OSU STAFF ADVISORY COUNCIL MINUTES

September 13, 2000          419 Student Union          1:15 PM


Excused: Cameron, Cimino, Fletcher, Hannah, Hayes, Knight, Richardson

Absent: Payne

Mary Kay Jennings called the meeting to order and Camille Jardot called roll. The August minutes were approved. The September agenda was approved.

Executive Group Update – Dr. Earl Mitchell, Associate Vice President Multicultural Affairs

Dr. Mitchell passed out a handout containing current recommendations, disposition of former recommendations and Staff Advisory Council recommendations. Special mention was made about the A/P Employees under 26 retirement contributions issue. This recommendation suggested that OSU abolish the current policy stating that A/P employees under age 26 personally contribute fully to their retirement. Administration’s response is that it has been determined that abolishing the policy would have budget implications too great to implement at this time.

The Ombudsman recommendation has been going on for well over a year. The legal paperwork is currently being worked on by Scott Fern.

Dr. Mitchell has been pushing for mandatory manager training. In principle, no manager that supervises employees would be allowed to receive their first paycheck until they have completed manager training. He feels that a lot of the problems that we have on campus is management related. This would be for anyone who supervises ranging from Deans, Vice Presidents, Directors, Department Heads, etc. He knows that the cost issue may be a problem but states that the minimal cost up front will outweigh the long term benefits of this program. It was mentioned that there are many individuals on campus that offer such training courses. Dr. Mitchell is suggesting an initial 6 hour training followed by shorter refresher sessions.

Branch Campus Reports

OSU-COM – No Report

OSU-OKM – Homer Breedlove

The opening for Dean of Student Support & Development has been filled. Sandra Massey has accepted the position.
He noted a change to the July minutes. The minutes previously said that OSU-OKM is working on a proposal to build new dorms on the “Pryor Campus”. Homer stated that they will actually be on the OSU-Okmulgee Campus.

The Pryor unit will be having a dedication on September 14th at 4:30 p.m. The building is called the Advanced Technological Educational Training Center. There are 60 students enrolled currently. This center will offer 15 different night courses right now in its 5 room building.

There was a little confusion over what the Pryor extension will be called. The signage on the outside of the building says OSU-Okmulgee but the schedule says OSU-Okmulgee Mid-America Industrial Park.

No construction has been started on the dorms yet due to still being in the paperwork stage.

**OSU-OKC – Sharon Fitzpatrick**

Their SAC has been busy this semester. They are getting ready to start their first fundraiser. It will be a Craft Sale/Mini Silent Auction/Bake Sale (all in one). The proceeds will go to support the Halloween Student Activities, Cowboy Kids, Christmas gifts for the CDC Children, and door prizes at the holiday luncheon.

They have gotten approval from their VP Council to divide their Faculty/Staff Excellence Award that are presented to one staff, one faculty and two adjuncts. Each section will be in charge of their own decision process. They have gone back to the VP Council for clarification on the monetary amount of these awards because faculty receives more than staff.

**OSU-Tulsa – No Report**

**Report of Standing Committees**

**Public Relations – Rita Hundley**

Their committee met September 12th. The brochure is ready to go to A/V and will hopefully be in the mail by the end of the month. Everyone should have a picture in the brochure whether it is an old or a new one.

Discussion has started about Staff Appreciation Day. Their committee is splitting duties. They are hoping to have it advertised in the newspapers, radio stations, the listserv, local marquees and to have AV there to take pictures. SAC will also be able to advertise on the display boards located by the High School & College Relations Office on the 2nd floor of the Student Union.

All SAC members have their shirts and are encouraged to wear them for each monthly meeting.

Selling the koozies was mentioned. It was questioned if we would be able to sell them at the Dip-N-Dot fundraising stand. It was mentioned that the Student Union has the rights to “soft good” sales inside of the football stadium which would not allow us to sell ours. The committee will discuss the option of having a flyer with multiple purchase options.

The website is almost up to date. A counter was added on August 1st. Everyone check it out!
The committee was checking on buying pens to give away at Staff Appreciation Day. Due to campus purchasing policies, we would be unable to do this because we would be giving them away to staff members. Other departments on campus are allowed to because they give their pens away off campus to promote OSU. They are going to check on possibly getting the pens donated.

Awards and Recognition – Nancy Mitchell
Their committee has been working on vendor letters for Staff Appreciation Day.

They are discussing offering employees a choice of a gift after they have been here 25 years or longer instead of receiving an identical pin.

Volunteers are still needed to work the Dip-N-Dot stand at each home football game. If you are willing to help, please contact Nancy Mitchell at 744-6001. You do not need to be a member of SAC to contribute your time.

Policy, Benefits, and Budget – Leslie Miller
The changes to the Family Medical Leave Act have been completed by Anne Matoy. She did a good job.

There will be an invitation only background check meeting on September 22nd from 2:30 – 4:00 p.m. in 204 Whitehurst.

The committee is continuing to work on the wage issue. They are asking that people who make less then $7.00 per hour to submit a copy of their payroll advice (with their name and social security number blacked out) along with a monthly budget to their committee. It was mentioned that OSU-Okmulgee’s minimum hiring wage just went up to $7.50 as of September 4th and then they will be getting a 3% raise as of October 1st. Leslie stated that the lowest entry level wages in the Big 12 that she could find is $7.00 per hour. Bill Warde said that he mentioned it to President Halligan at their last E-Group meeting.

Another issue that the committee is working on is doing away with the mandatory typing test policy for current OSU employees that transfer jobs on campus. Their committee feels it is obsolete since everyone uses computers. Their committee will be working on this topic in the future.

Rules and Procedures – Myra Traynor
Their committee met last week. Discussion was raised concerning Article 3, Section 5 of the Constitution regarding absenteeism. They are proposing changing the wording from 3 consecutive unexcused absences to 3 total unexcused during the year. The E-Group will be working on defining what is considered excused or unexcused. It would be a Constitutional change which means having to send out ballots to the employees on campus. Faculty Council’s By-laws state that if you miss any 4 Faculty Council meetings (whether excused or unexcused) you are off of the committee. Sharon Whitney moved that the committee draw up a proposal. Craig Satterfield seconded the motion. Motion passed.

The issue of having a parliamentarian was brought up. This person would be in charge of making sure the meetings follow the proper order. They would also be in charge of timing the meetings. A motion was made by Craig Satterfield that the By-laws be changed to show that the head of the Rules and Procedures Committee be appointed to this duty. Sharon Whitney seconded. Leslie Miller abstained. Motion passed.
It was suggested that SAC invite Dr. Weeks to present Robert’s Rules of Order at a Brown Bag Lunch.

**Report of University Committees**

*Faculty Council Update – Rita Hundley*

Dr. Bird presented a special report for the new apartments. This included pricing for the apartments and suites.

Jack Vitek presented the proposal for a name change from Honors Program to Honors College. Faculty Council passed it and now it will be going on to Administration.

The Rules & Procedure committee is wanting to change the secretary of Faculty Council to a voting member. In the past the secretary has been unable to vote. The council passed this recommendation. Now ballots will need to go out to all Faculty for a vote since it is a constitutional change.

Dr. Bird announced that the Board of Regents have been awarded an Americore grant in the amount of $12 million. This money will go for tuition waivers for students who do community service.

The Graduate Student Association announced that they have changed their name to the Graduate and Professional Student Association.

**Old Business** - None

**New Business**

The Distinguished Service Award Committee will meet next Tuesday to review applications and interview forms and will be getting those out in the mail soon. Everyone is encouraged to get the word out in your departments. The members of the committee are Nancy Swann, Holly Hannah, Duane Hunt, Sharon Whitney and Diana Jacobs.

Check out the bulletin board on the second floor of the Student Union. Sherry Curd did a really good job!

A reminder to all SAC members to wear their SAC shirts to all monthly meetings.

All new members that received SAC shirts this year are encouraged to sign the thank you card for Dr. Birdwell for donating them again this year.

There being no further business the meeting was adjourned at 2:50 PM. The Staff Advisory Council will meet October 11, 2000, Conference Room 419 Student Union from **1:30 to 3:00 p.m.** Walker Parking Consultants will be giving a presentation on their findings from noon to 1:30. Every SAC member is encouraged to attend this to show your support. You may bring a lunch for this meeting.