OSU STAFF ADVISORY COUNCIL MINUTES

October 10, 2001     416 Student Union     1:15 PM


Absent:   Brock, Cameron, Hart, Hundley, Tanner

Myra Traynor called the meeting to order and Diana Jacobs called roll. Myra noted that “Chi o’clock” needs to be changed in the September minutes. Wallace Riggs made the motion to approve the September minutes, motion was seconded, and September minutes with change were approved. Myra said that since Emily Elliott was late, Jonathan Comer would give his report first. Duane added DSA Update and Change to bylaws to new business. Wes Higgs made the motion to approve the agenda with changes noted, motion was seconded, and agenda was approved.

Wes Higgs sent around a sign-up sheet for Homecoming Parade participation. If ten people don’t sign up, then SAC will not have an entry.

Faculty Council Raise Policy Recommendation – Jonathan Comer, Chair of Faculty Council Budget Committee

Jonathan gave a brief synopsis of the recommendation. He said that raises are usually based on enrollment. Tuition doesn’t make up the total raise program and faculty hasn’t been happy with the fact that raises are tied to enrollment. His committee got some information about new monies that OSU gets from the Regents. Raises seem to be capped regardless of how much new monies OSU gets. Some years OSU gets a large amount of money and faculty and staff only get a small percent for raises. Basically, his committee is asking administration to move raises to a higher priority on their list. The Faculty Council is recommending that if OSU gets 8% of new monies, raises should be 8%. In the past, raises have been less than percent of new monies received by OSU. The recommendation also asks that raises be effective July 1, rather than October 1. We know what new money there is by then so it should be possible for raises to be effective in July. Comer said it seems like the University sits on money for a few months before they give raises. The Faculty Council passed this recommendation unanimously. However, he said that he is not optimistic that it will be approved by the administration. Implementation of this recommendation would accomplish the following: Recognize the importance of staff and faculty to the success of the University, hence improving morale and further improving the University; improve the
average faculty salary within the Big XII; and demonstrate an annual commitment to staff and faculty salaries, which would be an important recruiting tool.

Staff expressed concern that staff positions might be cut. Dr. Comer did not feel this would happen; rather, OSU would find other ways to save money. For example, stadium lights are often left on 24 hours/day – “for security reasons.” It might be cheaper to hire two security guards. Discussion was held. Comer attended a soccer game at 1:00 in the afternoon and the lights were on at the soccer field. The Faculty Council’s newly formed Athletics Committee will address issues like this and present recommendations to the Athletic Department.

Dr. Comer would like to see SAC endorse their recommendation or something similar. Administration keeps shifting money from salaries to other causes and their recommendation would prevent this from happening. Faculty and staff salaries are currently below the norm. It would be nice that both councils approve and endorse this recommendation. It would show unity between the two groups.

**Executive Group Update** – Emily Elliott, Special Assistant to the President for Federal Relations

SAC does not have any pending recommendations at this time. The raise program is going to the Board for approval. It will be retroactive to October 1. President Halligan and Harry Birdwell are the two main people working on this. The parking survey has gone to Legal Counsel and will be ready for distribution soon for input on ways to improve parking.

The memorial dedication took place in Colorado over the summer. There will be a similar memorial dedicated in Gallagher-Iba in the coming year. Families of victims do not want this to occur on the anniversary of the plane crash. Administration is looking at February 23 (OSU plays Baylor) as a possible date. They are planning a shorter ceremony than the one in Colorado. Some family members have said they don’t want to be asked to speak.

Each year, the university puts together an agenda for academic issues that need to be raised to Congress. President Halligan will be sending a memo to the university community identifying time frames. SAC is welcome to participate if they have any issues on federal or legislative matters.

The bus system between Stillwater and OSU-Tulsa campuses – suggestions have been made to make it a free service. Since faculty riding to teach classes usually charges the department, the cost shouldn’t be a problem. Dr. Trenepohl feels this service is going well. Some people would like to buy a semester pass for the bus. Administration needs to look at the number of people riding the buses each day and try to make the schedule more flexible. It was felt that another run should be added between 4:30 and 8:00pm.

Ms. Elliott asked for questions or comments from SAC.

Some biweekly employees feel that their raises are not retroactive to October 1st. It was explained that with the pay periods the way they are and being two weeks behind, it would be hard to figure. If an employee has a question as to whether they get their entire raise, they should ask their supervisor. If they still aren’t satisfied, they should ask Human Resources.
Staff Appreciation Day is Nov. 1 – SAC wants a really good meal. Leslie will talk to Denise Lawson soon. Emily said if Leslie found out that meals would cost more, let her know and she will try and help.

There has been increased security at sporting events since the September 11 attacks. Has security in labs been mentioned? Dr. Birdwell asked that a review of labs and procedures be conducted and determine if additional security is necessary.

There has been concern that international students with visas are not tracked closely enough. Students come here, and then decide to transfer to another school. It is hard to track students with visas. There has been renewed interest in this issue since the attacks. There has been discussion about a computerized tracking system – each student would be required to pay $95 – there was a lot of concern about this. How should the system be set up and how it should be funded – higher education and congress should work together and maybe the government should pay for this.

**Safe Zone Project** – Jeff Gersh, Residence Halls Coordinator

This is a project that is in place at over 500 universities across United States. This is the only one of its kind in the state of Oklahoma. The purpose is to provide education to people who will provide safe zones to people who are gay, lesbian or bisexual, or who may be questioning their sexuality. Jeff does a three-hour training presentation. Once people go through it, they sign a confidentiality statement, which explains what their role is. After completing the training, they are given a small sticker to place outside their offices so that will identify them as someone who is safe to go talk to. Gay/lesbian people have concerns. Jeff asked SAC members to take this information back to their respective areas and if anyone is interested, have them contact him. This program is open to faculty, staff and students. This is a way to say there is a safe person to talk to if you’re having problems. This is a relatively new program. Jeff is looking for grants for funding this project. Gay/lesbian students are concerned. Some have had problems in the classroom, with faculty and staff; and they are afraid to report it because they are afraid of what might happen to them. This program allows other individuals to take up some of those issues in a non-threatening way. You don’t have to be bisexual or gay to participate in the Safe Zone Project. A lot of people involved in this are straight. The Dept. of Residential Life has been very supportive to this point. He hopes to expand this program. If you have any questions or would like any other information, you can e-mail him at gersh@okstate.edu or call at ext. 47279. He will try and set up a three-hour training session for this project. Currently, there are 42 trained people (staff). They hope to get more faculty involved in the future.

**Branch Campus Reports**

*OSU-Com – No report*

*OSU-Okmulgee – Devin DeBock*

There was not a quorum in attendance at their last Staff Council meeting. They will support the United Way fund raising campaign. Their technology showcase is coming up tomorrow. They expect several hundred high school students. The campus shuts down for students to come visit. They were very happy to show their support and offer free advertising for Orange Peel. Their Vice President, Dr. Larry Williams, will be leaving to take a Chancellor’s position at a University in Arkansas.

Salary program – they are receiving a salary program this year, which was 3% of departments budget distributed on a merit basis by department heads, no more than 8% to anyone. Thursday
after the technology showcase, they will have their grand opening for their student housing project.

OSU-OKC – No report

OSU-Tulsa - Marcia Hays
It was decided that next semester, their classes would all be at 4:30 or 7:20. Right now they start at all times during the evening. This will allow for more classes.

They have started showing the OSU away football games on a big screen TV. They offer popcorn and cokes to attendees. Eighty attended the first event and about 20 attended the second one. They are trying to build this up and make it a family event.

Camille Jardot has accepted a job at OSU-Tulsa and starts Monday. They are very happy about her joining their campus.

Report of Standing Committees

Public Relations – Wes Higgs
The brochure will be in the mail soon. The homecoming mum flyer is out. You need to send the order forms to Holly Bergbower. The sign-up sheet for the parade had only three people sign up, so SAC will not be doing an entry in the parade. PR Committee will be doing a 60 second public service announcement for Staff Appreciation Day. The tickets should be distributed this week. The flyers are already out.

Awards & Recognition – Leslie Cimino
She will meet with Denise Lawson this week. She said they have a good menu and good ideas. She will tell Denise that we need three easels (two in ballroom and one in theater). She has ten confirmed vendors and her committee is getting some good door prizes. Letters are going out to department heads that have employees who will be receiving service pins at Staff Appreciation Day. Her committee will meet at 2:00 on Thursday in 102 LSW. Staff does not have to be present to win the door prizes. We may wait until about 12:30 to start drawing for door prizes. Was anything done about a donation box for donations for scholarships? She has been trying to contact the Foundation, but can’t get anyone to return her calls.

Policies, Benefits and Budget – Leslie Miller
She had no committee meeting. She has been working on the childcare survey. She has been trying to contact Dr. Perry who said she had some good ideas for improvement. She will give it another week or so and they will try to send out the survey. Anne Matoy said it looked good to her and she would help in getting it out. Leslie hopes it will be distributed by the end of October.

The Faculty Council recommendation – do we want to talk about it, have chair write letter to endorse, or come up with recommendation of our own. Holly Bergbower moved the motion that the Council support the recommendation and that the Chair write a letter in support of the raise program recommendation. We have been trying to get cooperation between SAC and Faculty Council and it is felt that this cooperation should continue, whether the Administration will support it or not. When Holly was on the DSA committee last year, most people interviewed said they would like to see OSU’s raise program improved. Wes seconded the motion. Supporting the faculty recommendation of raise increase policy passed with one abstention. Myra will write a letter to President Halligan stating SAC supports the recommendation.
Leslie said she had an email from a staff member who had difficulty getting prescriptions paid by her insurance. It took sixteen days for the new person to get into the computer system. She took her sign up form to the pharmacy and they wouldn’t accept that. She was told she needed to be in the computer before insurance would pay for her prescriptions. Sixteen days is too long for a new employee to get put in to the system. Does the council feel her committee needs to look into this? Leslie will ask Anne Matoy to monitor the process for a while and maybe find out where the problem is.

**Rules & Procedures** – Duane Hunt

No report

**Faculty Council Meeting Update** – Denise Brooks

President Halligan encouraged everyone to show respect to international students. Dr. Bird said that 11-15 students had left OSU since the September 11 attacks (their Embassy asked them to leave). Ron Area said some of their big donors have held back due to September 11 attacks. The Foundation raised money for their new building on their own. Faculty Council passed a recommendation to prevent departments from soliciting funds from students during charity fund drives. They changed the final exam schedule and overload policy.

**Old Business**

We need some people to attend faculty council meetings and new employee orientation sessions. Duane went in October and we need someone to go November 1st. Wes Higgs agreed to go and greet people.

New employee orientation – Myra received a call from Doyce Brumley and he wanted to know the status of the presentation we wanted to start giving. He and Sandy Barth talked it over and they will make room for us if we want to make a five-minute presentation. Do we want to start doing that on a monthly basis and how do we want to go about it. Someone would still need to be there to answer questions. Dawn Good moved that the PR Committee prepare a 3-5 minute video presentation for use at new employee orientations. Motion was seconded and passed. Myra will let Doyce know what SAC decided.

Leslie Cimino reminded everyone that this is the last SAC meeting before Staff Appreciation Day and she hopes everyone can take part. She asked members to arrive in the Student Union Ballroom about 10:30 am and she will put you to work. Be sure and wear your SAC shirts.

Myra will email the faculty council meeting openings to members.

**New Business**

The DSA Selection Committee received 48 nominations (19 A/P, 12 Clerical, 11 Service/Maintenance, and 6 Trades/Paraprofessional). Duane said the DSA nominations showed a 50% increase over last year. Fourteen employees (5 A/P, 4 Clerical, 3 Service/Maintenance, and 2 Trades/Paraprofessional) were selected as finalists for the award and interviewed. The award winners for 2001 are: A/P – Nancy Horner and Laurie Beets; Clerical – Mary Kay Jennings and Jan Schelsky; Service/Maintenance – Maria Malave and Shirley Faun; Trades/Paraprofessional – Dell Livsey. Finalists are: A/P – Daniel Schroeder, Joan Payne, and Linda Jaco; Clerical – Helen Daggs and Mary Nunn; Service/Maintenance – Donna Gordon; Trades – Rob Eynon.
Duane thanked the standing committee chairs for providing representatives to the DSA Selection Committee, those serving on the committee, and to the PR committee for their assistance throughout the nomination process.

The next item was a proposed change to bylaws. Article XII, Section F, specifies that the Chairperson of the Rules and Procedures Committee of SAC shall function in the role of parliamentarian, insuring that Robert’s Rules or Order are followed. A close reading of Robert’s Rules indicates that the “parliamentarian has the same duty as the presiding officer to maintain a position of impartiality, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote.”

In Duane’s opinion, a strict interpretation and application of this rules does two things:

- precludes the Rules and Procedures Chair from performing the duties of the chair started in the bylaws.
- precludes the Rules and Procedures Chair from performing the basic staff representation of constituents.

Duane moved that Article XII, Section F be deleted from the bylaws. There was some discussion. Roberts Rules of Order is a form of guidance. The motion was not seconded. SAC wants to retain an informal character to our meetings to allow more open discussion. Therefore, no further action was taken.

Wes Higgs moved that an ad hoc committee be created to develop a strategic planning committee for SAC to set goals. The committee would make long range plans and give SAC goals and direction. Discussion was held as to composition of committee, how many people on it, etc. Wes withdrew his motion and will come up with a written proposal that will include details.

Wes Higgs made the motion to adjourn, the motion was seconded. Meeting adjourned at 3:20pm.