OSU STAFF ADVISORY COUNCIL MINUTES

November 12, 2008, 408 Student Union


Absent: Condit, Darnell, Davidson, Ford, Gladden, Hix, Miller

Tara Graham called the meeting to order at 1:15 p.m. and Anise Arterbery called roll.

Tara asked for approval of the October minutes. Albert Klum should be amended to Albert Colom. A motion was made to approve the minutes as amended, seconded, and approved by a voice vote.

Tara asked for approval of the agenda. OSU Employees taking classes at NOC was added as Unfinished Business. Harvest II and Veteran’s Day were added as New Business items. A motion was made to approve the agenda as amended, seconded, and approved by a voice vote.

Executive Update – Gary Clark, Vice President

Gary Clark discussed how the current economy has affected university plans. The public announcement of a major campaign, originally scheduled for Oct 10, has been put on hold although President Hargis has been on a fast track to raise money. Percentage of funding from state has decreased. Tuition increases have hit students/parents hard and there is concern for how the increases will effect enrollment. OSU has experienced a decline in enrollment for four years which accounts for $8-10 million in lost revenue. President Hargis has appointed Kyle Wray to work on increasing
enrollment and improve retention rates. A budget decrease of 1.5%, will require colleges to make adjustments in order to cover their part of the deficit. There are no implications for next year’s budget at this time. Oil and natural gas prices affect the state budget, so it would be beneficial for prices to increase. Boone Pickens has donated more money in order for the stadium to be completed and occupied next year. Clark feels that things look good considering the situation. Council member Larry Curtis inquired about considerations for layoffs. Clark said that layoffs had not been discussed and that the most likely scenario is for open positions to remain unfilled allowing funds to be utilized as needed by departments.

**Student Union Renovation** – Mitch Kilcrease, SU Director, & Emilee Lehenbauer, SGA President

Neither Kilcrease nor Lehenbauer were present to give an update.

**Faculty Council Update, October 2008** – Barbara Dobson

Joe Weaver was present to discuss completion dates, type of work being done, and costs of various campus building projects. The OSU Creativity Fair is scheduled for February 16-17, 2009 and will showcase creativity in all aspects including teaching, research, staff development, the arts, student organizations, etc. A report on Student Union renovation was given. Reports from faculty council committees were given. Women’s Faculty Council is looking into day care on campus. Concerns were raised about how commuters would be affected by moving the OSU Tulsa shuttle stop from its current location on Hester Street in front of the Student Union to the Multimodal Transportation Facility.

**Faculty Council Update, November 2008** – Tara Graham

The Women’s Faculty Council has found the day care demand to primarily be for infant care therefore efforts will be focused in that area. The Retirement & Fringe Benefits committee is looking at tuition waiver for dependents and spouses.

**Treasurer’s Report** - Lynette Venard

Last month’s council donations totaled $31.41. Expense reports for the past 3 years will be discussed in the next E-Group meeting.

**Branch Campus Reports**

**OSU-CHS** – David Barron

The United Way chili cook-off fundraising event went very well and included a desert contest. The “Pie-in-the-face” contest was a success; a bidding war ended with Jim Hess receiving the pie in the face. The OSU-CHS Family Gathering is scheduled for December 3. Raffle tickets for the Hamlet, a ham and various baskets of goodies are for sale at $1/ticket or $5 for 6 tickets.

**OSU-Okmulgee** – Allen York

The employee picnic was held October 24th during which 300 hamburgers were served and a talent show was held. The campus recently held a “topping off” ceremony for new building construction. A non-profit bussing system, CATS, will be available to transport employees and students living in eastern Oklahoma to the Okmulgee campus.

**OSU-OKC** – Melissa Woodruff

OSU-OKC Staff Council will sponsor The Fantastical Four baking competition on November 13. Employees can enter into 3 categories, cakes, cookies, and cobbler, plus a 50/50 cash drawing. OSU-OKC is working with Chesapeake and Devon Energy in developing a wind energy program. Spring enrollment is underway. The Horticulture building is being remodeled and will house the Smart classroom/conference room. The
new Academic Technology center is located on the first floor of the LRC and is open until 10pm for student, staff, and faculty use. Chemistry labs are being remodeled.

**OSU-Tulsa – Dona Davidson**

Dona Davidson was not present therefore no report was given.

**Report of Standing Committees**

**Rules & Procedures – Carey Warner**

Carey Warner was not present therefore no report was given.

**Awards & Recognition – Bonnie Gladden**

Bonnie Gladden could not attend the meeting however she provided the following report read by Tara Gladden:

> Walk around efforts were very positive this year thanks to Tara acquiring the booth at the last minute, Physical Plant Sign Shop providing 2 pole signs at the request of Jeff Sweeden and the dedicated group who came out to man the booth and the members who provided baked goods and/or monetary support. Again, we wish to thank all those who helped. $115 in baked goods sales and a little over $350 raffle ticket sales for the presidential package brought the grand total for fundraising to date to $1326.60 (net $1271.60 after expenses). Consideration is being given to some type of basketball raffle. The committee will meet again in early December.

The Staff Awards & Recognition Day was held November 5 and, while staff turnout was not what was expected, proved to be another success. Charges related to the event are still coming in; therefore we don’t have the entire cost at this time. We were short about 70 clocks; those have now been ordered and should be in within 2-weeks and will be available at the HR Hub 106 Whitehurst along with the service award pins that were not picked up the day of the event. We have had numerous inquiries about employees not getting their pins or clocks, largely from coop employees who do not come to the Stillwater campus. The A&R Committee will consider some type of recommendation that SAC somehow implement some type of written formal procedure for getting employees off of the Stillwater campus their service pins/clocks each year.

**Policies, Benefits, and Budget – Ival Gregory**

The PB&B committee is looking at on-campus daycare and Susan Marshall has been researching provisions made by other Big XII schools. Bright Horizons is scheduled to present a webinar at 12:00pm on November 19 in 106B Whitehurst. Bright Horizons provides back-up day care for children who are too ill to go to day care. Some council members are uncertain of how to use the Staff Advisory Council listserv. Ival suggested training of some sorts. A motion was made, seconded and passed by a voice vote that the Rules & Procedures committee would handle this item. Ival inquired about the origin of the 4x10 work week. To the best of the council’s knowledge, it originated in upper administration. Bursar payments may no longer be made with credit cards.

**Public Relations – Tara Graham/Marsha Chapman**

Tara announced that Liz Condit is stepping down as chair of the Public Relations committee. Marsha Chapman will serve as chair. Marsha had nothing to report.

**Unfinished Business**

**OSU Employees taking classes at NOC – Tara Graham**

Tara read a memo from Dr. David Bosserman regarding the waiver of fees for OSU employees enrolled in classes at Northern Oklahoma College. See memo attached at the end of minutes.
New Business

Harvest II – Tara Graham
Collection for Harvest II is scheduled for 3:00 – 5:00pm, November 13 at the Chi o’Clock. Volunteers are needed.

Veteran’s Day – Larry Curtis/Tara Graham
Larry Curtis suggested that the council look into allowing veterans employed by OSU to have Veteran’s Day off. Some discussion followed and it was decided that the PB&B committee would look into the suggestion.

Announcements
No announcements.

Respectfully submitted,
Anise Arterbery, Secretary
DATE: October 22, 2008

TO: Staff Advisory Council

FROM: David C. Bosserman, Vice President for Administration and Finance

SUBJECT: OSU Employees Taking Classes at NOC

At a recent meeting, Staff Advisory Council members discussed the waiver of fees for employees who enroll in classes at Northern Oklahoma College.

Under the Memorandum of Understanding between Oklahoma State University and Northern Oklahoma College, the tuition paid is transferred to NOC as are some of the fees. However, a review of the policy indicates clarification and/or modification is warranted. The policy will be reviewed and updated, as applicable, to address enrollment in NOC classes and address the fees that OSU would normally retain.

If the policy is modified as requested, a special exception will be made for those eighteen students who were enrolled the fall 2008 semester, and their accounts will be appropriately credited with the amounts paid for these fees.

Thank you for bringing this situation to the attention of the administration.

cc: Kathy Elliott
    Laurie Beets
    A&F File