Staff ADVISORY COUNCIL
OSU STAFF ADVISORY COUNCIL MINUTES
October 10, 2012 – 408 Student Union

Guests: Juanita Phelan, Environmental Health & Safety, Jamie Payne, Chief Human Resources Director, Lorinda Schrammel, HR Director of Development, and Zach Cate, O’Collegian Reporter.

Marta Kochenower called the meeting to order at 1:16 pm. The roll call was completed.

Approval of Minutes: The September 12, 2012 minutes were approved as presented.

Approval of Agenda: The agenda was approved.

Guest speaker(s): Jamie Payne began with a discussion on upcoming benefit changes. Recent health assessments indicates that health OSU loss claims ratios has shown a decrease from last year which has given OSU a 3% decrease in our overall premiums this upcoming year. There additional women’s health coverage, cholesterol lowering drugs, diabetes management drugs, wellness coaching, and BCBS online aids. Long term disability is also seeing some changes; looking at best practices and increased premiums. Looking at 60% plan along with others, 2 year limitation, special conditions, self-reported symptoms, targeted communications, and non-occupational plans.

Annual benefit enrollment period started October 1 and will continue through October 31st. Everyone should sign-on and complete the process and make their elections. FSA, HSA (employer sponsored), DCA and waived (2 part process) and update your demographics.

The results of the recent survey about employers found that OSU could have had better results with more participation. 30% is all we had. OSU had more participation from staff than from our faculty members.

Jamie then moved to a discussion on ethics. The Regents have assigned a task force to ensure that OSU has proper ethics policies in place. We are subject to the Cleary Act. Jamie inquired how many of the SAC members were aware of the University’s Ethics Point? 75% of the reports are anonymous; she showed us a list of the compliance officers from around the campus.

Q: What degree of violation should be reported? 
A: if you are in doubt you should report it.

Lorinda Schrammel announced as of July on campus training is now free. There is still a $10 no-show charge. There may be other charges at times when the costs of materials (textbooks, etc) may require a small fee. Future plans include two levels of supervisor training to open up in January; 1) for mid-management level and 2) a more narrow focus of existing programs. There are 20 different positions that currently qualify for the Administrative Professional Program.

Online programs include: computer, business, leadership and safety compliance.

Live computer training is once again being offered. Adobe classes will be offered soon. Should a department wish to have some specialized training they just need to contact Lorinda they welcome the opportunity to do that. New classes will be offered based on feedback received.

Q: Has any thought been given to offer classes aimed at increasing the skills of skilled laborers? 
A: Joey Keel of PPS is working with Bonnie in the training office right now on this very topic.

Checkout the training calendar on the HR website.

Q: What if any are the plans to implement Career development plans across campus that is not currently available here? 
A: There are some – Business Officers and Administrative Officers. These are tied to departmental budgets and many times the budgets are not there to fund them. There are plans to add a new incentive plan for administrative professionals called CAP incentive. It is being evaluated but it’s hard to get everyone on board due to budget constraints.

Q: Can we ask administration to encourage our supervisors, etc to provide more support for staff to attend workshops, etc? 
A: The HR office has a student that is available to sit at your desk so that you can attend a workshop if that is agreeable with your supervisor. You need to make arrangements a day or two ahead of time. All supervisors should allow for training time.
Treasurer's Report:  Mickey Gregg was out – a copy of the report was attached to the minutes.

Branch Campus Reports

OSU-Tulsa/CHS – Jean Keene, Chair, and newly elected chair was unable to attend due to a previous commitment.

OSU-OKC – Kristy Voss, Chair, stated that former President, Jerry Carroll was inducted into the Oklahoma Education Hall of Fame. On October 26 they will hold a Trunk-N-Treat on campus for all who wish to attend. They also work on re-organizing their SAC.

OSU-Institute of Technology – Robbie Vanhooser – reported on 8/14 OSU-IT held a Military Appreciation Day and honored former and current military men and women. They and members of the community provided various forms of assistance to military families.

On 8/28 they held their annual faculty and staff breakfast. Dr. Path’s videos of his first 100 days on campus won an award in the Oklahoma College Public Relations Video feature category. There is a link to the videos on OState TV.

October 12th will be their annual picnic and they will have t-shirts for sale. Their master plan is moving forward that includes lighting upgrades with the help of PSO incentive dollars. Water line replacement (good water is on the way). In fall 2013 they will begin offering a new degree program in Pipeline Integrity.

Report of Standing Committees

Rules & Procedures – Donna Whitmore - absent
Marta announced that a sign-up sheet for the re-organization of the SAC representation task force was going around. Marta will take on the chair position of the task force. Donna has a lot on her plate at this time and this will take some pressure off her at this time.

Policies, Benefits, and Budget – Nate Moorman
They met on 9/18 and discussed the following:
   A. Having the medical premium paid for retirees – this action was tabled for further review by the committee
   B. Update on the Tobacco Free Campus
      a. Issuance of tickets: 2 months (2010) after the policy there were 80 warnings, no citations and 17 no contacts; 2011 – 28 citations, 118 warnings and 50 no contacts; 2012- 4 citations, 15 no contacts and 48 warnings; almost all incidents are from visitors and students.
   C. Attendance and leave for staff pertaining to rest periods and leaving campus – decided that though there have been a few incidents this has not become a major problem and that it should be left up to the discretion of the supervisor. No further action is needed by the SAC.
   D. Pooling of leave:
      a. share email from Jamie Payne concerning this subject
      b. Discussion on new ways of approaching the idea of shared sick leave with guest from faculty counsel, Stephen Clarke.
         i. Dr. Clarke said they have not made any formal recommendations and he wanted to find out more about the state and non-state funded area of concern before making a final recommendation. It was looking more like we needed to go with having donations made on individual basis rather than putting the sick leave into a pool. It was tabled until our next meeting.

Public Relations – Ray Catalino
Ray stated they had no meeting has they had no business to handle.

Awards & Recognition – Shawna Goodwin
Reported that currently had $596 in raffle ticket sales. The drawing would be held on Monday, October 15th. Options are continuing to be discussed about service awards for this next year.

Faculty Council Report –
Nani Pybus – October - President Hargis addressed the Academic Calendar expressing concern that we began too early in August and end so very early in May. The Regents and Administration are reviewing this and it is possible that we will see a change in the coming year. The State Regents have placed a cap on faculty overload pay of 13 months.

It was also announced that a new Assistant Provost for Online Communications position is now open for applications.

OState TV is now online and open for all to view. The Women’s Faculty group is disappointed that are not represented well on OState TV.

The bike lanes are gone; this seems to be causing some concern amongst some on campus as the bikers are not slowing down.

Officer’s Reports
Secretary’s Report:  Kathie Tanner
No report
Vice Chair's Report: Darlene Croci
Darlene announced that she has received 63 nominations for the DSA awards. The committee will begin the review of them very soon.

Chair's Report: Marta Kuchenower
Safe Walk – Marta will be sending out a survey to everyone, please participate.

Harvest II will begin soon – a sign-up sheet is being passed around for SAC volunteers to help count OSU contributions at the Chi O’clock.

Unfinished Business
None

New Business
None

Announcements
SAC meeting – November 14, 2012 1:15pm room 408 Student Union

The meeting was adjourned.

Respectfully submitted,

Kathie Tanner, Secretary