OSU STAFF ADVISORY COUNCIL MINUTES

September 12, 2001  250 Student Union  1:15 PM

Present: Beeler, Blackburn, Brooks, Cameron, Cimino, Collins, Cookerly, Fletcher, Good, Hannah-Bergbower, Hundley, Hunt, Ingham Jacobs, Miller, Mitchell, Payne, Reedy, Richardson, Riggs, Rogers, Traynor

Absent: Brock, DeBock, Hart, Hays, Higgs, Tanner

Myra Traynor called the meeting to order and Diana Jacobs called roll. Rita Hundley made the motion to approve the August minutes, motion was seconded, and August minutes were approved. The agenda was amended (the order of the reports of standing committees was changed). Leslie Miller made the motion to approve the agenda, motion was seconded, and agenda was approved.

Executive Group Update – Dr. Lee Bird, Vice President for Student Affairs

There is a joint board meeting this weekend. They are working with students to provide for the safety concerns of international students due to terrorist attacks on Tuesday. Some students will not leave their rooms because they are scared. OSU is looking at getting Phase 3 of University Housing approved at the board meeting, as well as the Capstone project which includes renovating of Stout, Bennett, and additional units somewhere on campus. Campus Rec is renovating and enlarging their facility. Their courts are full well into the night. Health services are informing students of a new vaccine for bacterial meningitis. They are trying to educate students and parents that the vaccine may last three to five years and will combat about 70% of bacteria that causes meningitis. The vaccine will be available for about $75.00. They just got 4700 cards from the printer with information about available resources on campus if anyone is aware of harassment or intimidation. They have already distributed all of them, and more are being printed. Dr. Bird will get some for SAC members. Someone asked about the football game on Saturday. At this point, the game will be played.

Personnel Services Update – Anne Matoy

Physical Plant did all the remodeling work on the first floor of Whitehurst. Everything except Payroll Services will be moved to the first floor. An employee services center has been created. Employees will be able to take care of sign up, direct deposit, W4, questions on payroll advice, change of address and phone number and benefits that deal with employees. Currently OSU has approximately 180 job openings. Hopefully her people can work more closely one-on-one to
place people. They work with managers and supervisors on human resources. Ann is going to formally ask that the name be changed from Personnel Services to Human Resources. A lot of other Big 12 schools have already changed the name. Employment and Benefits will be moving to the first floor later this month. There are now three front doors. Personnel Services gets a lot of walk-in traffic. They have an information assistance center that might help direct people across campus. They are planning an open house on October 12th (tentatively). The morning will be for Physical Plant and the afternoon will be for others. She asked everyone’s patience while moving is completed. They are revamping the telephone system. When you call Personnel Services, you will get a real person, hopefully in three rings. You will be able to pick up and drop off everything on the first floor. Benefits sign-up have been held in the conference room on the fourth floor. There is a conference center on the first floor that will seat about 20-25 people. This will be a better environment. She hopes to have a videoconference in this room for training and employee sign up at other campuses. They are looking at a Flex Committee (old Health Care Committee) – they will have a task force to look at standing flex benefits. One company will walk you through sign up process over the phone, and this may be able to be done on a computer.

**Report of Standing Committees**

*Rules & Procedures – Duane Hunt*

Duane gave an update on DSA Nominations. He has received six service/maintenance, one clerical, nine A&P, and no technical/paraprofessional. Flyers and nomination forms are available and SAC members are asked to post in their areas and to encourage people to nominate employees for these awards.

Last month Duane handed out four proposals: Nomination/election process, representative to resign his/her seat, subjugating Robert’s Rules of Order, how to remove a SAC officer if they are not doing their job and how to remove a chairperson if s/he is not doing the job. He mailed copies to those who were absent from the meeting. He had to leave early so he wanted to touch on the Election and Nomination of Officers. He summarized the procedures. Discussion was held. After an issue is brought forward, one has three months to take action on it. Rita Hundley made the motion to table this voting for one month. It was seconded and passed.

*Awards & Recognition – Leslie Cimino*

Chuck Edgley, Faculty Council Chair, will have five to ten people from Faculty Council available to help at Staff Appreciation Day (serve food, clear tables, help anywhere needed). Leslie is meeting with Denise Lawson later this week about food choices, etc. She made up a brand new list of 60 different vendors in Stillwater to contact. She will divide them up, and her committee members will contact them about door prizes. The A&R Committee meets next week.

*Rita brought to Myra’s attention that something was overlooked. Myra introduced Deb Shields, who wants to be the new A&P representative for general university. Myra offered her to Council. Rita and Leslie made and seconded motion to accept Deb as new A&P representative for general university. Motion passed and Deb was welcomed to SAC.*

*Public Relations – Rita Hundley*

The new brochure is almost ready. The pictures did not turn out well, so they will omit the pictures and insert something about SAC to put in place of the pictures. Wes had written a proposal of what could be inserted in this place. Rita read the proposal and discussion was held about the proposal. Her committee will review proposal and come up with an insert.

The committee talked about ways of promoting SAC:
Once a month or semester set up table by Chi o’clock or in Student Union with hot chocolate or orange punch on home football game days. The cost was $12.50/gallon which would serve 15-20. SAC decided this was too much money to spend on an activity that probably would not draw staff attention to SAC.

The PR committee will sell homecoming mums as a way to promote SAC and, at the same time, raise money for scholarships. Bonnie got a prototype of a silk mum. The cost is $4.50/mum for SAC to purchase. SAC agreed that the committee should proceed with publicity and an order form. Flyers will be distributed and orders will be taken. SAC will probably sell the mums for $7.50. Homecoming is Oct. 27th. OKC asked if they could order mums. The courier service could probably take their orders to OKC. An order form will be distributed. The mums would be available on Thursday or Friday before game. The committee will get together and decide on order form, dates, etc. The committee will ask that it be changed a little bit – maybe not include turkey bell because they are so heavy, but keep the football.

They suggested that SAC have an entry in the Homecoming Parade. Holly has arranged for a trailer. In 1996 or 1997, SAC had an entry in parade and scholarship winners were asked to ride. We need five or six people to ride and some to walk to hand out candy. Myra asked for a show of hands of those who would participate and the committee felt there would be enough participants (at least six). The time will be announced at October meeting.

Wes has written and submitted a public service announcement on Distinguished Service Awards for local radio stations. It is mentioned on OSU’s home page also.

**Policies, Benefits and Budget – Leslie Miller**

She handed out a rough draft of a day care survey. Her committee started with the old survey. It was given to Dr. Warde, Anne Matoy and Dr. Perry (College of Education) for review. Dr. Perry said it looked good overall, but she had a few suggestions for improvement. The committee added two questions about the Flexible Benefits Dependent Care Program. According to Personnel Services only 131 people use this program, and the committee was surprised the number was so low.

Leslie talked to Dr. Bird and she has been thinking about this issue as well. She offered to contact a private consultant who specializes in these issues. The consultant, Debra Carlson, will be on campus November 14-16, and she would like to meet with PB&B committee members at that time. She asked everyone to review the survey and provide feedback and comments. She would like to get the survey through the IRB and out as quickly as possible. Right now, they are planning to send the survey to all faculty and staff; plus have it available on the website for students to print off, fill out and mail in. The survey will have a cover letter with it. There is a special needs question on the survey.

**Branch Campus Reports**

OSU-OKC – Glenda Cameron introduced Carol Fletcher, Secretary and Janet Strickland, Treasurer of their council. Karen Kay, Chair, and Laura Robinson, Vice Chair, were unable to attend. New officers’ terms began after July meeting. They did not have an August meeting due to enrollment. They received praise for the Staff Appreciation Luncheon which council sponsored. They had a great Howdy week – don’t know who had more fun – staff or kids. Glenda rode the mechanical bull and got thrown off. Their next council meeting is September 21st. The cafeteria catered their luncheon, and they had door prizes. It was held from 11:30-1:00. They had a good turnout. They recently changed their bylaws so they can elect officers earlier.
One can’t be an officer more than two years. Glenda thanked Rita for her shirt – she will send Dr. Birdwell a thank you.

*OSU-Tulsa* – No report

*OSU-COM* – No report

*OSU-Okmulgee* – No report.

**Faculty Council Update** – September – Leslie Miller

They had several items on their agenda. Nine of the ten items on agenda, she did not know what they were talking about. They made a recommendation to formalize the university raise program.

The recommendation reads:

1. The University formalize the staff and faculty raise program by establishing annual raises that should, *at a minimum*, be equal to the percentage increase of “new money” received by the University each year (the Office of Planning, Budget, and Institutional Research category “adjusted funds available”).

2. The annual raise program should be effective on July 1 of each year. This is particularly important for staff employees on twelve-month appointments.

If OSU gets 5% monies, faculty and staff would get 5% raise. It would be effective July 1st of each year. The Faculty Council did pass this recommendation. Leslie feels that SAC should support this recommendation. Next month, SAC will hold discussion and vote on whether or not to endorse the recommendation. In the past, we have been lucky to get 2-3% raises. The more money out there, the better chances are of getting raises. New money comes from state appropriations. OSU hopes we get money from legislature. Recently OTRS and Benefits went up as well as utilities. There was concern about lights at the football stadium being on all hours. Physical Plant does have people turning off lights in buildings. Small amounts add up. OSU had some increased costs to cover. After these expenses, there wasn’t a lot of money left over for raises. Raises in past have been based primarily on enrollment. There may be a lot of things not considered here. There was some discussion. Denise Brooks didn’t want to endorse this and then staff get cut. Denise Brooks attends Faculty Council next month. It was suggested to have Jonathan Comer attend the next meeting and explain proposal better. Myra will invite him.

**Old Business**

New employee orientation – Rita felt there needs to be more than one person to greet people. Myra will get copy of the sign up sheet for new employee orientation. Rita asked SAC to check the brochure one last time and be sure name, address, phone are correct.

**New Business**

We have two vacant seats – both in Academic Affairs – one classified and one A&P. Jon Hunt has left OSU. Melba Knight’s seat is still vacant. Let Myra or an officer know if you have someone in mind who might fill either of these seats.

**Announcements**

The October meeting will be in a case study room, not sure which one yet. Check agendas for location. Anne Matoy said Personnel Services has a room that she would let SAC use if they feel it is large enough. Meeting was adjourned at 2:45pm.