Tonya Magness called the meeting to order at 1:15 pm. And reminded committee chairs to speak louder in order for their voices to be heard on the recorder. Diana Jacobs called roll. Tonya asked if there were any corrections to the minutes from the September meeting. There being no corrections, the minutes of the September 11th meeting stand approved. Motion was made to accept agenda. Agenda was accepted by voice vote. Tonya welcomed our new member Kathie Tanner to the Council.

Executive Group Update – Natalea Watkins, Assistant Vice President for the OSU News Bureau and Communications Services
NOC Situation – Dr. Halligan has asked Dr. Vitek to convene a blue ribbon committee composed of faculty and deans to study the academic advantages and disadvantages of some sort of alliance with Northern. That committee will meet at 7:30am tomorrow. Dr. Halligan outlined why he feels it is important that OSU pursue this: academic quality – other institutions in the state raised their admission standards several years ago and this is having an impact between the two institutions. We need to give students more access to OSU. Remediation – NOC would give students a way to pursue their education – mostly Math and English. There were 715 freshmen that needed remediation before they could take the basics. The State Regents has already set up articulation agreements between two-year colleges and areas of influence. Stillwater falls into the northern area of the state’s influence. The budget is an issue that we would be concerned with. When Dr. Halligan came to OSU, we had had 12 years of declining enrollment. Since he has been here, we have had 9 years of increasing enrollment. One area we can manage enrollment is at the freshman level. NOC currently provides classes at MerCruiser and has been for the past six years. This last year they added a registered nurse program in conjunction with Stillwater Medical Center.

Applications for President – we have received more nominations than previous times. They have come from all levels. They are in the screening phase now. They hope to interview mid to late November.
Budget – not good. We have been managing the reduction so far. Deans, directors and department heads were to turn in ways they could reduce their budgets last Friday. Some ways are limiting travel, equipment purchases, freezing open positions. There have been no layoffs on the Stillwater Campus. Departments and units cannot do furloughs. The University might have to look at the situation later, but right now, this is not being considered. After the elections, we might have a better idea of the budget situation.

Bullet is in great shape after his fall. He is up for the Silver Spur Award. There will be a link put in so people can vote. Bullet came in second last year.

AGR Fraternity situation – Afro American Student Assoc. filed complaint with Interfraternity Council. Now they will start investigation this week. AGR will withdraw from homecoming activities. They can use their time and resources on other projects. Money they would have spent on homecoming will be used to provide scholarship support and use some of the time on a community project.

Representatives of homeland security were on campus Monday or Tuesday to look at sensor and homeland security research. Teams need to work together on research projects. OSU is 4-5 years ahead of others on research.

Faculty Council – Dawn Good
Natalea covered most everything. It was a very short meeting. They discussed retirement and benefits. They have contacted OU about what they do and what they are offering, and they will be talking to other committees.

Wellness Center – Robin Purdie
Robin gave some handouts. The Wellness Center has gone through changes. She discussed some services available to faculty and staff. They are: health risk appraisals, physical exams, education classes, employee health clinic, fitness center, nutrition services, physical therapy, and employee assistance program. They bought 500 flu shots. They are going to try and give away to faculty and staff. They hope to give them at Staff Awards Day on November 7th.

Branch Campus Reports
OSU-Com – No report.

OSU-Okmulgee – Devin DeBock. Employee lunches are going great. Now they have a theme for the lunches and they hope to have a speaker. Technology Showcase is tomorrow – they will have about 6000 students (from Texas, Kansas and Arkansas). Preacher Moss did a presentation on Monday for faculty and staff at noon and a second presentation for students in the evening. An invitation was extended to OSU and other campuses to attend.

OSU-OKC – No report.

OSU-Tulsa – Marcia Hays. OSU Tulsa budget cuts are $550,000. There have been seven employees laid off during the last week. They were given severance pay. Employees were kept well informed. There is a hiring freeze in effect. The medical school reorganization is complete. OSU Tulsa went over their goal for the United Way.
The shuttle has been full several times. She recommended you make advance reservations or you might not get on.

**Report of Standing Committees**

**Awards & Recognition** – Trisha Gedon
Dr. Halligan will be presenting the awards at Staff Awards Day. Dr. Vitek will also be there. The gifts and pins should be received by Friday. Letters to department heads, deans, etc. announcing the service pin honorees, are completed and being mailed. We will need volunteers on November 7th to greet/seat, hand out programs, serve cookies and punch, and hand out years of service pins. Betty Handlin is doing the posters again this year. Tonya added that everyone should wear their SAC shirts and try and as many SAC members that can should sit together during the ceremony. A&R committee will meet on October 16th. The PR committee will join this meeting.

**Policies, Benefits and Budget** – Sheryl Beeler
The PB&B Committee met on October 2, 2002. Leslie Miller will contact Bill Warde, Head of Statistics Department about the Day Care Survey. He had some questions about the disk and survey that she felt like Leslie would be familiar with.

Visitors included Kay Ensign - Human Resources and Duane Hunt.

They were very pleased to have Kay come to go over the Interim Long Term Disability Policy with us. Everyone had taken the time to look over the plan and we had many questions to address to Kay. Kay is going to check on the following:

1. #3.19 - look at the certificate that the University has with American Fidelity and see if American Fidelity has a deadline to respond back to the employee with the final decision as to coverage.

2. #2.02 - look at the wording on next to the last sentence concerning "other" employee.

Kay is also going to talk with Anne about putting an option in place for people with excess leave on # 3.16. The committee agrees that this should be changed.

The committee has decided since so much time was used to ask questions and talk about the policy, that we would like until our next meeting to gather our thoughts and rediscuss it at that time. We are hopeful by the November meeting to be able to put it before Council.

Duane Hunt came to the meeting and discussed the 2 proposals for the Distinguished Service Awards. There was brief discussion within the committee, but we will be putting it back on the agenda for the November meeting to finish the discussion.

The third thing that was on the agenda was the letter from Tom Keys, Director of Student Union addressed to Tonya, concerning the Student Union Parking during training classes held in the Union for staff, free of charge. The committee has decided to send this issue back to E-group for discussion and possible rechannelling.

I do appreciate all of the hard work from this committee and thank each one for a very productive meeting. I also thank Kay Ensign for attending; she was very informative and
helpful. I also thank Duane for his attendance. PB&B will meet again on November 6, 2002 at 10:00 a.m. in 302 S.U.

Public Relations – Hank Welliver
Hank thanked Holly for presenting at NEO and Trish Gedon and Dell Livsey for being greeters at NEO. Everyone received an email with the old and new logos. The new logo was approved by Natalea Watkins’ area. Hank made the motion to approve the new logo. The new logo passed by majority vote. It will be put on the NEO brochure, website, etc.

Homecoming mum sale – members will be needed for distribution on Friday, November 1 (11:00-6:30) and Saturday, November 2(8-12) in the atrium. The mums will already been ordered and paid for. We will need to distribute them. He passed around a sign up sheet. If you need to check your calendars, then call Hank and let him know. They would like two people per hour. The Friday sign up times should not be affected, but the Saturday times might be. We will have to be flexible. Natalea announced that homecoming may be an 11:30 game (and this could upset everything), and the parade will be re-routed. She also announced the October 19th game is an 11:30 game. Parking will be a problem on Saturday for the volunteers. The easiest thing to do might be to have someone drop you off.

The PR Committee decided to participate in the homecoming tailgate package. SAC will get 75% of money raised from this for our scholarship fund and 25% will go to the Alumni Office to cover cost of advertising, table rental, etc. People can pay $1.00 to vote, and the silent auction for the package itself are ways we can earn money. Non-perishable items are needed for our package (OSU memorabilia, cokes, salsa, etc.). Hank will get information out as he gets it. You can make a monetary donation towards items if you prefer.

Tonya thanked Leslie Miller for her cooperation and efforts in getting the web page back up during this time of transition. She had several people contact her about website being down. Hank will be working on Website.

Rules & Procedures – Bonnie Richardson
The SAC Bylaws currently state:

Distinguished Service Award Sub-Committee:
This sub-committee of the Awards and Recognition Committee shall be responsible for the selection of the Distinguished Service Award Recipients. Membership shall consist of the Vice-Chairperson of the Council and one (1) member from each of the permanent committees of the Council. The SAC Vice-Chairperson shall serve as Chair of this sub-committee.

Duane proposes they be modified to read:

This sub-committee of the Awards and Recognition Committee shall be responsible for the selection of the Distinguished Service Award Recipients. Membership shall consist of the Vice-Chairperson of the Council, the Chair of the Awards and Recognition Committee, and one (1) member from each of the permanent committees of the Council. The SAC Vice-Chairperson shall serve as Chair of this sub-committee. The Chair of the Award and Recognition will participate in the selection process only
When a conflict of interest occurs between one of the other committee members and a nominee.

Changes to the bylaws must be presented to the Council in writing 30 days prior to a vote. These changes were presented on 9.11.02 for discussion. If there are no changes, I move we vote to accept the proposed changes. Motion was seconded. This passed by majority voice vote.

**Formalization of email**

It was proposed by the Chair of SAC, Tonya Magness, that all official Council electronic correspondence include the signature line: Name, Title, Committee, Year, and be carbon copied to the Council Secretary.

After reviewing Robert’s Rules and the Council’s bylaws, the Rules and Procedures Committee decided no bylaws change was needed. This is a matter of convention and etiquette. The request of chair should be sufficient to put this into practice.

**Old Business**

Appointment to the University Parking and Traffic Rules committee was La Dawn Conner. The appointment ends on 5-31-04.

I met with Judge Morris on September 17th. My notes were distributed via the SAC listserv on 9/18. If you have any questions I would be happy to try to address them.

The Council received a response from Dr. Thomas Keys regarding the parking issue on September 17th. The letter was shared via electronic data to the Council and was given to the PB&B Committee for further consideration.

Sheryl Beeler and Tonya met with members of the OU Health Insurance group on September 20, 2002 at 10:30 in 204 Whitehurst. Members of the Faculty Council and administration were also present at the meeting. OU is self-insured. The purpose of the meeting was to share with OSU the perceived benefit of being self-insured and the cost of their plan versus the State Health Plan. OSU’s Health Compensation Flex Benefits Task Group will obtain additional information.

**New Business**

Update on Distinguished Service Award nominations received – Duane Hunt

They received a total of 39 nominations for this year, down from 46 last year. Duane has no thoughts on the reason for the decrease. Nominations in both classified clerical and classified technical/service maintenance categories were below that of last year. The nominations of A/P employees increased. The Distinguished Service Award Selection Committee has met and selected finalists for interviews. These interviews will be conducted on October 10th and 11th.

Ideas for cost savings to the University. Tonya asked Council members to share with staff in their respective areas the idea of how to help the University save money so that layoff’s and furlough’s are no longer a consideration by any administrator as being part of a budget cost savings. If we can come up with cost savings then the Council may need to make an official statement to the administration on protecting staff positions. Tonya received a request to investigate why there have been so many Physical Plant vehicles around campus – is there a way to cut costs to rearranging the schedules.
There are approximately 500 employees at the Physical Plant and around 170 vehicles. There is also a taxi system implemented that provides transportation to persons working on jobs at only one location. There are 37 reserved Physical Plant spaces on campus. The Physical Plant is required to buy parking passes for all the vehicles in the fleet, and this comes out of the Physical Plant budget, as well as the gas and maintenance for each vehicle. Work Control issues between 52,000 and 80,000 work orders per year. Just like every department on campus the Physical Plant has to adjust their budget each time a budget cut is issued. So far, the cut has been managed by not refilling open positions and reducing spending. The 500 employees consist of administration, clerical, custodial, paint, plumbing, electrical, safety, asbestos, preventive maintenance, mechanical maintenance, building trades, architecture, engineering, grounds, heavy equipment, refuse, evening operations, apartment maintenance, supply, receiving, truck services, small jobs and work control. Work is coordinated on the Physical Plant radio and pager system to make sure there is not already someone in the area to cover a call. Work Control issues work orders and takes great pride in making sure that the work is issued in an efficient manner. A lot of these jobs require equipment and supplies in order to complete their tasks. Most of the vans and larger vehicles are used in transport-required equipment and supplies from one location to the next to complete the assigned work orders. The Physical Plant is a 24-hour operation; personnel are on rotating standby schedules to ensure someone is always available.

INFORMATION FROM THE OSU HEADLINE NEWS POSTED Tuesday, October 08, 2002

The Library has permanently cut five vacant positions that included two graduate assistants, two staff, and one faculty. The number of student employee hours has been reduced, and an effort has been made to hire mainly Work-Study students.

Sheryl Beeler made a motion to adjourn. It was seconded. Meeting adjourned at 2:40 pm.