Here are the minutes of the May 14, 2003 Staff Advisory Council meeting.

STAFF ADVISORY COUNCIL

This is a draft of the minutes. They will be approved at the next regular meeting.

OSU STAFF ADVISORY COUNCIL MINUTES

May 14, 2003 416 Student Union 1:15 PM

Present: Beeler, Blackburn, Collins, Gedon, Hare, Hunt, Jacobs, King, Livsey, Magness, Miller, Mitchell, Peters, Phelan, Richardson, Sanmann, Tanner, Thomason, Williams

Absent: Brooks, Cimino, Conner, Dark, DeBock, Leeper, Rogers, Shields, Welliver,

Tonya Magness called the meeting to order at 1:15 pm. Diana Jacobs called roll. Tonya announced that Hannah Barbara Fulton resigned from Council; which leaves a classified vacancy in Business and External Relations.

Tonya asked if there were any corrections to the April 9th minutes. There being no corrections, the minutes were approved.

Tonya amended the agenda: under Item #10 New Business to include a report by Marilyn Thomason on SARS and what OSU is doing to prepare students and staff. Note: Marilyn was recently appointed to the University Task Force to address SARS. Amend Item #2 to address University Wide committee assignments, and add announcements under New Business. Change the OSU-Tulsa representative to Terry Dark. Need to move Treasurer's Report to after Executive Group Update because Bea needs to leave meeting early. Tonya made the motion to approve the agenda as amended. It was approved by voice vote.

E-Team Update: Dr. Michael Heintze, Vice President of Enrollment Management and Marketing. He is in his third week. The departments who report to him are High School and College Relations, Admissions Office, Registrar's Office, Financial Aid, and SIS Group. One of his duties is marketing. He wants to bring all campuses together, and promote OSU. He wants to develop an enrollment management plan
and a marketing plan. He wants to work to achieve a plan for efficiency. Technology is a big player especially in the Registrar's Office, Admissions Office, and Financial Aid Office. We could scan paper/reports electronically and do away with the many file cabinets in these offices. Departments would have to have a good scanner.

He looks forward to working with everyone at OSU and coming to another SAC meeting.

Treasurer's Report: Bea Peters As of 5/8/03 our Foundation Scholarship account stands at $6,770.00

Our regular maintenance account: Current balance $1,474.02 I would say no more than $500.00 (high estimate) of outstanding bills. This includes the News Press ad charges, the training luncheon coming up, and a few stragglers coming in. This leaves this account approximately $975.00 in the black. (Due in part to many personal donations of supplies, printing, etc.) VERY GOOD NEWS REGARDING THIS ACCOUNT!!!! The budget figures are in for FY04 and we will receive the $12,000 we normally receive without a budget cut. Our FY03 budget had been cut slightly. Also, included in the FY04 budget is $8,000 for our Staff Appreciation Day. This makes our total budget $20,000.00.

The Fund-raising account: Balance $1,323.68 240.75 (Little House of Flowers) $1082.93 (There will other expenses,)

The SAC Scholarship account: After the $1500 scholarships come out of this account (which I am getting ready to transfer soon) we will have a balance of $1064.78.

Report of University Committees Faculty Council - April: Marilyn Thomason Faculty Council met yesterday afternoon (May 14th). The faculty was informed that it has been approved for the faculty to ride the bus to and from Tulsa campus for free. This will be on a trial basis for the fall semester. This will then be re-evaluated. It was noted under status of recommendations that the faculty council endorses SAC's recommendation for Martin Luther King as an additional paid holiday. Steve Rodgers, Director of University Health Services, gave a special report on the status of SARS preparation on campus (more detail will be given in the SARS Task Force report). Report on the Cafeteria Plan was also presented. There were some questions, but little discussion. Each committee gave update reports, as well as, review of the committee's work for the year. Under old business, there was an update on the NOC Task Force. A committee from OSU went to Oregon State University to review the combined campuses
program in place there. Oregon State's program is similar, but different than OSU's proposal; primarily, in the area of faculty and order of implementation of the different phases of the program. New business consisted of presentation of certificates to outgoing council members. A recommendation was made to obtain a different meeting area for next year's meetings due to limited space at present location.

CIS Protocol for Network Use: Sallie Wright did a slide presentation on Office of Information, Technology Systems Security. The mission is to protect the institution by identifying and implementing information technology security best practices. The vision is to be recognized nationally for excellence in Information Technology Systems Security. Do not sign up for anything on Yahoo and change your passwords often.

The role of Security is: information security, policy, strategy, governance; information security engineering, information security administration and operations, crisis management, incident response, investigations, and disaster recovery/business continuity.


Under confidentiality - Attempts to prevent the intentional or unintentional unauthorized disclosure of a message's contents; and loss of confidentiality can occur in many ways, such as through the intentional release of private company information or through a misapplication of network rights. Under integrity unauthorized personnel or processes do not make modifications to data, authorized personnel or processes do not make unauthorized modifications to data, and the data are internally and externally consistent. Availability ensures the reliable and timely access to data or computing resources by the appropriate personnel.

How do we evolve from one state of excellence to the next? Document current status, define desired state, and develop a strategic plan and road map to enable the change. There are several security awareness workshops offered. They are offered in five locations: OSU-STW, OSU-OKC, OSU-Tulsa, OU-Norman and OU-Tulsa. Twenty courses are offered for general users, system administrators and management. All workshops are free of charge for OSU and OU staff and faculty. Instructors are experts in their course subject.

Branch Campus Reports OSU-Com: No report OSU-Okmulgee - Devin DeBock was absent but Tonya presented his report. Mary Chicoine,
OSU System Strategic Planning consultant, will be on their campus to make two presentations for all employees Wednesday, May 14th to provide a broad overview of what employees should expect to see as OSU-Okmulgee participates in the system-wide Strategic Planning process during the upcoming year. Presentations will be held Tuesday, May 13 and Thursday, May 15 to present the proposal regarding the proposed tuition and fee plan for FY04. All sessions are open and are being held to fully inform all students, faculty and staff of OSU-Okmulgee's needs with respect to a tuition and fee increase for next fiscal year.

The Worse Case Scenario (WCS) Sub-committee has met several times in the past month. The committee's first proposal, to implement a voluntary furlough program, was approved and implemented by administration. This plan with the usual summer leave from faculty looks to bring a significant cost savings for this summer. The WCS sub-committee is still meeting to finalize a second proposal of suggestions to help save money if the budget situation worsens.

In an effort to streamline services, reorganizations have occurred with Student Union Services, Business Services, University Police, and Academic Services on OSU-Okmulgee's campus.

OSU-OKC: Laura Hare They had a Silent Auction as their fundraiser. They raised about $1200. They are planning a faculty/staff luncheon on 5/30/03. They are going to have a Rescue Fest on Saturday. This is where they have a mock emergency situation on campus. Enrollment is up for summer and fall.

OSU-Tulsa: No report

Report of Standing Committees

Awards & Recognition: Trisha Gedon Trisha said we made about $500 on the carnation sales. Her committee will be meeting next month and will decide if they want to split the awards and luncheon or combine it back like it was.

Policies, Benefits and Budget: Sheryl Beeler This committee met May 7, 2003. They are still reviewing the Performance Evaluations. At this time, they have decided to put the survey on hold. They are continuing to research and study performance evaluations from other Big 12 institutions and other companies.

Leslie Miller attended a meeting on OTRS and gave a report on that. As many of you probably know from past reports and information,
OSU would like to get out of mandatory participation in OTRS. This is largely due to issues that affect faculty (and faculty recruitment) more than staff, but still have an impact on us all. Other OTRS issues OSU would like to address are of great concern to staff, including the inequity of benefits provided to all OSU employees vs. employees who work for the public school system. Any of these changes would have to be accomplished by passing a bill through the state legislature.

In two recent meetings organized by Human Resources, Mr. Robert White, OSU's legislative policy analyst, came to Stillwater to bring us up to date on current OTRS legislative efforts, pushed primarily by OSU (but also supported by OU), at the state capitol.

According to Mr. White, the state legislature, due to circumstances of the past, is extremely reluctant to tinker with OTRS, and passing any legislation involving OTRS is very difficult. Nothing, apparently, will be passed without the "blessing" of Tommy Beavers, the Executive Director of OTRS. However, things are sort of more favorable for us at the capitol right now because Senator Morgan, who represents Stillwater, is currently in a fairly powerful position. And, in fact, Representative Ingmire introduced a shell bill that successfully moved through the legislative process.

A shell bill is just a bill, with a number, that doesn't really have any content in it, and it is understood that the content will be added later before being voted upon. The real strategy, of course, revolves around what to put in the shell bill and when to bring that forth for a vote, this legislative session or the next.

In first meeting with Mr. White, he provided us some of this background and discussed some of the strategies being considered. Anne Matoy provided a report on how things were going with Tommy Beavers, because Human Resources has been working very closely with him to ensure that whatever we present will have his approval. If we put together a draft bill that he doesn't support, there's probably no chance of it getting passed. Apparently, he seems to mostly support our suggestions/proposals, but he is obviously concerned about unfunded liability should OSU and OU withdraw from the system. While OSU is committed to "paying" our fair share in order to get out of OTRS, from his perspective, it would be pretty devastating if we did get out, and then later reneged on any agreement to continue paying in. So that appeared to be a possible sticking point and certainly an item of concern.
In the second meeting, some things had moved forward. The decision had been made that trying to get a bill in place to ask for the whole shebang (getting out of OTRS, addressing inequities, etc) would be too much and too precarious to push for this legislative session. So that's going to wait. However, it may be decided to use the shell bill to introduce three specific items that would benefit OSU and make Tommy Beavers happy:

Reducing the age of mandatory participation to 40 or 45 (from 55), Reducing the vestment period to 5 years (from 10), and Providing some interest payment for money withdrawn early.

Public Relations: Hank Welliver - No report

Rules & Procedures: Bonnie Richardson - No report

Old Business SAC Web-Master: Bonnie Richardson We need to find someone to be web master. Leslie will continue serving as web master for a while. The new web master may or may not be a member of Council and will attend E-group meetings to keep updated on what's happening. The Council decided that the Public Relations committee should make a formal recommendation requesting administrative support for the Council web site and the SAC listserv. This recommendation should then be voted on at the June meeting.

New Business SAC Election Results: Bonnie Richardson The election results for the 2003-2004 election are: Academic Affairs-AP - Duane Hunt and Jana West; Academic Affairs-Classified - Elizabeth Condit, Diana Jacobs and Donna Whitmore; Business & External Relations - Dave Ford, Kathy King and Brenda Wyant; Student Affairs - Lisa Collins

Hank Welliver was inadvertently left off the SAC Business and External Relations ballot for re-election. Bonnie recommended that Hank fill the Fulton term ending in 05. The Council will vote on this recommendation at the June meeting. Memos were mailed to those individuals who did not win the election. New members will give Hank Welliver their shirt size at next month's meeting.

SARS Task Force: Marilyn Thomason - There is something on the news every day about SARS. In preparation for incoming international students the University has taken a pro-active approach. It has set up a SARS Task Force to protect the safety of the staff, faculty, and students of OSU. As I have just been appointed to the Task Force I have not attended any of the meetings, but I can tell what the
University Health Services is doing. We have been working hard over last several days to create policy and procedures, as well as, protocol for incoming students of affected areas. Nothing is firmly in place at this time because of continual changes almost daily from the Center for Disease Control (CDC). The University Health Services will do an intake interview upon the students' arrival to campus. The student will be instructed on signs and symptom of illness and when to contact the medical staff on campus. The students will return to the clinic at the end of 10 days to verify that the student is symptom free.

The Director of the University Health Service, the Medical Director, and the Nursing coordinator are attending a meeting next week in Oklahoma City with the State Health Department and representatives from OU, Central State, and other colleges and universities in the state. At this time there are no universal guidelines in place from the CDC, so OSU and others are working with the State Health Department to have continuity of care for the student's. Currently, as far as staff is concerned, there have been calls to the Medical Director asking about staff handling packages and mail from the affected areas. At this time there is no indication of contracting the disease in this way. Primarily, this is due to the short life of the bacteria on surfaces. You can receive updates and get links to the CDC by going to university home page and/or University Health Services site. If anything arises that will affect staff, I will contact Diana to get to the council as soon as possible.

University Wide Committee Assignments: The council is aware that staff serve on various university wide committees. Staff members that have requested to be reappointed to serve and vacancies for other committee's are as follow: Diversity Advisory Board Carol Hackerott Jayamkondan Subbiah. This leaves 1 classified term ending 8-31-06. Flexible Compensation Benefits Greg Fox. Student Conduct Craig Satterfield. This leaves 2 classified terms ending 5-31-06

The Athletic Council is the only other committee needing someone to fill a vacancy. Athletic Council 1 A&P term ending 8-31-07

Announcements: Tonya Magness: The Transition Team Meeting was held May 6th. The agenda was: Review of the First 100 Days Discussion of constituent perceptions regarding initiatives and activities: Administrative Restructuring, Strategic Planning process, Budget cuts, Tuition increase, Block tuition, NOC, Retirement issues, and Media/marketing

Discussion of ideas for President's schedule of activities, time commitments, and communication was held.
There was not enough time to discuss all the topics as listed. However, I believe these meetings are very productive for the entire OSU system and provide staff an opportunity to give input at the executive level. As chair of SAC I appreciate the opportunities the new administration has and continues to provide for staff to have direct input. A recent example of this input was the "Proposal For 4 x 9 + 4" as was posted to the SAC listserv on May 7th. President Schmidly and the E-Team are making every effort to provide flexibility and boost staff moral while trying to address the difficult budget situation of OSU and the State of Oklahoma.

The SAC Officers will be attending the Stillwater Strategic Planning Retreat. May 15-16 on behalf of the OSU Staff. The retreat is scheduled in the Wes Watkins conference center. Details of the retreat will be posted in the June SAC minutes.

The next SAC meeting location will be changed. Once the location has been identified we will post the new location to the agenda. Motion was made to adjourn. It was seconded. Meeting adjourned at 2:50pm.