Myra Traynor called the meeting to order and Diana Jacobs called roll. Wes Higgs made the motion to approve the October minutes, motion was seconded, and October minutes were approved. Myra said that since Dr. Alexander was late, we would skip his update and go back to it when he arrived. Wes Higgs wanted discussion on Strategic Planning Committee to be added to old business and Duane Hunt wanted to add a proposal to the agenda. Dawn Good made the motion to approve the agenda with changes noted, motion was seconded, and agenda was approved.

**Broad Banding Update** – Anne Matoy, Assistant Vice President for Human Resources

In the mid 90s there was a compensation commission formed to review staff salaries. This was part of the Peat Marwick study. The commission came up with the idea that it would be highly desirable if OSU moved from the traditional pay plan to broad banding. This commission met for two plus years and they looked at how we would gain structure. They came up with four pay bands: Staff 1, Staff 2, manager, and executive. The commission took all positions and placed them within one of those bands. There are about 26 or 27 job groupings that were part of those bands. At that point the project was turned over to Human Resources and they went over what had been done and looked into greater depth. They looked at every position to see how they could be grouped. At the present, there are 25 generic job groups. They developed generic job descriptions. At this time they started implementing this plan. They had to report each job to the state. Each job title that links to the state system also links to the broad banding system. You may stay in one band all your life. You can increase your values to a unit or by learning new skills and abilities so you can move up within that unit. How you move up in that band is left up to your department, not to Human Resources. Human Resources will place people in bands, but not move up within bands. Supervisors are now more involved with employees in determining what career possibilities are. Training programs have been strengthened (leadership development program and advanced leadership program are two examples). They are reviewing guidelines and ways to move up with pay increases. Departments are given more flexibility with broad banding. Most trades groups are in Physical Plant – so this unit might be easy to work with to come up with training for employees.
Evaluations are very important. Job questionnaires will be generic and supervisors can add duties that pertain to their particular unit. Hopefully this will make the procedure easier. Is there any way that employees can evaluate their supervisors? The question of confidentiality comes up. If only one or two people work for one supervisor it would be easier to figure out who said what. It is not currently under consideration. Is there a salary cap in Bands? Pay in the bands overlap greatly. Human Resources is working with units to set up training for employees

**Executive Group Update** – Dr. Joe Alexander, Interim Vice President for Research

Administration has been in Washington. The focus of the executive group has been to prepare the congressional agenda. They are trying to get monies earmarked for OSU. They received 34 requests from Deans (some include focusing new buildings). The likelihood of getting a new building is not very good. Dr. Alexander works with the deans to narrow them down to a fairly small list and then give to the President. Then he and Emily Elliott try to sell them to the congressmen and senators. It is up to the President as to what items will be submitted. Deans have a period that they can meet with the President and try to convince him that their ideas are good. OSU has a fine sensor center. We have people and facilities - We need to upgrade – add more people and equipment.

OSU has had two suspicious envelopes arrive in central mailing – white powder substance. The powder turned out to be nothing. We had an excellent dry run. The postal people, OSU Police, Bio security people including Mike Strange who is in charge of health science center – all worked well together. Two employees exposed were isolated; substance was tested by State Dept. of Health and all worked well together.

Search in their office going on now is in intellectual properties. They are interviewing one today and two other yet to come; one in-house candidate and another off-campus candidate. This person handles negotiations, patents, licensing agreements, etc. This is a very important position.

What do we see for funding next year? Dr. Birdwell returned from Big XII vice presidents meeting and reported that every institution with exception of Oklahoma is facing a revision this year. This means giving money back. Nebraska has to give $39 million back over two years. It’s really tough to give money back. They do not expect OSU will face a revision this year. He thinks the president will wait until January before deciding are we doing to try and do anything this year to prepare us for next year. Some of these might be freeze positions; delay searches to generate salary savings and research enterprise will continue to grow. The best we can hope for next year is a standstill budget. What will the governor do with the rainy day fund? It has approximately $346 million. With economy like it is, they will be a lot more conservative that before.

Search for Vice President for Research is underway. They are doing a national search and is sure they will get a good person.

He was asked about the retirement issue. Faculty had a change in retirement. They are trying to get faculty out of OTR. The Faculty Council has taken this on as one of their agenda items. This mainly affects people who were in retirement system prior to 1995. The less you made, the more you were affected. Employees are vested in 10 years. If staff leave, they can draw out the money they have put in to OTR. Faculty can take TIAA-CREF wherever they go, even if they move to another state.
**Branch Campus Reports**

**OSU-Okmulgee – Devin DeBock**
Their strategic planning committee is about halfway through the process. They are working with human resources on a 365-evaluation process, which is a process for staff to evaluate supervisors. There is restructuring on absorbing the Vice President’s position. There will not be a search conducted. The current deans and vice presidents will absorb the duties of Dr. Williams.

There are several position vacancies on the faculty/staff council by members not showing up for meetings. The faculty council representative from Okmulgee is stepping down. There will be four people that will alternate attending faculty council meetings.

**OSU-OKC – Karen Kay** attended in Glenda Cameron’s place. She brought two other staff from OSU-OKC. They are trying to get staff active. They have established goals to promote attendance and involvement in staff council. They try and offer subjects or programs of interest to people on campus so their attendance will increase. They are making attempts to increase awareness of services provided by staff. They recently had a function where each area donated a pie and beside the pie was a description of who donated the pie and what they do.

Staff Advisory Council is establishing an employee-mentoring program where new employees will be assigned a mentor. They will show new employee around. They are asking for volunteers for this and they will give them a campus tour within the first two weeks of employment. That mentor will be available for questions and they will be in touch with them at least once a week for the first month.

They also have a job compensation committee initiated by the staff council. They are looking at staff positions/salaries.

**OSU-Tulsa - Marcia Hays**
The received an email from President Trennepohl that OSU Tulsa had a 100% increase in student credit hours during the first week of enrollment. They recently hosted the Advanced Leadership Program. They rode the shuttle to Tulsa, ate lunch, had tour and rode shuttle back to Stillwater. Thursday, November 15 – they are having their Thanksgiving Day dinner. They furnish the meat and dressing and everybody brings a dish. They have door prizes and a lot of fun.

The shuttle schedule is still the same and it will not run while school is out over Christmas.

**OSU-Com – No report**

**Report of Standing Committees**

**Awards & Recognition – Leslie Cimino**
There were 1220 tickets counted for Staff Appreciation Day. SAC got charged for 1225. We had approximately 40 door prizes. Everything went smoothly and there was a good turnout. She appreciates everybody’s help. Door prizes have all been delivered.

**Policies, Benefits and Budget – Leslie Miller**
She has been working on the childcare survey. She met with Dr. Perry who had some good ideas for improvement. She volunteered to give the survey to one of her classes. Leslie said it is scheduled to go out tomorrow. Anne Matoy said her office would help in getting the survey out and tabulating the results. The consultant who was scheduled to come to campus had to cancel.
Rules & Procedures – Duane Hunt
No report

Public Relations – Rita Hundley
The brochure is at Central Mailing. They talked about Staff Appreciation Day and ways to improve it next year. Rita passed out comments that she had received – most were very positive. The PR committee sold 51 homecoming mums and made $153 for fundraising account. They are beginning to work on newsletter for spring and are taking any ideas that you might have.

Wes Higgs suggested that SAD be split and let PR Committee handle the logistical things. Holly questioned why the Vice Chair handled the DSA awards. She felt like it should be under A&R. The vice-chair has time to handle this and they have a member from each committee serve on DSA committee. Both the PR and A&R committees should work jointly on future staff appreciation days. Holly had calls for several mums after the deadline. Next year we may want to do a better mail drop to get the word out to more people. The two committees will need to get together to plan next year’s activity. The date for Staff Appreciation Day next year is November 7, 2002. Leslie emailed Charlotte Razook to get on President Halligan’s calendar. She received a confirmation that she had gotten the email, but has not received a response.

Treasurer’s Report – Denise Brooks
Denise Brooks passed out a copy of the treasurer’s report. She showed $117.00 profit from mums. She had to deduct the cost of flyers. There is $3700 in the Foundation account. It takes $10,000 to endow it. Myra asked how many individuals had donated to the fund raising account.

Faculty Council Meeting Update – Dawn Good
The main topic was the presentation about OTR and TIAA-CREF. There will be a general faculty meeting on December 3, 2001 at 3:30 in the Student Union Little Theater. All staff is welcome to attend. Myra talked to Dr. Edgley and she didn’t feel the Little Theater was big enough to hold everyone. The faculty who made the presentation (Why Are You Likely to Retire into Poverty) to the Faculty Council may do a separate presentation as a brown bag lunch to Staff Council. The presentation will satellite to other campuses. The student technology fee committee discussed a lot of money just sitting there. They are going to use it to upgrade computers in the labs and staff labs. They also talked about the overload during finals week. They want students to have a maximum of two exams in one day.

Old Business
Strategic Planning Committee – Wes Higgs – it was recommended to him that we not do an ad hoc committee but bring it to the entire council. He would like to discuss this more at length at December meeting. Between now and then, visit with people and ask them what SAC should be doing and what they would like to see done. We plan a few things each year, but don’t have any goals and clear direction. We may solicit input from staff through a survey. He would also solicit a survey to council members that you can submit anonymously. Maybe probe Dr. Halligan with a letter as to what he expects of SAC. Our purpose is to promote high morale in staff. He feels we need to look into this. We need to brainstorm and see how we can let staff know what SAC is all about and increase high morale. We are supposed to be serving staff, but what do they want us to do. Leslie Cimino said to see the looks on the DSA people were amazing. It made her feel good about herself and she was proud to be part of OSU. When you ask people what they know about SAC, a lot of responses are ‘Staff Appreciation Day.’ We do provide services and scholarships, but all they know us for is Staff Appreciation Day. The meals for SAD came to about $8800.
Vacant seats were discussed. We have two in academic affairs – 1 classified and one A&P. Will have one in Business and External Relations. May have more because people have not attended meetings. Myra will send out letters to those in danger of being removed. (Roy Brock and John Tanner) An idea was to ask LDP and ALP participants if they would like to participate in SAC. E-Group will discuss this at their meeting later this month.

New Business
Duane Hunt passed out a proposed recommendation and justification concerning the removal of a chair of a permanent committee. He was asked by a constituent to present the following comments and proposal to the Council for consideration and action. The Constitution and Bylaws of the Council fails to address steps to be taken to remove a chair of a permanent committee if such chair is not performing the required/desired duties of the chair. Historically, most of the permanent committee chairs have performed with distinction and been successful. However, it was the opinion of this one constituent that a former chair had not adequately performed the mission of the chair, which adversely affected the operation of the Council. According, he prepared an addition to the Council’s Bylaws, which would establish a process to remove a permanent committee chairperson.

It was proposed that the following be added as a new section to Article XIII: By vote of a simple majority of representatives present at any meeting of the council, the name of the chair may be placed on the agenda for removal from office at the next meeting. The Executive Group shall notify the chair in question at least 14 days prior to the date of the meeting at which dismissal action is scheduled to be taken. Such notification shall include a statement of charges against the chair. The chair in question may request postponement of action that must be upheld by a majority vote of the council, but in no case may postponement be granted for more than one meeting following the originally scheduled dismissal action. The chair in question shall be notified to speak to the council at the next meeting. Dismissal action shall be by paper ballot and shall be by two-thirds majority of the representatives present. A chair that has been removed from office under the provisions of this article retains his/her position on the council.

He asked members to read, review, and come to next meeting ready to discuss and vote on at December meeting. Wes Higgs thought that “simple” majority should be “unanimous”. Duane asked that comments be emailed to him. He will incorporate comments into a modified proposal and email to everyone before the next meeting. Then it can be voted on.

Leslie Miller made the motion to adjourn, the motion was seconded. Meeting adjourned at 3:00pm.