STAFF
ADVISORY
COUNCIL

“The Council that's working for you”

OSU STAFF ADVISORY COUNCIL MINUTES
March 13, 2002  416 Student Union  1:15 PM

Present: Beeler, Bergbower, Blackburn, Brooks, Kay for Cameron, Cimino, Collins, DeBock, Good, Hart, Higgs, Hunt, Ingham, Jacobs, Magness, Miller, Mitchell, Payne, Reedy, Richardson, Rogers, Traynor

Absent: Cookerly, Fletcher, Hays, Hundley, Riggs, Shields

Myra Traynor called the meeting to order at 1:18 pm, and Diana Jacobs called roll. Myra asked if everyone had reviewed the minutes and asked if there were any changes to the minutes. With no one having changes, Myra asked those in favor of approving the minutes, and minutes were approved by voice vote. Myra asked if anyone had any changes to the agenda. Myra mentioned moving Old Business up to under Executive Group Update. With no changes, Myra asked those in favor of approving the agenda, agenda was approved by voice vote.

Executive Group Update – Dr. Tom Allen, Dean and Vice President for Health Affairs at the OSU College of Osteopathic Medicine

He introduced Toni Hart and Bavette Leeper who distributed some handouts. Of 144 top medical schools in the U.S., we are ranked 37th. We are ranked 23rd in best graduate schools with medical specialties in Family Medicine, and 16th in best graduate schools with medical specialties in Rural Medicine. One out of five doctors in Oklahoma is a Doctor of DO(manipulative medicine). Students in Tulsa take more hours than those at OU. OSU vs. OU – OSU has a more family atmosphere and they understand people – they produce family doctors. They are near top rankings. They are the only nationally ranked medical school in Oklahoma. Each year they have 150 residency slots in different areas – most select primary care. They complete a four-year program then do their residency. If you know of anyone interested in this school, feel free to give them Dr. Allen’s number. They admit 88 students per year out of 1000 applicants. OU admits about 140 students per year. They have about 350 students at any given time, plus the residency students. Out of 1734 graduates, half are practicing in Oklahoma. One out of three practices in a small town with a population of 10,000 or less. His motto is “we prepare physicians and scientists.”

Old Business

The President’s Open House is scheduled for April 10 at 2:00. Deborah Shields is working with the President’s Office. We will need to be there to mingle and help. This is the same time as our
April meeting. Leslie Cimino made the motion to change our April meeting time to 12:45-1:45. If someone can’t come due to time change, it will not be counted as an absence. It was seconded and passed by showing of hands. That meeting will be held in 412 SU.

**Recycling Task Force** – Lisa Collins volunteered to serve on this committee. They will meet every two weeks until Earth Day. Their meetings are brainstorming sessions on ways to get people involved in recycling.

Wes Higgs mentioned the mass recarding of ID cards – there is booth space available if SAC would like to participate, April 4-16. It would be a way to get nominations, carnation sales information, and hand out any information we would like. The time it is usually 9-5. The booth wouldn’t have to be manned all the time. When no one is available, we could just have handouts that people can pick up. There will be an 8’ table. A sheet was passed around for volunteers who would be willing to work in the booth at different times (maybe two hour slots).

**Branch Campus Reports**

**OSU-Okmulgee** – Devin DeBock – The Policies committee has finalized a set of rules for selecting outstanding staff members. They will be voted on at next meeting. If passed, it will be incorporated into the bylaws. It looks at portfolios, questionnaires from supervisors and co-workers. There is a small interview with the committee. They hope to put up their new web page by the end of this semester. They are getting a lot of ideas from our web page. They are putting together a finalized yearlong calendar with dates, events, etc. which will help SAC during the year. They have an interim chairperson to complete the chair’s term. There will be a 5% reduction campus wide with faculty and staff hiring freeze. They are offering an early retirement package. There will be three sessions to inform people.

**OSU-OKC** – Karen Kay attended for Glenda Cameron. They rescheduled their meeting this month because of spring break. They presented some bylaw changes (mainly wording and clarification changes) last month for people to review and those will be voted on at their next meeting. They have changed the election dates – the new executive committee takes over in July rather than in August. They are trying to come up with a staff shirt that can be sold (this has been done in the past as a fund raiser, but for a shirt like ours it would run $35-38). Their bookstore manager is working with them to have a staff t-shirt for sale in the bookstore. They will stock so many. All faculty and staff receive a 10% discount and the 10% will go to SAC. They are having a picnic in May that will be held during lunchtime for two hours so everyone can come. Their president had an open house for staff. Last semester, he made a questionnaire available with generic questions. This time he and Kay worked together to develop questionnaire as to what kind of staff development staff would like to see. They will review the comments and see if they can be developed.

**OSU-Tulsa** – No report

**OSU-Com** – Toni Hart – Their officers are in areas where they can’t leave and be gone for long periods of time. Their goal this year is to come and take part in our council meetings. They brought handouts (their reporter that they put out each month and their minutes from previous meetings). They are also on their web page. Their agenda differs from ours. They don’t affect policy like we do. They are basically there to raise money and try to change things. They have clinics in Tulsa and clinicians are very restricted in their hours (make appointments, take money). They try to alternate clinics between north campus and main campus. Their SAC President is
automatically chair of the United Way. The Day of Caring and Angel Tree are projects of Council. Their other goal is to bring faculty and staff together. They have no limit on their terms.

The college celebrated their 30th birthday on Monday. A kickoff for the family fund was presented. Their goal is to raise $20,000. They are investing in their school. Provide funds for library issues that you can’t use state funds for. It also gives the development officer a chance to go out and raise funds. They raised $7,000 the first day. People bought into it. It will benefit everyone and will make a better working environment for everyone.

The staff elections are in May. They have a staff picnic every June. Last year they had a dunk tank and raised $500 off dunk tank. The dean participated as well as director of human resources. This is when they present their awards. They have an Outstanding Staff Council member award and professional employee of the year award. They are doing shirt sales as a project. They do chili cook-offs and jean day (It raises $300-350). This money goes for scholarships (six scholarships of $100/each). People pay $3.00 and get to wear jeans. They give them stickers to wear to show that they paid to wear jeans. They usually try to do this three times per year. Their meetings are held on 3rd Wednesday at 10:00 am. They would love to have someone from Stillwater join them in their meetings.

Report of Standing Committees

Awards & Recognition – Leslie Cimino
Administrative/Professionals Day is April 24. The flyers are out. Be sure they get posted. All who can help deliver carnations on 24th wear shirts and meet in 416 SU about 8:30 or 9:00. Her work-study will have folder for each building. She received the first orders from President Halligan and Dr. Birdwell. She will need drivers to help deliver carnations.

Policies, Benefits, and Budget – Leslie Miller
She was unable to attend the University Budget Committee because she was sick. Denise Brooks attended and the first budget cut was 1.057%. The second reduction is 1% for a total of 2.057%. Some departments are choosing not to fill faculty positions. There may be a tuition increase for FY03 and a 1 ½% budget reduction. This should not affect any staff positions, but might affect raises.

SAC student employee, Constance, has finished entering the survey data for all those respondents who entered information about children. She will be starting the remaining surveys next. These should go much faster, but there are more of them, so Leslie is not sure how long it will take to finish (hopefully by the end of April).

Last month SAC asked PB&B to look into the issue regarding the use of sick leave for parents who adopt. Tonya Magness researched the policies of other Big 12 universities and found that all of them, except OSU, allow some use of sick leave by adoptive parents. Iowa St., which had the most restrictive policy, allowed five days, whereas the majority allowed full use of accrued vacation and sick leave. Some schools even allowed 12 weeks of FMLA leave without pay to be taken after all regular leave as used up. Additionally, other Big 12 schools’ leave policies were move clearly written, easier to understand, and specifically addressed issues such as leave for fathers and adoption situations. I think it is quite clear that OSU’s policies regarding “maternity leave” are poor in comparison and should be changed.

To that effect, Tonya has put together a draft recommendation. My committee has seen this draft, but we haven’t yet met to discuss it. I am passing out copies today so that you all may take a look
at it and provide input to us. I believe we will want to add specifics as to what exactly we’d like to be incorporated in any new policy (policies), but those items will be in line with what other universities are already doing. There was some discussion on two people living together with children involved. The parent can take off to care for the child, but not the roommate. There was discussion on “domestic partners” living arrangements. Biological parents can take off to care of children. OSU has a very generous sick leave policy. If you have a note signed by your doctor, you can take off however long the note says. Annual leave is time given to take vacation or take time off to take care of business. Sick leave is a bonus. Holly said there are conflicting policies. Wes said abuse drops with pto system. You use your leave or lose it. We can accumulate up to 1600 hours of sick leave (1200 hours can be used towards retirement). There was a lengthy discussion. Leslie Miller would rather tamper with reasons why you can take off. Leslie felt PB&B committee rather than Strategic Planning Committee should make any recommendations on leave. OSU’s leave policy is more generous than other universities and private organizations.

Faculty Council has expressed interest in supporting any recommendation on this with a concurrent resolution. PB&B has not had a chance to look into the issue of providing balance statements to employees enrolled in the HMO Insurance plan who are not actively using their flex benefits accounts who may not be aware that they have money available in their accounts (paid by OSU).

**Rules & Procedures** – Duane Hunt

His committee reviewed two issues submitted to the Council during the February meeting, the proposed vision statement and the proposed change to the bylaws regarding the number of terms a SAC representative may serve in succession.

It was the committee’s recommendation that if the Council adopts the vision statement it should not be incorporated into either the Constitution or Bylaws. Instead, the document should be a stand-alone statement.

In regards to the proposed change on the number of terms a SAC representative may serve, the committee felt the proposed rewrite of Article B, Section VI, Term of Office, was acceptable as written with only a minor change. This change is to just add paragraph C to the end of the restated B. This would prevent relettering the reminder of the section.

Leslie Cimino made the motion to approve the bylaw as proposed. Motion was seconded. Discussion was held and motion was amended.

“B. Members of the Council may be elected to no more than two (2) terms in succession; however, a member may serve any number of disconnected terms, and even though the member has served two (2) terms in succession, the member may from time to time, serve two (2) more terms in succession after a break in service. 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.”

Myra called for a vote. Motion for bylaws change passed by show of hands vote. Motion passed. Duane felt bylaw changes should be taken to the staff as a whole for approval. Motion was seconded. Discussion was held and it was moved to table this until the May meeting, seconded. It passed and will be tabled until the May meeting.

**Public Relations** – Wes Higgs for Rita Hundley
Nomination forms and scholarship applications were sent out last week. Extra copies of scholarship applications are available for members to take back to their office and distribute as needed.

Sheryl Beeler will be working with the Awards & Recognition Committee on publicity for the carnation sales. Order forms are scheduled to go out in the mail on Thursday. Extra copies are here for members to take and distribute. A picture was taken on Tuesday of Drs. Halligan, Birdwell, Alexander and Bird turning in carnation orders to Leslie. Picture and article to appear on back page of O’Colly sometime in next month.

The Newsletter is almost ready and will be passed around for review. The goal is to have it in the mail early April.

**Faculty Council Meeting Update** – Holly Bergbower

Dr. Keener was at the meeting. He is looking good and has lost a lot of weight. Smart card presentation was given. They are checking in to putting course evaluations on line for students to fill out. They discussed the final exam overload. Class dropping – they are looking at having only one week to drop. SGA wants to give students until the 2nd week to drop classes. There is a general faculty meeting March 25th, 3:00p.m., at West Watkins Center. Everyone is invited. Faculty Council thinks technology polices were written very poorly. They have two open slots-CEAT and OSU Tulsa. Retirement update: looking at timeline of July. They think they can move people back to retirement they had and maybe doing away with OTR. People may have option to stay on OTR or change. KOSU won award for coverage of OSU plane crash. President Halligan said his office would help find people to fill open slots on SAC.

**Old Business:**

Strategic Planning Committee – no report

Faculty Council meetings: Wes Higgs will attend in April and Holly Bergbower will attend in May. Tonya Magness will be greeter for new employee orientation in May.

Toni Hart asked about SAC attending Faculty Council meetings.

Louisa Payne made the motion to adjourn, motion was seconded. Meeting adjourned at 3:20pm.