The council that's working for you.

OSU STAFF ADVISORY COUNCIL MINUTES

November 12, 2003     416 Student Union     1:15 PM

Present:   Beeler, Carpenter, Collins, Condit, Ford, Gedon, Hoffman, Hunt,
           Livsey, Miller, Peters, Phelan, Rogers, Sanmann, Tanner, Thomason,
           Welliver, West, Whitmore, Wyant

Absent:   Barber, Blackburn, Brooks, Bunney, Dark, DeBock, Estus, Garner,
           King, Shields, Williams

Sheryl called the meeting to order and Lisa Collins called roll.

Sheryl asked for the approval of the October minutes.  There were no corrections
   to the minutes and they were approved by a voice vote.

There was one change to the Agenda, Kathie Tanner will give a Treasurer's
   report, there were no other changes and the agenda was approved.

Can OU Awards - Jane Carpenter

Jane has been a past chair of the Can OU committee.  Jane presented the Can
   OU awards to three groups.  First was the Student/Student Living Group award, second
   was for Academic departmental areas, last the Blazing Saddles Traveling award for non-
   academic areas.  The collection efforts this year yielded 1,703 lbs on campus, USA
   Harvest matched this with 2,000 lbs.  This will be sent to The Storehouse at the Wesley
   Foundation.  Also collected was about $400.
The English Language Institute won the Student/Student Living Group award this year. Edmon Low Library won the Academic Department Award; the Grants Contracts Financial Administration department won the non-Academic award, the Blazing Saddles award. This was a joint effort between Risk, Plant & Property Management, Compliance, Accounting Services, and Purchasing. The Traveling award, which is a football signed by Coach Miles, went to the Grants & Contracts office and those that helped them. This was the first time this award has been presented and represents the most food collected among the three award winners.

**E-Group Update** – Dr. Michael Heintze – Vice President – Enrollment Mgmt. & Marketing

Dr. Heintze mentioned that when he arrived at OSU 6 months ago, one of the things that many had concerns about when discussing how to elevate OSU was the problem of the website. There were complaints of dead homepages, dead websites, etc. A committee has been set up to do research in the marketing world to look at websites that have won awards, some good, some not so good. The idea was to see how an organization gets to that point. What type of infrastructure must be in place in order for an organization to come through on its website. The committee was charged to come up with ideas for a “template” that can be utilized not only on the OSU Stillwater campus but also throughout the OSU system and its departments. This “template” would enable a visitor to go from any page in the OSU system be it a college, or a department, or a branch campus, and still know that they have remained attached to the same system known as Oklahoma State University. This is easier said than done. Information Management software or Content Management software would need to be purchased in order to allow changes to a website or page easier. This is a task that IT would have to undertake.

Across all the campuses, an e-mail will be sent to students, staff and faculty that will direct them to a website in order to participate in an electronic survey. Three distinctive designs will be viewed which will give a look and feel as to what type of web design is preferable for Oklahoma State University. This process will then be turned over to IT.

A marketing review has been drafted to devise a plan on just where OSU stands in order to improve. Specific goals have been discussed such as how OSU will spend money in marketing; build upon uniformity in the OSU system such as in print media, TV media, etc.

In the Enrollment/Management area, the question is how to attract students to OSU. The trend of fewer graduating high school students who are eligible for college lends to marketing to other types of students such as non-traditional students, transfer students, and students through distance education. Applications to OSU are up 5%. Areas being targeted are Dallas and Houston due to its high number of OSU alumni.

In other areas, research is complete for the campus day care facility. The site would have a capacity of 150, a site is being identified and a representative from Collegiate Child Care Center will be visiting in January. The Whistle Blower policy is in Dr. Bossermans office, as is the Family Medical Leave policy. With the FLMA policy, a survey of other universities in the Big 12 is being conducted to see what their policies say.
Report of University Committees

Strategic Planning – David Buchanan

When President Schmidly arrived at OSU, one of his first tasks was to devise a strategic plan for the OSU system. A committee was appointed consisting of 27 members from the OSU system.

From the beginning, the first drafts were to establish the mission, vision, core values, and strategic goals of the OSU system. All colleges, presidents, vice presidents, deans and department heads in both academic and non-academic areas were asked to come up with these first drafts. 220 plans have been received. These plans were taken by the committee and then used them to make alterations to the system and various campus plans. The plans were returned with general instructions to make them more uniform. The 220 plans are being edited to include critical success factors (the things that will be used to measure success) objectives (how these things will be achieved), and strategies (very specific plans as to how to achieve these goals.)

The next step would be to develop task forces to review specific plans and make sure these plans are feasible or need work. It is desired to have a cross section of members of the OSU system on these task forces.

The plans will be presented to the Regents at their May meeting.

Faculty Council Report – Brenda Wyant/Duane Hunt

Brenda’s report consisted some of the following items.

The strategic planning process was discussed as well as the one time stipend award.

110 faculty were given merit increases. Portions of those were from the College of Veterinary Medicine.

Family Medical Leave Act recommendation is still pending. Dr. Bosserman stated that OSU is considering allowing up to 5 days of sick leave to families adopting a child and 5 days to new fathers following the birth of a child.

Changes’ regarding the sick leave cap was not accepted. The sick leave pool recommendation was passed onto the Flex Benefits Compensation Committee.

Duane’s report:

During the Faculty Council meeting, Nov 11, 2003, the following issues were discussed and, in some cases, acted upon.

Dr. Gary Wiggins provided a status of reorganization of Information Technology.

The Academic Standards and Policies committee is working on the Academic Dishonesty Policy, reviewing a new “general” degree program, rewriting the policy governing retention of grade books and records, and studying the Transfer GPA policies. Additionally, the council passed a recommendation regarding posthumous degrees.
The Budget committee discussed the faculty salary consultant’s study methodology as well as pointing out the concern being expressed with the current tuition/fee structures.

A favorable straw poll was taken given the Rules and Procedures committee the go ahead to pursue electronic voting.

Following debate and discussion on the need to appoint a faculty representative to the Coalition of Intercollegiate Athletics, the council voted to do so.

Following debate and discussion on adding “sexual orientation” to the University’s Equal Opportunity/Affirmative Action Policy 1-0101, the council approved a resolution to the President recommending the term be added.

Flexible Compensation Benefits Committee – Billie Blackburn

No report

Campus Recycling Committee – Lisa Collins

November 15 has been set-aside for America Recycles Day. One of the events being held in the Stillwater community involves the Stillwater Recycling Coalition. They will hold a “Meet, Greet and Clean-ups” day at the unmanned recycling drop-offs sites in Stillwater. Volunteers from the SRC will meet recyclers, answer questions, note concerns, and help them sort properly. Volunteers also tidy up the drop-off areas and distribute Stillwater Recycling Guides. They do this several times a year. You could also participate by pledging to recycle, buy recycled products, and support local recycling events.

The Stillwater Recycling Guide provides contact and material preparation for Stillwater residents who have items available for reuse or recycling. The guide, which is sponsored by the City and local businesses, also features Reduce, Reuse, and Recycle tips.

The City of Stillwater has distributed the guide to residents in their utility bills and the Coalition also presents the guide at local events, such as Farmer’s Market and OSU’s Earth Day Festival which is April 22.

If you would like more information regarding the Stillwater Recycling Coalition, you can contact them by e-mail at RecyclingCoalition@hotmail.com. They are also in need of volunteers for the “Meet, Greet, clean up” and you can contact Ilda Hershey during the day at 405-702-8218 by Thursday Nov. 7.

Campus castoffs is an end of the semester event that collects clothing, furniture, household supplies, etc. that students leave, sometimes on the curb, when they’re moving out of dorms or homes. Sarah Kimball, unofficial chair of CRC, has talked with a volunteer from Habitat for Humanity and they were interested in pursuing this further. A coordinator is needed for this effort. Space to store is needed, volunteers to sort and organizations that will accept these items all need to be organized.

Dan Scoric, an environmental science graduate, will be presenting a report at our next CRC meeting regarding a tool called the “Vending Miser”. The vending miser is a power control technology for cold beverage machines. It is a simple plug and play device that utilizes a Passive Infrared (PIR) Sensor. The Vending Miser powers down
the vending machine when the area surrounding it is vacant while maintaining the
temperature of the vended product. The idea is that this will save energy and money.
The Vending Miser costs $179. Both Coca Cola and Pepsi have tested the device and
have approved them for use on their cold drink machines.
We will be inviting members from the physical plant involved in energy conservation
and vending to listen to a more in depth report from Dan.

**Treasurer’s Report – Kathie Tanner**

Kathie reviewed the Treasurer’s Report calling to attention the Endowment Scholarship. As of right now, SAC has enough funds to pay for scholarships through the spring, but alerted SAC that fundraising must be considered to pay for scholarships for the rest of the year.

There was some discussion and determined that fundraising has been taken up by the Public Relations committee. This issue will be discussed with the E-Team.

Homecoming Walkaround raised 265.10, which was determined to be a great success. The E-Team agrees that participating in Walkaround should continue into the future.

**Staff Advisory Council**

**Treasurer’s Report-October 10, 2003**

**Beginning June 11 2003 -- October 31, 2003**

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SAC Scholarships

For Fall & Spring 03-04-transfer 5/03
Expenses - Scholarship payments
Fund Balance

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Foundation Staff Scholarship

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Branch Campus Reports

OSU-COM – Jan Barber
Jan could not attend but has requested from SAC that OSU-COM Staff Advisory Council be able to use our SAC logo for their council. Sheryl has attempted to contact PIO to see if that is possible.

OSU-Okmulgee - No Report

OSU-OKC – Kristi Garner
Kristi was unable to attend but sent a report to Sheryl. Activities Fundraising Committee is organizing their annual fundraiser. This year they will have a Chili/Soup Cook off scheduled for November 18. Also working on the upcoming Staff/Faculty Holiday Luncheon. Spring enrollment is up 10% over this time last year. Currently they are in their pilot semester for faculty entering grades through the Web for Faculty program.

OSU-Tulsa – No Report

Report of Standing Committees

Awards & Recognition – Trisha Gedon
Staff Awards Day took place November 6. It went very well and Sheryl did a great job emceeing the event. The leftover pins and clocks are now located in 106 Whitehurst. Employees who were unable to pick up their Years of Service pins can do so until Jan. 9, 2004. I will be making a flyer to hand out at the next SAC meeting and asking members to take back to their building and post regarding the availability of the pins.

Pictures of the winners, along with Sheryl, President Schmidly and Joe Weaver were sent to the O‘Colly and to the NewsPress, but have not seen them in print.

The A&R committee met on Nov. 20.

**Policies, Benefits and Budget – Leslie Miller**

PB&B committee has finished work on the new performance evaluation form. Copies are now available for review, and we would like to solicit input from council. The idea and purpose for producing this evaluation form is to provide an additional choice for OSU departments conducting employee evaluations, not necessarily to replace existing forms already in use. Once council has had a chance to provide input, we will turn the form over to Human Resources for them to evaluate, revise, accept, or reject, as they deem appropriate.

We arrived at this design after looking at many, many different university evaluation forms from across the country. We looked at the way those universities did them: different methods, different target groups (such as separate forms for supervisors or clerical or maintenance), different rankings (numerical rating scales vs. comments only), and the individual items that they used in the evaluations.

The committee then took what we liked and what we thought worked best and merged them into our own evaluation, making tweaks here and there for consistency. We also tried to keep it simple, and not too far away from the form that OSU currently offers. For example, we decided to keep a 1-5 rating scale, allowing for an overall average to be given at the end. In the end, we borrowed a great deal from the evaluation form currently being used by OSU’s College of Education because we felt it was exceptionally good and provided an excellent example of format and function.

There are some significant differences from OSU’s current form:

- The definitions of the 1-5 rating scale have been changed and a “not applicable” option added.
- Any rating of 1 or 5 requires an explanation for that rating in the comments section.
- There are six categories with specific items used for the evaluation. The six categories are:
  - Job knowledge/technical skills
  - Quality/quantity of work
  - Initiative/judgment
  - Dependability/self-management
  - Communication/teamwork
— Innovation and change

Within the categories are specific items to be evaluated, for example: “Follows procedures.”

- Supervisors and managers are evaluated on three additional categories:
  - Leadership
  - Program/project management
  - Personnel management

Evaluation of specific supervisory skills was one item that the committee strongly felt needed to be added to a new evaluation form.

- There is an additional “Job Function Specific to Position” section that can be used to expand the evaluation if so desired. While there are only spaces for two additional items currently provided, it is hoped that this can/will be expanded if necessary, particularly if the form goes online in a PDF or electronic format that can be filled out online.

- An expanded section on Goals and Objectives has been provided.

- We specify a 30 day deadline for copies of the evaluation to be provided to employees. We also specify that a copy must be provided upon request. Over the years, the PB&B committee has heard numerous complaints about employees not receiving copies of their evaluations, or receiving them months after the fact, or not receiving a copy when it was requested. We felt it was important to include a deadline, although in the end it may be determined that 30 days is not the best option. Additionally, we felt it was important to include the “upon request” in order to accommodate those few employees who might wish to make a rebuttal or add comments. This would be very difficult for them to do in the ten-day time frame if they did not receive a copy of their evaluation within those ten days.

- In the instructions, we encourage evaluators to inform employees of their right to add comments or a rebuttal to their evaluation.

In the future we will be looking at the evaluation process itself, to see if we need to make any policy recommendations about appeals, deadlines (such as the 30 days for copies to be returned), training, or allowing employees to evaluate their supervisors.

Public Relations – Hank Welliver
No report.

Rules & Procedures – Donna Whitmore
The committee is reviewing the constitution for errors in grammar and typos.
**Old Business** – Sheryl Beeler

SAC representatives serving on campus committees include Jan Carpenter and Brenda Wyant. Jan will be serving on the Vice President for Institutional Diversity Search and Screening committee, and Brenda will serve on the Transit committee.

Last month, a constituent concern was tabled. The constituent wrote a letter asking SAC to review the “At Will” employment issue at OSU. Sheryl wrote back to the constituent that the “At Will” policy is a state mandate, not just at OSU. Sheryl assured the person that she would bring it up before SAC. After some discussion, Sheryl decided she would contact the constituent for more specific concerns.

**New Business** - Sheryl Beeler

A constituent contacted Sheryl with concerns regarding Policy 3-0705, Attendance & Leave for Classified Staff. A motion was made and voted on and given to the PB & B committee to research.

**Announcements:**

President Schmidly will be visiting with the E group on November 25 from 1:30-2:30 in 412 SU and the council is invited.

Meeting was adjourned.