OSU STAFF ADVISORY COUNCIL MINUTES
November 10, 2004, 408 Student Union, 1:15 PM


Absent: Barber, Campbell, DeBock, Welliver, Wyant

Donna Whitmore called the meeting to order at 1:15 pm, and Joan Sanmann called roll.

The October minutes were approved.

The Agenda was changed to add the following:

(New Business) Discussion of Resolution presented by Duane Hunt re staff salaries
(New Business) Distribution of new SAC flyer prepared by Public Relations Committee
(New Business) Environmental Service Award information was presented by Lisa Collins.

The Agenda was approved as changed.
New Check Disbursement Law

Kathy Elliott and Dr. Bosserman were not present. Donna Whitmore provided information that the new law would require all employees to be paid by direct deposit. All new employees hired after January 1, 2005 would go on direct deposit, and all existing employees will have until 2007 to go on direct deposit.

E-Group Update – Dr. Marlene Strathe

Dr. Strathe said Administration has looked into a campus day-care center. There are several questions which must be answered before planning a day-care center. Basically we must define the purpose or the center.

There are four possibilities for definition of the center:

1. To provide a “model” center, in terms of both facilities and programs.
2. Determine if the center is to be a benefit to employees.
3. Determine if the center is to be a benefit to students.
4. To provide a “model” center to benefit employees, as well as students.

Model approach: Day care center would be accredited, which would require staffing of several people having degrees in early childhood education or child development, with a director having at least a Master’s degree in one of the two areas; it would be necessary to have a nursing/medical staff on deck. There would also be high standards as to facility, food, programming, etc. This would be very costly.

When presenting the “model” approach, several issues must be considered: Is the market feasible, what would be the effect on the community, would the center be state-subsidized, would programming be tied to academics, what would be the hours of operation, would costs be a flat fee or figured on a sliding scale, would before/after school care be provided.

Employee benefits: Who are “employees,” (staff, faculty, administration); cannot possibly provide service to all those who would be interested, as only 200 children, at the most, could be cared for; what are “regular” hours for staff/faculty---many work late hours; would costs to staff and faculty be equal; what about holiday hours, what about children who are ill.

Student benefits: What would hours of operation be, space would be limited to 200 children, many of the same questions as the above employee benefits approach.

Employee/Student benefits: Would costs be the same for employees as students, who often are often less able to pay, would more employee children be enrolled if the student fees were lower, who pays the bills (university or privatize), what about ages of children,

We do need to address these issues before proceeding with the project.
Treasurer’s Report – Kathie Tanner

The Treasurer’s Report included account balances, activity, and fund raisers.

- Maintenance - $28,513.32
- Fund Raising Expense - $1,221.16
- Scholarship Payment - $1,795.06
- SAC Scholarship Revenue - $1,500.00
- Foundation Staff Endowment Scholarship - $7,724.80
- Net income from fundraisers - $986.47 (Does not include Distinguished Service Awards or cost of pens.

Treasurer’s Report was approved.

Report of University Committees

Faculty Council Report – Duane Hunt. –

Faculty Council received a special report on student-athletes on scholarship. Reports were distributed showing the retention rate of freshmen student-athletes on scholarship, the retention rate of all student-athletes on scholarship, and the number of student-athletes on scholarship taking classes at NOC. It was specifically pointed out that student-athletes cannot apply scholarship money to NOC or any other university/college.

The Faculty Council discussed closing of Monroe Street through the use of barricades. These barricades, if placed as discussed, would impact the portion of Monroe in front of Life Sciences West and the Math Science building. A general faculty council meeting will be conducted November 23rd.

Branch Campus Reports

OSU-COM – Jan Barber – No report

OSU-Okmulgee – Devin DeBock - No Report

OSU-OKC – Kristi Garner-

Recent fund-raisers have been very successful – soup/chili cook-off, netting $290 ($350 less $60 expense), United Way Campaign is underway, Walk Across America has clocked several thousand mile. Two A&P and 5 classified employees have been nominated for distinguished service awards.

OSU-Tulsa – Sarah Phelps –

United Way has been very successful. At least 50% of pledge cards have been submitted. Approximately $13,000 has been raised.
Report of Standing Committees

Policies, Benefits & Budget Committee – Jane Carpenter, Chair

The Committee met with Anne Matoy regarding broad-banding. At the present time 25% of staff positions have broad-banding, and it is expected 50% will be broad-banded by the end of the year. There are many clerical positions for which broad-banding is very difficult, as several departments must agree on job descriptions.

The PB&B Committee will present an incentive plan recommendation at the next meeting.

Public Relations – Liz Condit, Chair

We still need New Employee Orientation volunteers. A sign-up sheet is available. Also the new SAC brochure was passed around. There was general discussion regarding means of distribution of the flyer. It was also noted that many of our constituents don’t know who represents them. Several means of informing our constituents were discussed; a paragraph in “News You Can Use,” an article in the O’Colly, campus mailing, etc. The matter was referred back to Public Relations Committee to bring recommendations to the next meeting.

Rules and Procedures Committee – Duane Hunt, Chair

Duane reported the Committee had looked into the open records act as to how it would affect teleconferencing between OSU Stillwater and the branch campuses. Internal advisory groups are not covered by the open meeting act, so there is nothing prohibiting the teleconferencing. It was noted that teleconferencing technology can be used for no cost at both OSU Tulsa and OSU/OKC.

Awards & Recognition – Carey Pullins

Carey expressed appreciation for all those helping in the awards ceremony. The Committee will soon begin preparation for the non-raffle for basketball tickets.

Old Business - No Old Business

New Business

Donna Whitmore informed Council the Red Cross Blood Drive would be December 8, 2004. We are responsible for getting out information to constituents.

Donna Whitmore noted the Information Technology Needs Assessment Survey which she sent to all members by email. Sheryl Beeler suggested Council answer the survey as a group. There was much discussion regarding the issues in the survey. Jane Carpenter expressed concern that there was no way to guarantee
anonymity to employees who submitted answers to the survey. It was decided
Sheryl would answer the following questions for SAC:

Help Desk – Somewhat satisfied/Somewhat dissatisfied.
Lotus Notes – Somewhat dissatisfied.
Voice (voice mail, telephone, etc.) – Somewhat satisfied.
SIS/HRS – Somewhat satisfied.
Student Labs – Somewhat unsatisfied.

Sheryl Beeler informed council she had visited with Darlene Hightower
regarding plans to have the ability to notify the entire campus in case of an
emergency. At the present time, there is not a plan in existence.

Duane Hunt presented a Resolution regarding Staff Salaries. During the
September 10, 2004 meeting of the Board of Regents for Oklahoma A&M colleges,
Regent Burns requested OSU Administration report to the Board how salaries of
OSU compare with appropriate peer institutions. He specifically included staff
salaries. Regent Burns also asked administration to submit different plans to
provide the money to bring OSU faculty and staff members’ salaries to the average
of other schools in the university’s peer group, while hiring enough new faculty
members to lower the student/faculty ratio to 18-to-1.

Accordingly, SAC approved the following recommendation:

1. That HR present information to Council on the results of any staff pay
   comparisons available to them with specifics on market comparison
   with the local area, state and peer institutions, and that this
   presentation be provided within the next three months.
2. That Council be presented information developed by Administration in
   compliance with Regent Burns’ request as soon as possible.
3. That staff salaries be increased at the same percentage rate as that of
   faculty salaries.

Duane also reported that he has not received an organizational chart from
Dennis Weaver. There is no need to change the constitution if we do not add an
area when redistricting. We should also decide if we want to base the
redistricting geographically or functional.

Announcements:

Lisa Collins informed Council of the Outstanding Staff Environmental
Service Award, and provided hand-outs. Nominations must be received by
January 15, 2005.
There being no further business to come before Council, motion was made, seconded and approved to adjourn.

Submitted November 12, 2004

Joan Sanmann, Secretary

Joan Sanmann
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