OSU STAFF ADVISORY COUNCIL MINUTES

October 10th, 416 Student Union, Case Study 3


Absent: Ford, Fox, Hammer, Payne, Perna, Wieder

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

Carey asked for approval of the September minutes. There were two corrections on the attendance. Anise Arterbery’s name was misspelled. Under the Athletics Update, it should read St. John’s Catholic Church, not Athletic Church. A motion was made to approve the September minutes as amended, seconded and approved by a voice vote.

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

Executive Update – Dr. Cornell Thomas

Dr. Thomas gave the council an update on the many changes in his department. The first major change is that the university is establishing a system wide diversity plan. They are currently working on an assessment plan and benchmarks. The diversity council will evaluate each division and whether they are following the diversity plan.

The second change was to work on establishing recruitment and retention initiatives. They have changed the focus from an academic focus to more of a student acclamation focus. The first way to change the focus was to overtake the RISE program. It is no longer focused on students of color. They now want to concentrate on students who
need academic help. Conoco Phillips has been a great sponsor of this program. The second step is the Inclusion Leadership Program (ILP). Sophomore students are involved in the ILP. Any OSU student who completes the program requirements will receive $1000 on their bursar account. No OSU money is involved. This program is being sponsored by the Williams Companies. The third step is the RISE Jumpstart program. This program is similar to the Upward Bound Program. High school students will live in the residence halls free of charge and will enroll in 6 hours. This will help the students adjust when they become freshmen.

The third major change is the Multicultural Student Center. This office dealt primarily with students and the promoting of cultural differences among all students across campus. They have shifted their focus to academics.

The fourth major change is working on faculty and staff recruitment and retention. The university needs to enrich their application pools with diverse applicants. There is also a program that is helping with the transition for new staff and faculty. They will help new faculty members to understand the tenure process and the journal publication process.

The office has hired some directors to focus on different issues. Gloria Birdine has been hired to address women’s issues. The current focus is on health. Dr. Figuero has been hired as Coordinator for Diversity Education. He has held diversity workshops for the various departments. A new class will be required for freshmen in the fall of 2008. The class will focus on social, political and economic differences.

The Board of Regents has been very supportive in all the efforts made by Dr. Thomas’s office.

**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. Their Day of Caring was a huge success. They had 54 staff members involved. More than $20,000 was raised in donations.

**OSU-Okmulgee – Allen York**

Allen mentioned that the Career Showcase was recently held on their campus. They had over 1,700 high school seniors this year.

**OSU-OKC – Trisha Turner**

Trisha was not able to be here, but Swinney filled in. Swinney mentioned that their Halloween Blast will be held October 26th. Entry fee will be a can of food. Their campus is going tobacco free on January 1st, 2008. Classes on smoking cessation will be held on Thursdays in November.

**OSU-Tulsa – Dona Davidson**

Dona mentioned that the dedication for the new ATRC building will be in late November. A benefactor dinner was held to honor donors and donees. A Graduate Studies Fair was held September 25th.

**Report of Standing Committees**

**Rules & Procedures – Bonnie Gladden, Chair**

Bonnie and her committee have started a fact finding mission regarding Sharepoint and its capabilities.
**Awards & Recognition – Becky McIntire, Chair**
The Awards and Recognition committee has had joint meetings with the Public Relations committee to get ready for the Staff Awards Day. Becky has sign up sheets for Walk Around on October 19th and Staff Awards Day on November 1st. All money raised at the bake sale at walk around will be pure profit. Please bring your baked goods individually wrapped. Everything is almost ready for Staff Awards Day. Drs. Strathe and Bird will speak at the ceremony.

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

**Public Relations – Katie Reim, Chair**
Katie is working on moving the Staff Advisory Council website to the new server as required by IT.

**Old Business**
*Harvest II –* Keri Williams with the Stillwater Junior Service League was here to talk about the canned food drive. This will be the 19th year that Harvest II has been collecting food for local agencies. The time frame for the drive this year will be November 1st thru November 9th. Volunteers are needed on November 8th and 9th from 2pm to 4pm to help gather the food and load it onto the trucks.

*Distinguished Service Awards –* Tara would like to thank the following members for their time in volunteering to be on this committee: Sue Moore, Bea Peters, Bonnie Gladden, Jason Pogue, and Carey Warner. They had 12 Administrative applications, 13 applications for clerical, 3 applications for service/maintenance, and 3 applications for technical/paraprofessional. The winners will be notified this week.

*Presidential Search Committee –* Jason mentioned that interviews will be held soon. Then a number of individuals will be recommended to the Board of Regents. The number of applicants is less than in the past, but the quality is just as good.

**New Business**
*Health Care Enrollment Period –* The enrollment period will be October 15th to November 15th. An additional meeting concerning Health Savings Accounts will be held on October 16th. The information packet and the enrollment form will be mailed separately through campus mail. Human Resources would prefer that you enroll online through Web for Employees. If an employee declines OSU insurance, the $364.24 will be deposited into a flexible savings account for daycare or medical reimbursements. This is a good time to enroll family members that were not previously on your insurance because there is no pre-existing clause.

*Holiday Committee –* Per Carey, Mike Hammer and Lori Wieder will represent SAC on this committee with Dr. Bosserman.

*Vacant Seats –* Per Carey, we have 2 open seats on the council. There is a classified seat in the Student Affairs Division and an A&P seat in the Administration and Finance division.

**Announcements**
OSU will be closed Friday, November 16th for Statehood Day.
A change has been made to the academic calendar for Fall 2008. Fall break will only be one day and it will be Friday, October 10, 2008. The Wednesday before Thanksgiving will be a holiday for the academic departments.

Staff members will be required to take 1 day of mandatory annual leave during the Christmas holiday. That day will be December 31, 2007.

Respectfully submitted,

Lynette Venard, Secretary

PB&B Committee Report October 2007

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

Day Care Facility
PB&B members are doing some individual research on this issue.

Bus Shelters
The committee discussed the issue of bus shelters for bus stops. Some committee members remembered that Administration had promised (or at least talked about) providing bus shelters at some point in the past, but the details are sketchy. The committee felt that there is a need for shelters. Is this something that SAC would like to address?

University Budget Committee Report
Leslie Miller attended the University Budget Committee Meeting held September 20th. Administration is, of course, in the never-ending cycle of determining the budget. However, SAC needs to determine if we want to make any recommendations in regards to budget items. For example, does SAC want to ask that Admin create another equity pool (or pools) this year to target staff positions that are below market norms?