Minutes will be approved at next meeting.

OSU STAFF ADVISORY COUNCIL MINUTES

June 11th, 2008, 280 Student Union, Sequoyah Room


Absent: McIntire, Moorman, A. York, S. York

Carey Warner called the meeting to order at 1:15 p. m. and Lynette Venard called roll.

Carey asked for approval of the May minutes. A correction was made to the attendance record. Anthony Perna was present at the May meeting. A motion was made to approve the May minutes as amended, seconded and approved by a voice vote.

Carey asked for approval of the agenda. A motion was made to approve the agenda, seconded, and approved by a voice vote.

Introduction

Carey had everybody introduce themselves so we could meet the new members. The new members to be seated today are Danny Darnell and Lynn Putnam to fill the A&P seats in Academic Affairs; Lora Polson to fill the classified seat in Academic Affairs; Barbara Dobson to fill the A&P seat; Ival Gregory to fill the A&P seat in Student Affairs; and Heath Hix to fill the classified seat in Student Affairs.

Awards Presentation to Outgoing Members
Certificates of appreciation were presented to members leaving the council: Sherril York, Deborah Evers, Katie Reim, Amanda Lowe, Becky McIntire, and Teri Altman.

Certificates of appreciation were presented to the 2007-08 committee chairs: Katie Reim-Public Relations; Bonnie Gladden-Rules & Procedures; Becky McIntire-Awards & Recognition; and Leslie Miller-Policies, Benefits & Budget.

Certificates of appreciation were also presented to the 2007-08 Staff Advisory officers: Sherril York-Treasurer, Lynette Venard-Secretary, Tara Graham-Vice Chair; and Carey Warner-Chair.

As outgoing Chair, Carey was presented a gift from the Council. There were 2 multi-picture frames, a silver baby picture frame, a book entitled “Life Lessons for Busy Moms” and a candle set.

**Seat 2008-09 New Members**
The following individuals were elected or re-elected and will be seated today.

- Danny Darnell  A&P  Academic Affairs
- Lynn Putnam  A&P  Academic Affairs
- Lora Polson  C  Academic Affairs
- Barbara Dobson  A&P  Administration & Finance
- Ival Gregory  A&P  Student Affairs
- Heath Hix  C  Student Affairs
- Susan Marshall  C  Administration & Finance  re-elected
- Lori Wieder  A&P  Enrollment Management  re-elected

The following individuals were elected or re-elected but were absent therefore, will be seated at the July meeting.

- Gloria Birdine  A&P  Academic Affairs
- Clayton Moorman  A&P  Academic Affairs
- Jeff Sweeden  C  Administration & Finance
- Marsha Chapman  C  Academic Affairs  re-elected

**Election of 2008-09 Officers**
The elections opened with nominations for Chair.

Chair – Tara Graham was nominated for Chair. Jason Pogue was also nominated but declined. No other nominations were made. A motion was made to close nominations and Tara be elected chair by acclamation.

Vice Chair – Jason Pogue was nominated for Chair. Leslie Miller was also nominated but declined. No other nominations were made. A motion was made to close nominations and Jason be elected vice chair by acclamation.

Secretary – Barbara Dobson and Anise Artebery were nominated. Each of the individuals gave a short speech on why they should be elected. The 2 individuals then left the room and voting was done by secret ballot. After the votes were counted, Anise was elected secretary.

Treasurer – Lynette Venard and Lora Polson were nominated. Each of the individuals gave a short speech on why they should be elected. The 2 individuals then left the room and voting was done by secret ballot. After the votes were counted, Lynette was elected treasurer.

**Treasurer’s Report – Sherrill York**
Sherrill was absent but Carey gave a short explanation of each of the accounts. The account, AA-1-28520, is the maintenance account. Most of the expenses except fundraising and scholarships are paid from this account. The fundraising account is AA-1-28521. This is for the fundraising expenses, for example the cost of the gazebo for the raffle. The monthly pig money and the deposits from the gazebo raffle are deposited...
into AA-0-65080. Then we transfer money from this account into AA-6-12570 to fund the scholarships. The treasurer’s report is included.

Faculty Council Report – Lori Wieder
Lori was unable to attend the Faculty Council meeting, therefore no report was available.

Branch Campus Reports
OSU-CHS – David Barron
David reported that their Staff Appreciation luncheon was held March 13th. The Stars and Stripes themed luncheon was catered. There were multiple fun activities for the staff. The 10 scholarship winners were announced. An Award of Excellence was also announced. New officers will be elected at the next meeting. They are still working with their community service project, Blue Star Mothers. Amanda reminded the council at this point about the funeral for Major Scott Hagerty. The funeral will be at 10:30 am on Friday, the 13th at the Methodist Church. There will be a line of people offering their support on Main Street.

OSU–Okmulgee – Allen York
Allen was absent therefore no report was available.

OSU-OKC – Trisha Turner
Trisha introduced Melissa Woodruff who was elected the new chair of their staff council. The walk for Juvenile Diabetes Research Foundation (JDRF) raised $12,500. The number of walkers decreased from last year. The 3rd and final building of the Public Safety Training Center is having their grand reopening on Friday, June 20th. Summer enrollment increased 4.4%.

OSU-Tulsa – Dona Davidson
Dona reported that the Tulsa branch of Stillwater National Bank donated $50,000 for a scholarship. The living history program, Oklahoma Chautauqua, will take place in June. It is sponsored by the Tulsa Arts and Humanities Council.

Report of Standing Committees
Rules & Procedures – Bonnie Gladden, Chair
Bonnie gave a summary of her year end report. That report is attached

Awards & Recognition – Becky McIntire, Chair
Becky was absent; but Carey gave a summary of Becky’s year end report. That report is attached.

Policies, Benefits and Budget – Leslie Miller, Chair
Leslie gave a summary of her year end report. The recommendation regarding rest breaks is circulating among administration. A question was raised about where was this not being followed. Regarding the health insurance $34.44, the funding is going to the budget and to the board. Leslie’s report is attached.

Public Relations – Katie Reim, Chair
Katie gave a summary of her year end report which is attached.

Old Business
Tobacco Free Policy – Anne Matoy was present and addressed some of the rumors brought up by members of the council. Anne also reminded the council of the Confidential Reporting System. Employees can anonymously report violations of OSU policy. Multiple violations could result in the employee being written up and leading to
corrective action. If employees are caught smoking in their parked cars on campus, this could lead to their parking permit being revoked. A question was asked about off campus visitors. Departments that host conferences are responsible for informing their attendees of OSU’s policy. There will be 6 key entrances announcing OSU as Tobacco Free.

Health Care Task Force/Health Insurance – Carey reported that the recommendation regarding the $34.44 is being sent on to the Board. Anne gave a report on the issues discussed at the Health Care Task Force meeting held earlier that day. Employees have raised various pharmacy issues. Those issues were discussed. Robin Purdie gave her presentation on the Wellness Summit. Dental and Vision plans are being sent out to bid. Nothing is changing as of right now.

New Business

Meeting/Committee Sign Up – Carey sent around lists for speakers and greeters at New Employee Orientation and council members to attend monthly Faculty Council meeting. She also sent around a committee sign up sheet.

University Committees – Carey announced the following vacant positions on various University committees:

- Classified position Diversity Board
- A & P position Diversity Board
- 1 position Flex Benefits/Compensation Committee
- 1 position University Intellectual Property
- 2 positions Student Judicial Affairs Committee

Staff Leave Subcommittee – Bonnie and Jana briefly discussed the survey handed out to council members. This is basically an information gathering tool. Eventually, a questionnaire will be mailed out to the entire campus.

Social Security Numbers – Ival Gregory had a constituent bring up a concern to him about parking services having access to social security numbers and their systems being hacked. This will be further discussed at the July meeting.

Four Day Work Week/Day Care – Ival sent out an e-mail to staff with in Student Affairs asking for their opinions and concerns regarding the four day work week. The University has decided not to proceed with this for the summer of 2008. However, council members should ask their constituents for their opinions and concerns. This will be discussed further at the July meeting.

Announcements

Respectfully submitted,
Lynette Venard, Secretary
Staff Advisory Council
Rules and Procedures Committee

2007-2008 Year in Review

June 11, 2008

Committee Members:
Liz Condit
Mike Hammer
Anise Arterbery
Bonnie Gladden, Chair

Staff Advisory Council Constitution and Bylaws provides for five (5) Permanent Committees of which:
Four (4) or more members of the Council shall constitute the Rules and Procedures Committee.
The Rules and Procedures Committee’s functions shall include, but are not limited to, the following:
1. Preparation of amendments to the Council Constitution and Bylaws.
2. Preparation of regulations for elections and the conducting and supervising of such elections.
3. Recommendations for the creation or abolishment of standing and special committees.
4. Recommendation of procedures for staff participation in the government of the University.
Additionally, the Rules & Procedures Chair is responsible for maintaining an updated listing of representatives appointed and/or elected to SAC and serves as the parliamentarian.

During March and April 2008 nomination forms were sent out to staff for eleven (11) seats open for election during the 2008 election period. Once nominations were received, ballots were prepared and distributed through University Mailing Services. The SAC ListServ was utilized on numerous occasions to remind staff of both nomination and ballot deadlines. Return ballots were counted by the committee with 3 members present (Mike Hammer absent). Results were forwarded to Carey Warner, Chair, as well as announced during the May 14, 2008 meeting. New members as well as candidates who ran for election were notified by email.

A Rules & Procedures Committee member served on the Distinguished Service Award selection subcommittee during the interview process in October 2007. Another Rules & Procedures Committee member, Anise Arterbery, served on the Staff Scholarship Selection subcommittee in May 2008.

Updated Membership lists were provided to members at various times during the year. Once new members are seated and/or appointed at the June meeting, an updated 2008-2009 SAC Membership list will be emailed to all members.

Respectfully submitted,
The Rules & Procedures Committee
Staff Advisory Council
Awards and Recognition Committee

2007-2008 Year in Review

Members: Becky McIntire – Chair; Bea Peters (until her retirement in Jan), Dave Ford, Anthony Perna, and Nathan Moorman.

Bylaw Description
This committee shall consist of four (4) or more members of the Staff Advisory Council. The committee shall be responsible for policies and procedures related to the presentation of an annual award and recognition of Administrative/Professional and Classified staff members of Oklahoma State University. This shall administer the nomination and selection processes and conduct the award presentations. The Awards and Recognition committee will be responsible for other awards and recognition of staff as such arise.

1. Distinguished Service Award Subcommittee – This subcommittee of the Awards and Recognition Committee shall be responsible for the selection of the Distinguished Service Award Recipients. Membership shall consist of the Vice-Chairperson of the Council. The SAC Vice-Chairperson shall serve as Chair of this subcommittee.

2. Scholarship Subcommittee – This subcommittee of the Awards and Recognition Committee shall be responsible for activities associated with the Council scholarship. Membership shall consist of the Vice-Chairperson of the Council, and any outside, non-council members the council Vice-Chairperson deems reasonable. The council Vice-Chairperson shall serve as chair of this subcommittee. The duties of this subcommittee shall include but not be limited to:
   a. Drafting scholarship application forms – the application form used shall be submitted for review and approved by the May meeting of the Council.
   b. Advertising the scholarship – advertising of the scholarship’s availability shall begin no later than July 1 of the calendar year.
   c. Administering the scholarship award – the subcommittee shall determine eligibility criteria, confirm eligibility of the applicants, select recipients, and supervise the dispersal of monies.

ACTIVITIES

Staff Awards Day, November 1, 2007
1. Distinguished Service Award Presentations
2. Recognition of all nominees for the DSA
3. Recognition of SAC’s scholarship recipients
4. Recognition of Leadership Development Program Graduates
5. Recognition of Years of Service Pin recipients

The Awards Day took place in the Student Union Little Theatre. Administration provided funds for the cookies/punch reception; a total of $933.25. Administration also funded the Years of Service pins; a total of $8371.45. Service Pins and a Paperweight Embossed
Clock (ordered from MTM Midwest Trophy in Del City) were given to employees with 25, 30, 35 or more years of service.

The contract for Years of Service pins is with Terry Berry Co. There are two more years left on this contract. The cost of the pins was higher due to the change in the logo which meant we had to replace the entire stock of pins.

The pins have been placed in Human Resources Hub for any unclaimed pin pickup.

The Little Theater has been tentatively reserved (awaiting confirmation) for the 2008 Staff Awards Day for Wednesday November 5, 2007.

**Staff Appreciation Day**
Staff Appreciation Day was a great success this year. The weather was not cooperating so we did have to move the picnic to the indoor location. We had over 1,200 staff members in attendance and Burns Hargis spoke to the staff. Haliburton of OKC catered the meal consisting of barbeque sandwiches, baked beans, potato salad, condiments and cookies and this year we had 100 vegetarian meals of which 96 were served. The meal cost $5140.00. The cost of drinks from vending was 768.38 The PR Committee assisted with getting the tables and chairs from the Physical Plant and also with getting vendors to participate in the event.

**Fundraisers**
This year the A&R committee had three fundraisers. The first one was a bake sale at the walkaround. The baked goods were donated by the SAC members and we made $200.00

The second fundraiser was in conjunction with the Staff Appreciation Day picnic. We purchased a gazebo from Lowe’s at cost ($50.00), we also had expenses of 89.79 with total ticket sales at 375.00 leaving 285.21 as profit.

The third fundraiser was another bake sale during finals week located outside of the Student Union by the Chi-O Clock which raised 178.80 in profit. The leftover baked goods and water was donated to the homeless shelter which was greatly appreciated by them.

Funds were also raised for the “loose change” donation from SAC members at meetings. Members were simply asked to donate loose change they had in their pockets. The total raised was 168.98

We also received a very generous donation of $3000.00 from Dr. Stephen McKeever thanks to Jason Pogue’s persuasion.

The total for fundraising contributions this year was $3922.78 with the expenses of 89.79 leaving 3832.99 as profit for the scholarship fund. The Gazebo Fundraiser donations were received by ticket sales with one ticket @ $1.00 or six tickets @$5.00. All donations were deposited into the SAC Scholarship Fund.
Members: Leslie Miller (chair), Deborah Evers, Jason Pogue, Larry Curtis, Marsha Chapman, Lori Wieder

The following recommendations were made by the SAC Policy, Benefits, and Budget Committee from July 2007 – May 2008 and voted upon by the entire SAC Council:

Equity Pool Recommendation
PB&B recommended that Administration create an equity pool (or pools) separate from the anticipated annual raise program to be used to bring staff position salaries that are farthest from normal market values closer to normal. It was also recommended that funds from the equity pool (or pools) should be used to address staff positions that are at the lower end of the pay scale.

Rest Break Policy Recommendation
PB&B recommended that Administration amend Policy 3-0713, Attendance and Leave for Staff, section 6.01 A. be changed to read, “Each unit administrator shall allow full-time non-exempt staff one rest period during the first half of the workshift and one rest period during the second half of the workshift,” etc.

Performance Evaluation Review Form Recommendations
PB&B recommended that Administration make adjustments to the new Staff Performance Review form to include two additional rating levels: Unsatisfactory, Merit.

In a separate recommendation, the committee recommended adding an additional section to the Staff Performance Review form under the heading, “Professional Development/Service to University”

Incentive Plans for Licenses Recommendation
PB&B recommended to Administration that employees who continue their education to receive or maintain licenses or certifications relevant to their trade or position receive a financial incentive or reward greater than or equal to the cost associated with getting the license or certification.

Health Insurance Premiums for Dependents Recommendation
PB&B made the following recommendation in response to the OSU Faculty Council health insurance premium recommendation:

SAC recommends that OSU adopt the March 2008 Faculty Council recommendation on health insurance premiums, conditional upon the following points:

#1 Employees making less than $30,000/yr base salary will not lose any benefits.

#2 Implementation of the recommendation is based on a tiered structure, targeting the lowest paid employees to receive the greatest degree of benefit.
Funding the recommendation does not impact staff raise programs.

OSU continues to pay 100% of health insurance premiums for individual employees.

Furthermore, SAC has the following additional comments for consideration:

A. SAC is receptive to the idea that OSU implements the recommendation at a lower percentage than proposed by Faculty Council (for example at 63%) in order to make point #1 more feasible.

B. If the recommendation is accepted and implemented, OSU should hold another open enrollment period for dependents, with no pre-existing condition clauses/exceptions.

Additional topics discussed by PB&B throughout the year included bus shelters, day care, flex benefits, the smoking policy.
Staff Advisory Council
Public Relations Committee
2007-2008 Year End Report

Four (4) or more members of the council shall constitute the Public Relations Committee. This committee shall be responsible for keeping the University community informed of all activities of the Council through whatever channels of communication are deemed necessary.

Full Term Members: Katie Reim (Chair); Sue Moore, Pam Ledford, Jana Allen, Amanda Lowe

Monthly Activities:

**New Employee Orientation:** The PR committee supports OSU Human Resources each month by providing a presenter and two greeters for each orientation. A SAC brochure is included in each new staff members NEO notebook. The presenter is allowed 5 minutes to give a short message welcoming new staff. The SAC member uses a power point presentation at each orientation and it is available for viewing on-line at [http://fp.okstate.edu/sac](http://fp.okstate.edu/sac).

**Staff Advisory Council Web site:** The Web site went through technical changes during the first of the year. Updates and changes were made when possible.

**Monthly Breakdown**

October 2007

**Bake Sale:** The PR Committee assisted the Awards and Recognition committee with a Homecoming Walk-around bake sale bringing in $200.

**Distinguished Service Award Selection Committee:** A member of the Public Relations Committee served on the selection and interview committee.

November 2007

**Staff Awards Day:** The PR Committee worked with Awards and Recognition Committee in promoting Staff Awards Day, November 1, 2007. We made the posters for the event and promotion to staff. Many of our members also served at the service pin table, greeted staff, served refreshments and anything that was needed to promote the event.

January 2008

**SAC Brochure:** The PR Committee updated the NEO brochure and distributed the updated brochure with the new officers and members to Human Resources.

March 2008

**Staff Appreciation Day Luncheon:** The PR Committee started contacting vendors to display their merchandise for the Staff Appreciation Luncheon and
collecting door prizes. Additional assistance was received from other committees on council and was greatly appreciated.

**Staff Scholarship Fundraiser:** The PR Committee assisted the Awards and Recognition Committee with the promotion of the scholarship fundraiser, by making fliers, posters and selling tickets.

April 2008

**Staff Appreciation Day Luncheon:** This event was held April 3, 2008, in the Student Union Ballroom. (Due to weather, it was changed to this location; usually it is held on Willard Lawn.) The PR Committee promoted and supported the event in conjunction with the Awards and Recognition Committee. The PR Committee helped to secure the vendors for the event. We had approximately $2,000 worth of door prizes and numerous vendors.

Respectfully Submitted,

Katie Reim
Public Relations Chair