STAFF ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES

November 14th, 412 Student Union, Case Study 2


Absent: Allen, Condit, Graham, Moorman, Payne, Pogue, A. York

Carey Warner called the meeting to order at 1:15 p. m. and Lynette Venard called roll.

Carey asked for approval of the October minutes. A motion was made to approve the October minutes, seconded and approved by a voice vote.

Carey asked for approval of the agenda. There are some changes on the agenda. Leslie Miller will give the Faculty Council Update after the Executive Update. Swinney is here from OSU-OKC in place of Trish Turner. A motion was made to approve the agenda as amended, seconded and approved by a voice vote.

Executive Update – Dr. Robert Whitson

Dr. Whitson gave the council an update on happenings around campus. Steve Rogers is updating the executive council on the Pandemic Planning. Staff members are becoming involved in the planning.

Whitson gave the council an update on the state revenue situation. When you compare state revenue received from October 2006 to October 2007, there is a 6.4% decrease. OSU is working on the 2008-09 budget to be sent to the legislature and the state regents. The state regents have a formula to allocate money given by the legislature to OSU and other universities. The tuition and fees make up the difference.
There are security concerns across campus because of the incident in Bennett Hall.

Recently, there was a news item about hormones in milk and how they affect children. A news channel from OKC came to OSU to get information from the dairy scientists.

**Faculty Council Update – Leslie Miller**
Please see attached.

**Treasurer’s Report – Sherril York**
Sherril gave an update on the accounts. The maintenance account has a balance of $37,053.14. This account is where we pay the expenses for the picnic and staff awards day from. The fundraising account has a balance of $262.39. This is the account that we pay fundraising expenses from; example would be the grill that we raffled off. The scholarship payment account has a balance of $5,337.16. This account contains the deposits for the piggy bank and walk around. Scholarships are paid out of this account. The foundation staff endowment scholarship account has a balance of $29,956.12.

**Branch Campus Reports**

**OSU-CHS – David Barron**
David spoke about the changes to their bylaws to increase the staff ratio 50/50 between OSU Tulsa and OSU CHS. This will be voted on by their council. They are going to have a book fair fundraiser. For a scholarship fundraiser, they are going to have a turkey and ham raffle. The council is looking at the Adopt a Troop program. The council is also looking at starting a family fund project for donations.

**OSU-Okmulgee – Allen York**
Allen was unable to be at the council meeting; therefore no report was given.

**OSU-OKC – Trisha Turner**
Trisha was not able to be here, but Swinney filled in. Swinney mentioned that their fall fundraiser raised $505. The holiday luncheon will be held December 14th. Interviews are beginning for the Staff Excellence Awards.

**OSU-Tulsa – Dona Davidson**
Dona mentioned that their Thanksgiving luncheon was held November 12th. The council had a food drive. The university held a transfer day for students from Tulsa Community College. A study abroad fail was also held.

**Report of Standing Committees**

**Rules & Procedures – Bonnie Gladden, Chair**
Bonnie did not have a report.

**Awards & Recognition – Becky McIntire, Chair**
Becky and her committee will be thinking of different ideas for fundraisers. Their goal is to raise $1500 this year.

**Policies, Benefits and Budget – Leslie Miller, Chair**
See attachment.

**Public Relations – Katie Reim, Chair**
Katie did not have a report.
Old Business
Harvest II – OSU donated 1,617.8 pounds of food and $188. Information Technology took first place.

New Business
Health Care Enrollment Period – Benefit enrollment forms are due Thursday, November 15th.

Statehood Day – OSU will be closed Friday, November 16th for Statehood Day.

Announcements

Respectfully submitted,
Lynette Venard, Secretary
Faculty Council Report Nov. 2007

The Faculty Council met Nov. 13th in the Student Union. There were 12 items on their agenda, but I will only hit the highlights in this summary.

• Steve Rogers, Director of University Health Services gave a brief presentation and update about OSU’s Pandemic Influenza Plan. (Note: SAC might want to invite him to make a similar presentation to us.)

• Academic Standards & Policies Committee made a recommendation to change the wording of the Grade Change Policy from:

   “6.9 Correcting Grades Reported in Error. An instructor who reports an incorrect grade to the Office of the Registrar may request that office to correct the grade. The request must be in writing and must have both the department head’s and the dean’s approvals. In no case will a grade be lowered after the student has been graduated.”

To:

“6.9 Grade Changes. The only permitted reasons for changing a final grade are to correct a grade that was reported in error, to remove an incomplete grade, or to change a grade at the direction of the Grade Appeals Board or Academic Integrity Panel. **An instructor may not allow students to perform extra work after the end of the course in order to raise their grade.** Grade change requests must be submitted in writing to the Office of the Registrar and must have both the department head’s and the dean’s approvals. A grade may not be lowered after the student has graduated unless the degree has been revoked.”

This recommendation passed.

• The Student Affairs & Learning Resources Committee made a recommendation to add a “holistic, merit based criterion to the current numerical admission criteria based on high school grade performance and standardized test results.” The exact form of the holistic criteria and its method of implementation would be developed with faculty oversight and approval, and would be implemented by Fall 2008.

This recommendation also passed.

• The SGA liaison reported that SGA had created a committee to investigate the repercussions of Oklahoma’s new immigration/employment law. Faculty Council thought this was a good idea and decided to create their own committee to do the same. It was suggested that SAC might want to create a committee to investigate this issue, also.
PB&B Committee Report November 2007

Members: Leslie Miller (chair), Deborah Evers, Jason Pogue, Larry Curtis, Laura Payne, Marsha Chapman, Lori Wieder

Day Care Facility
PB&B is still investigating this issue.

Incentive Plans for Licenses
PB&B is working on a recommendation that will request the development of incentive plans to encourage and reward employees who get licenses relevant to their trades and skilled technical positions.

Equity Pool Recommendation
PB&B would like to present the following recommendation to the council for their consideration:

Staff Advisory Council recommends that Administration create an equity pool (or pools) separate from the anticipated annual raise program to be used to bring staff position salaries that are farthest from normal market values closer to normal. Funds from the equity pool (or pools) should be used to address staff positions that are at the lower end of the pay scale. Special emphasis should be placed on considerations of longevity and performance, and different positions affected by the special equity pool last fiscal year should be addressed this year.

Rationale
Last year, OSU Administration created an equity pool to address many staff positions that were below market norms and provided much-needed raises for a large number of employees. However, many staff position salaries are still very low. Administration can positively affect the lives of many OSU employees by continuing to create equity pools to address their salary needs.

Flex Benefit Issue
A concerned staff member brought up an issue affecting bi-weekly employees in regards to flex benefits. Staff members who previously were able to contribute to their flex accounts for 26 pay periods may now only do so for 24 pay periods. This increases the amount taken out during those 24 periods rather than spreading out the burden. One can understand how it could cause some hardship for some employees.