Marta Kochenower called the meeting to order at 1:18 pm. The roll call was completed; a quorum was present for voting purposes.

The agenda was approved.

The minutes of the April 11, 2012 meeting were approved.

Executive Update: Dr. David Henneberry, Associate Vice President International Studies and Outreach

Dr. Henneberry told the council about what International Studies and Outreach encompasses. All of their services except Study Abroad are located in the Wes Watkins Center (Study Abroad will move to the Student Union). Dr. Henneberry described the seven distinct divisions.

1) School of International Studies – Masters’ Degree – Graduated 21 in May 2012. Representative of 120 countries at OSU. 80-100 students from 17 countries. There are 120 countries represented at OSU. They added an undergraduate program this year in International Studies. They do not have regular faculty – OSU faculty teach the classes used for these degrees.

Throughout the world there are between 140-180 countries – they fluctuate to this extent. The ISO has been able to include an undergraduate program in International Studies to their curriculum this year.

2) Study Abroad:
   a. Incoming-Long Term students are here for a semester or a year. They will go home to get their degree.
   b. Outgoing-Long-Term students are going abroad for a semester.
   c. Outgoing Short-Term students are usually traveling with a professor for a short period of time (several weeks) and then return home.

There were up to 40 of these programs at OSU. Most of them are overseas during the spring. The ISO has an emergency response team that handles issues that may arise while we have faculty/students overseas.

3) CITD (Center for International Trade Development) mission is to teach the basics of exporting to developing companies.

4) ELI (English Language Institute) works with approximately 100 students honing their English and helping them become acclimated to the US. Help them get what they need to become successful student at OSU.

5) International Outreach – Strategic partners with other universities. “Experience Oklahoma Program” is one and they have 19 more scheduled before the end of July.

6) Correspondence Education Unit – there are two types of correspondence education. Difference between on-line and the “old” paper program

   a. On-Line Outreach program is a semester long – the students take classes and final exam at the same time.
b. Correspondence course – the student starts when they want to and have a year to complete. These are set up in modules. These are harder for faculty to teach – because each student may be working on a different module.

Correspondence courses are used by incarcerated and military individuals because they are better able to "carry their books"

7) Conferences and Meeting Services – have many areas in the facility for meetings/conferences/workshops, etc.

ISO handles international contracts on campus through: 1) the use of an MOU (Memorandum of Understanding) with other universities. They work together on a program but do not compete or commit any resources. 2) An “Activity Agreement” is more specific in its nature in setting out what will be provided for example a training program for a group of Chinese individuals coming to the US to review a specific college area such as engineering. This is a commitment of resources – there is not a standard form because it is unique to each program.

Process all international travel for OSU – ISO reviews all international travel requests. Travel restrictions exist for “high risk” areas per the State Department requires a special form that must be signed.

The “point four portal” is for the registration of international visitors to OSU – this allows us to keep track of international visitors in case any inquiry is brought forward. Please spread the word on registering international visitors.

Q&A
Do you keep data on how many international students decide to become US citizens? No, it is hard to track them once they leave OSU.

Are there any opportunities to volunteer with the international students, evening hours, etc? Yes, we have. Send him an email and he will provide contact person information.

Special Guest Speaker(s): Joe Weaver, Vice President Administration & Finance
Joe reported that construction work on Monroe has begun, the university does not have any budget information at this time, will be moving the track to make room for a new student housing in the next two years, SW garage time frame – scheduled for March 2013 per the contract.

Tuition increases – yes. They would be at a modest level in the low single digits not more. With the increases in student enrollment we have been experiencing we will be hiring more faculty.

Will all colleges and other state agencies be required to begin Energy Management programs? Yes, Richard Krysiak has been working with the legislators to develop a plan within the legislation. OSU is being used as the model for the state plan and challenge to all state agencies and universities.

Open carry legislation – University presidents will be allowed to set policy for their university.

Address the issue of utilities and housekeeping being out-sourced. Will current employees need to seek other jobs? If it is not a core business function of the university, look at it and see if a better service, lower price is possible. Wants to make sure the employees are taken care of. There is one group that could be making better money and have better benefits – still keeping their current job. Due diligence and save the University money is one of his tasks. Housekeeping is not been studied in depth at this time. Outsourcing can come with several caveats; 1) right to first refusal – you have to hire our guys and 2) find them another job in the university. Nobody needs to worry. We will do our best to take care of employees as we go through this procedure. We will use a very measured and studied manner during the consideration process – you will not see massive changes.

Is this being communicated to the staff? There is nothing he can say to stop rumors - what could he tell them – he has no more information to tell them than what he has just told us. Joe stated that at this time there is nothing concrete about any of this. His advice to employees: "if the outside cannot meet your price and your quality you have nothing to worry about."

Richard Krysiak, Chief Executive Officer, Physical Plant Administration
Richard stated that he wants to open up a channel of communication – feedback goes to Joe and back and forth. He hopes to open communication directly to him even from the council. Physical Plant employs 650 FTE and up to 150 students in the summer time. He wants to know if the message he has sent out is not getting all the way to the staff in the field. There is a large distance between the “boots on the ground and his office.” He is a hands on person – like to walk around and be with the guys.
The Physical Plant has changed –
Long Range Planning is now responsible for construction projects on campus.
Environmental Health and Safety are now under the Campus Police department.

The current study that could result in outsourcing is the Utilities/Power Plant. How many knew that the university produced their chilled water, steam, drinking water through our own Water Plant? This study is about half way completed and there is still at least a year to go. We want to be able to compete with whatever comes through the door. What is our MEO (most efficient organization)? We are working on the definition of this before any RFP goes out the door.

Q&A
Communication – Physical Plant employees do not have access to computers – he fixed a year ago (he thought). He has addressed this – the President puts stuff on “YouTube”, etc that they should be able to see. How many kiosks are available? There 13 set up in the two buildings – five others set up throughout the campus. But, now we are back to some of them do not know how to use them or where they are. This issue has evolved – they wait 3 or 4 months before he learns of it. Sometimes it is how each supervisor responds to this – the supervisor will not let us touch it. What does “access” mean? He hears the numbers are okay. Are thirteen enough for the time they are allowed to use them. There are no people standing in line – this is where the supervisor comes into play.

There is only one computer in the break room that will let you access the internet for outside information. The other computers do not let you do this, they are restricted. Some of the employees forget their password – come to them – there is a list of how to get your password. He thinks things are fixed. Passwords expire – not easy to retrieve. Access is defined by some of their supervisors that they must do it on their own time. There are some who will not make any effort to access their email, etc. Provide an opportunity for each employee to receive online training for safety, etc.

Jamie Payne – interjected that online safety training will soon be online – this will allow for more continuous computer access for PPS employees. They are also working on basic computer training for employees through Meridian Technology.

He does not want to see exceptions to communications happen with the PPS, he wants to really get the computer access and dissemination of information reinforced and made a part of their communication system.

Does he encourage skilled laborers to get licenses? He has never turned down anybody who wants to pursue a license, certification, etc that pertains to their job. Is it a benefit to us, if yes, then great they will consider paying the fees, etc? If you want to seek a license go to him for approval. He does want to make sure the person is a “keeper”. Annual renewals for licenses or certifications it is the employees’ responsibility.

Several SAC members extended thanks to Rick for allowing them to assist PPS employees through the SAC voting process. The employees also need to make a commitment to use the electronic means of communications. We also need to make them aware that is their responsibility. We are down to a training issue – we need to keep them engaged and find the answers to this.

Approval of Minutes: The April 11, 2012 minutes were approved as presented.

Treasurer’s Report: Mickey Gregg provided the Council a written report. There being no questions or changes; the report was approved as presented.  [Treasurer Reports:04-30-12 Treasurer Report.pdf]

Branch Campus Reports

OSU-Tulsa/CHS - Austin McCoy, Chair
No Report

OSU-OKC – Dawn Bateman, Chair
The OSU-OKC SAC will be voting on their new officers on May 15 through the end of the month. There are at least 2 candidates this year, at least two for each office.

They will hold a Staff Institute this summer next month. They will bring in a speaker and have open sessions for all staff to attend.

A historic moment will take place on May 10th when their faculty senate, staff council and president sign a Shared Governance document.
Graduation will be held Monday, May 14th at the Fairgrounds arena.

OSU–Institute of Technology – Robbie Vanhooser
No Report

Report of Standing Committees

Rules & Procedures – Donna Whitmore
Election results – Donna handed out a sheet that stated the members who were elected to the SAC for 2012-2015. Voting was light – perhaps lighter than last year. Ballots did not have to be handled by several people to get the final tally. Send recommendations to Donna on any issues that you may have had or heard about. There is no way to just open the one that belongs to you (especially if you are unaware of your division) just keep clicking. There is no specific breakdown of votes by college or work area.

The Executive Committee has discussed setting up a sub-committee to review the constituency areas and to provide more information about the candidates. Marta has gotten some preliminary information on how many people are in different areas.

Election of officers will be held at the June meeting.

Policies, Benefits, and Budget – Darlene Croci
No Report

Public Relations – Ray Catalino
The PR committee met on May 8th. Celebration plans are complete and they have 28 vendors. Ray is also developing a P&R handbook to pass along to the new chair about what they do, etc. He is also developing a “work request” to ask the P&R committee to do?

Storage location has been located, send or bring your storage stuff to Kathie Tanner (301 PIO) and she will get them stored. It is locked; if you need something, call Tricia a day ahead so she will be prepared for you come get it.

Awards & Recognition – Nani Pybus
Nani stated the picnic plans are on track and the service award brochures will be available at the event. SAC members are asked to come and help starting at 8:15 am, and be sure to wear your orange shirt.

Raffle tickets can be sold up until the drawing at 1:30 pm and can be purchased by any “benefit” eligible employees (e.g., .75 FTE and up). Note that this year lunch tickets were only sent to benefit eligible employees. Anyone questioning why they did not receive a ticket this year should contact Nani Pybus or Kim Sweeden.

Faculty Council Report – Debbie Stump
They gave their end of year reports. There are changes happening with the Graduate Assistants. New job titles are Graduate Teaching Assistants or Graduate Research Assistants.

AG and ITLE dean/director searches are continuing.

Officer’s Reports
Secretary’s Report: Kathie Tanner
How can we find out about past recommendations to Administration? That is being acted on now, Nancy Horner has been tasked with following up on this. She will provide me a report next week.

She visited with Jason Sullivan in Student Union about meeting rooms. We have been put on the list for Case Study room list for our meetings. July will not be open.

Vice Chair’s Report: Jean Kerr-Hunter
Scholarship applications 19 received and will be reviewed on Monday.

Chair’s Report: Marta Kochenower
Marta reported that OSU Foundation picnic feedback was mostly positive.
She met with Kirk Jewell and Jim Aldridge of the Foundation about the Foundation website; the SAC hot links have been activated for the Scholarships and Professional Development Fund. They would also like to add pictures of the scholarship winners to the website.

If you are interested in being a SAC officer, let Donna know. Elections will be held at the June meeting. The meeting will go back to a more formal setting as in the past. Recognition will be given to those who have served and induction of new members.

A sign-up sheet for next year’s committee assignments will be available at the June meeting.

E-Team discussed that each of the committee chairs to provide a written description and/or manual of the respective committees duties.

Thanks to Shelley for the suggestion of Lab Training. There was a flurry of emails between Shelley and Jamie to get this started. It is good to see a suggestion come to fruition.

**Unfinished Business**
None

**New Business**
None

**Announcements**
SAC meeting – July 11, 2012  1:15pm  room 126 of the Telecom Building.

The meeting was adjourned.

Respectfully submitted,

Kathie Tanner, Secretary
## Staff Advisory Council 2011-12 Attendance & Absence Report

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*Cumulative absences beginning July 2011 meeting through date of this meeting*