked her committee. She presented the year-end report. They organized Staff Awards Day on November 7, 2002: Distinguished Service Award presentations, recognition of all nominees for the DSA, recognition of SAC’s scholarship recipients, recognition of Leadership Development Program Graduates, and recognition of years of service pin recipients. The committee separated the Awards Day and the Staff Appreciation Day. Staff Appreciation Day was held April 4, 2003. This committee partnered with the PR committee in planning this big event. It was outside on Willard Lawn and food was catered by Klein’s Catering. There was a large turnout. Carnation sales were held in April for Administrative/Professional’s Day.

**Policies, Benefits and Budget** – Sheryl Beeler

Sheryl thanked her committee. The new committee will be working on the Performance Evaluations. She briefly discussed her year-end report. The things her committee worked on are; Distinguished service award proposal, interim long term disability policy, Student Union garage parking for seminars and training, MLK Day as an additional holiday, priority enrollment recommendation, child care facility recommendation, racial and ethnic harassment policy statement, flex benefits compensation recommendation, sick leave uncapping, cafeteria plan, and performance evaluations.

**Public Relations** – Hank Welliver

Hank thanked his committee. Things they worked on for the year include homecoming mum sales, new SAC logo, DSA nominations, staff awards day, staff appreciation day, new employee orientation, carnation sales, fundraising and SAC elections for new members. Hank expressed his thanks to all on the Council who have represented SAC at New Employee Orientation. He also expressed his eagerness to see SAC continue this effort. As soon as he receives the information on dates and times of the upcoming NEO, he will be recruiting SAC members to greet and conduct the brief SAC presentation.

**Rules & Procedures** – Bonnie Cain (Richardson)

Bonnie thanked her committee. During the year her committee was involved in: reviewing SAC Bylaws and Constitution, chair asked that all official email correspondence be copied to the secretary of SAC, and they conducted elections. Issues to be considered in the future include review method of distributing ballots;
assess the need to develop procedures for removal of SAC Chair, and status of Council’s Web master.

Old Business
Seating of new members – Tonya Magness
Tonya asked Jana West, Elizabeth Condit, Dave Ford, Donna Whitmore and Brenda Wyant to be seated as new members of the council. She congratulated Duane Hunt, Diana Jacobs, Kathy King and Lisa Collins for being re-elected to serve another term on SAC. This speaks highly of these individuals and the roles they have taken as campus leaders to be voted into office for a second term.

During the regular SAC elections Hank Welliver was inadvertently left off of the BER ballot. Hank would like to continue to serve on SAC. There is a vacancy left by Fulton who resigned in April of 03. I am recommending that the Council seat Hank Welliver in the vacancy left by Fulton, which makes all three classified candidates under BER as, elected terms and Hank would fill another vacant term ending in 05. Council was in favor of this.

New Business
Announcements of Scholarship Recipients - Duane Hunt
Scholarship recipients are:
Bonnie Richardson, JoAnn Swann, Carrie Thomas, Kirk Hamlin, Peggy Fagan, Amy Ferguson, Robert Heinemann, Carla James, Lori Klimkowski, Lori Christian, and Marki Alexander.

Administration response to SAC recommendation #030108PBB-9-Priority Enrollment for Staff
“Allowing full-time staff members to utilize priority enrollment would help ensure they are given an opportunity to identify a section(s) at a time that is least disruptive to work in the office. Consensus of the Executive Vice President’s office and this office is to accept the recommendation and extend the benefit of priority enrollment to full-time (100% FTE), regular staff members. Staff employed at less than 100% would not be eligible for priority enrollment. I will forward your request through the appropriate administrative channels for review and action. Please notify staff of this change that will be implemented in the Fall 2003 for Spring 2004 enrollment period.”

Recognition of Outgoing Members for Years of Service – Tonya Magness
Congratulations to Denise Brooks for her recent promotion to A/P. Denise has expressed she would like to complete her term on the Council which ends in 04. We appreciate Denise’s willingness to continue to serve on the Council.

Leslie Cimino – started SAC in June of 1999. She replaced Nancy Swann who moved to an A&P position. She has always served on the A&R Committee and co-chaired with Nancy Mitchell for 2000-2001 and chaired it 2001-2002. She has served on the selection committees for Scholarships and also for Distinguished Service Awards.

“It has been a real pleasure to serve the staff of OSU with different issues and concerns. I am proud of the fact that I brought forth the issue of Day Care here at OSU when the CDL changed their hours and I was forced to take my daughter out of their care (I pitched a bit of the fit and called the O’Colly). Funny thing is, that ended up working out for the best all the way around.

I sometimes wish we had more of a voice when it came to getting Administration to listen to our needs. I don’t know if in the future the staff might want to look at forming some type of Union to help make their voices a little "louder". It is so hard with OSU because there really are so many needs to be met by Administration, Students, Faculty and Staff. Unfortunately, Staff ends up time and time again being last in line.

I hope in some way that I have made a difference in the feeling of staff members by either planning Staff Appreciation Day or handing them a service pin with a smile and a "Congratulations". Too often there just isn’t any recognition given to the dedicated employees here at OSU and that definitely needs to change.”

Nancy Mitchell – Has been a member of the Awards & Recognition committee and co-chaired that committee in 2000-2001 she has always displayed a willingness to facilitate the committee’s activities and has participated in all other activities when called upon. She was on the Scholarship Selection Committee and DSA Committee. She has been a true asset.

La Dawn Conner - Has been an asset to the PB&B Committee. In her short tem of service she has provided the committee with much needed and valued research for many of the recommendations made over the past year. For personal reasons La Dawn is afraid that she just cannot keep up with the demands of the job and serve as she would like on SAC. The work SAC does is so important, it deserves more than someone who can only give small amounts of time to it. She has great respect for everyone on SAC. They are willing to give so much to benefit others. She plans on keeping in touch by the list-serve and perhaps attend meetings occasionally to keep up on the fine work done by SAC. She regrets she could not finish her term.

Diana Jacobs (has been promoted and is changing departments and will not be able to complete her elected term) - was elected to serve on SAC in 2000 and has served 3 years. She has been secretary for the last two years, and served on the Awards and Recognition Committee all three years. “It was a lot of fun planning the staff appreciation day. We also did carnation sales for Administrative/Professionals Day. It was nice seeing expressions on people’s faces when we took flowers to them. My first year on SAC I was on the Distinguished Service Awards Committee which was very rewarding. Serving on SAC has been a great experience. I have thoroughly enjoyed it and have met some really great friends.”

As Chair of SAC Tonya is quoted, “I must say that Diana has been very dedicated and devoted to the duties of secretary. She has provided me with much needed
administrative support and has done everything with a smile and true willingness to serve the staff.”

Diana Jacobs interrupted Tonya to present her with flowers and an OSU necklace from SAC members for all her dedication and hard work as Chair during the past year.

The Council has had a very productive year, which is attributed to the work of each standing committee and the success of their respective chairs. Tonya thanked Trisha Gedon, AR, Sheryl Beeler, PB&B, Hank Welliver, PR and Bonnie Richardson, RP. All four individuals took on new leadership rolls within the Council and fulfilled their duties representing all staff. They have all been valuable resources.

Tonya also thanked the elected officers of the Council, Duane Hunt, Vice Chair, Diana Jacobs, Secretary, and Bea Peters, Treasurer, for their hard work and dedication to staff and all the work that must be done to keep the Council functioning smoothly. All of these individuals have served the staff and the Council with dignity and respect for the positions they held. There is much to be said for staff that is willing to serve the university at this level.

As for myself (Tonya), I would like to once again thank the Council for their vote of confidence when they elected me as chair. It is with great respect and gratitude in service that I leave the chair of the Staff Advisory Council position. It has been a wonderful educational and leadership opportunity for my OSU career. The experiences I have encountered will be life long enrichments. My dedication to staff and the betterment of staff issues will not end with the exit of my service to SAC. I will forever look for ways to make OSU a great place to be for all staff.

**Elections of Officers** – Tonya Magness

Nominations were open for Chair – Sheryl Beeler was nominated and accepted the nomination. There being no other nominations, Sheryl won by acclamation.

Nominations were open for Vice Chair – Duane Hunt was nominated and accepted the nomination. There being no other nominations, Duane won by acclamation.

Nominations were open for Secretary – Lisa Collins was nominated and accepted the nomination. There being no other nominations, Lisa won by acclamation.

Nominations were open for Treasurer – Kathy Tanner was nominated and accepted the nomination. There being no other nominations, Kathy won by acclamation.

Sheets were passed around for members to sign up to serve on committees and attend Faculty Council Meetings.

Motion was made to adjourn. It was seconded. Meeting adjourned at 2:35pm