OSU STAFF ADVISORY COUNCIL MINUTES
October 11, 2000          419 Student Union          1:30 PM

Present: Breedlove, Cimino, Curd, Fletcher, Ford, Hannah, Hayes, Hays, Higgs, Hundley, Hunt, Ingham, Jacobs, Jardot, Jennings, Miller, Mitchell, Payne, Richardson, Riggs, Satterfield, Spickler, Swann, Traynor, Zorba

Excused: Anderson, Cameron, Whitney

Absent: Knight

Mary Kay Jennings called the meeting to order and Camille Jardot called roll. There was discussion regarding the wording of Dr. Mitchell’s report during the September meeting. The minutes will remain the same due to that being his actual report. Mary Kay Jennings will check to make sure that the Executive Group has the most current recommendation from Staff Advisory Council. The September minutes were approved. The October agenda was approved.

Executive Group Update – Amy Elliott, Special Assistant to President Halligan and Director of Federal Relations
Regarding the Criminal Background Check recommendation- Progress is being made but discussions will continue.

The Executive Group has been giving a lot of their attention to the enrollment statistics and how they handle the continuing growth on campus. They feel positive about what is going on here at OSU.

They are adding faculty positions to help with the class situations. Pres. Halligan feels that we have not moved forward as much as we should is research and sponsored programs. He has been sponsoring a series of meetings on campus that are targeted toward these issues. They were started last spring and are held about every six months. It is an attempt to figure out how we can grow at the rate we should.

Craig Satterfield requested a copy of the proposal for research grants that goes to Congress. When this report is complete- Amy Elliott will provide a copy to the Chair of SAC.

Branch Campus Reports
OSU-COM – No Report

OSU-OKM – Homer Breedlove
Total enrollment is up by 53 full time students as compared to last year. New student enrollment is up by 100.
There will be 3000-5000 students on campus October 12th to attend the Technology Showcase Day.

OSU-OKC – No Report

OSU-Tulsa – Marcia Hays
OSU-Tulsa is in the process of selecting an architect to design the Center of Excellence.

They are working on updating every classroom with Audiovisual equipment including a computer, LCD projector, and DVD player.

There is a $6.5 million request to the regents to hire 24 more faculty and staff.

NSU is working on moving half of their programs by Fall, 2001 and the other half by Fall, 2002.

They are working on a Langston Plan that would offer services on the Tulsa campus.

Approximately 8000 people will be attending the Race for a Cure on October 14th.

Report of Standing Committees

Awards and Recognition – Leslie Cimino
Leslie wanted to thank all of the volunteers that have worked the concession stand at the football games. When she last checked- we had earned $194.33 to go toward the scholarship fund. A couple more people are needed to work the last two games of the season.

Their committee is continuing to work on contacting vendors for Staff Appreciation Day (SAD). The work study has really been a help.

SAC members are encouraged to volunteer for SAD between the hours of 9 AM and 3 PM. SAC members should wear their SAC shirts.

Policy, Benefits, and Budget – Leslie Miller
Leslie recently attended the University Budget meeting. She handed out a copy a handout that she received during the meeting containing the comparison of budget needs between all Universities and Colleges in Oklahoma. She brought attention to Page 2, Item C regarding a 15% increase in Health Insurance and Dental Insurance for employees. They are not sure if there is going to be a 15% increase. If there ends up actually not being an increase; then there would be $881,442 not allocated. Another concern of hers was on Page 3 regarding Total Classified Staff Salaries and Benefits budgeting a 5% raise program totaling $771,928. She encourages everyone to look at these figures to see how much it actually costs the University for these raises. There was also a presentation for the Faculty Research Development Fund. She stated that they are asking for a lot of money and if anyone would like to see the handout that she received, they can get with her after the meeting.

Anne Matoy has been working with the committee regarding the Family Medical Leave Act (FMLA). She has made some additional improvements to the original recommendation. Anne made some changes that make it clear that when it comes to FMLA and the Sick Leave Policy; the employee will get the better deal. This means that if the employee has more then 12 weeks of sick leave and vacation time- they can take that additional leave after that. The employee will get their full
benefits. She also agreed that the definition of “serious health condition” needs improvement to make it more clear. She is also going to look at forms and how they are being used. The committee recommended that colds, flu, and routine physicals be added to the list of serious health conditions. They also want a definition of the difference of family as stated in the FMLA and the Sick Leave Policy. Anne will send it on to Legal Council and then the group will be able to review at the November meeting and be able to give the final approval. Special thanks to Anne.

Regarding the background check meeting- Mary Kay Jennings attended it and stated that the “Employment Checking Procedures” will not be a part of University policy. A few changes were made to the draft from Faculty Council, Staff Advisory Council and others attending the meeting. They are trying to finalize the document and will meet at least one more time and then they will have the final document to be presented to Faculty Council and Staff Advisory Council for final approval.

The committee is putting the typing test issue on hold due to time constraints.

The salary proposal that the committee is working on continues. A working, rough draft was handed out addressing questions that their committee is trying to answer/prove. Leslie stated for the minutes that last month she had mentioned that there was no one in the Big XII that pays less then $7.00 but OU is and would be an exception to that. It is very important to get a proposal to the Administration so that if it is accepted, it can go on their budget proposal. Leslie is hoping to have a proposal with figures at the November meeting and would like to vote on the recommendation at that time.

Rules and Procedures – Myra Traynor

A handout was passed out with Proposed By-law and Constitution changes. The first proposed By-law change would be in section VII.B. The wording would change from: “A seat shall be declared vacant by the Council Chairperson in the event a member of the Council has three (3) consecutive absences from Council meetings.” to “A seat shall be declared vacant by the Council Chairperson in the event a member of the Council has a total of four (4) absences from Council meetings within one Council year (July 1-June 30).” Craig Satterfield motioned to table this proposal until after the Constitution change is made. Steve Ingham seconded.

Craig Satterfield made a motion stating that the proposed by-law change regarding the Parliamentarian be added. It states: “The Chairperson of the Rules and Procedures Committee of SAC shall function in the role of Parliamentarian during regular SAC meetings, insuring that the most current Robert’s Rules of Order are followed and that all actions taken by the Council are in compliance with the Constitution and Bylaws of the Staff Advisory Council. Louisa Payne seconded. Leslie Miller abstained. Motion Passed.

Regarding the proposed Constitution changes, it currently states “Any member of the Council who is absent from three (3) consecutive regular meetings of the council may have his or her seat on the Council declared vacant by the Chairperson of the Council.” The proposed change would be: “Any member of the Council who is absent from four (4) regular meetings of the Council may have his or her seat on the Council declared vacant by the Chairperson of the Council.” An additional change would be in the last sentence. It currently states “If the affected Council member does not request reinstatement or if the full Council does not sustain the request for reinstatement, the seat shall be filled in accordance with Section 4 of this Article.” The change would state: “If the affected Council member does not request reinstatement or if the full Council does not sustain the request for reinstatement, the seat shall be filled in accordance with
Section 4 of this Article.” Myra Traynor made a motion to accept these wording changes and be presented to staff for a vote. Marilyn Hayes seconded. Motion passed.

Public Relations – Rita Hundley
Their committee met October 3rd. They are working on publicity for Staff Appreciation Day and the Distinguished Service Award. There has already been one posting in the O’Colly last Friday regarding the Distinguished Service Award.

Staff Advisory Council has been given permission to sell the SAC koozies at the Dip-N-Dot stand during home football games. There was a motion made by Craig Satterfield on the issue of going ahead with the SAC koozies. After some discussion- Steve Ingham seconded, one person responded nay, and one person abstained. Motion passed.

Report of University Committees
Faculty Council Update – Wes Higgs
There was a presentation from the ADA Compliance people regarding classrooms and the procedures that professors use.

There was a heated debate regarding student athletes. No further comments.

There was a report from someone who had attended the Walker Parking Consultants presentation. They have the same concerns that SAC has.

Old Business
Distinguished Service Awards- Nancy Swann
The deadline for the applications for Distinguished Service Awards is Friday at 5:00 p.m. Every SAC member should encourage their departments to participate and to read the directions fully. Twenty-five applications have been received to date.

New Business
Sandy Barth passed out a sign-up sheet for SAC members to be greeters to welcome staff during the New Employee Orientation. She needs 5 people.

She also noted Personnel Services is offering many training classes in November. She will be getting flyers out to Deans, Department Heads and Directors. She encouraged everyone to get the word out in their own departments. If anyone wants additional information, you should email her.

Mary Kay Jennings announced that the first home basketball game is December 19. Volunteers will again be needed to work the Dip-N-Dot stand. Hopefully Gallagher-Iba will be complete by that time.

There being no further business the meeting was adjourned at 3:12 PM. The Staff Advisory Council will meet November 8, 2000, Conference Room 419 Student Union from 1:15 to 3:00 PM