OSU STAFF ADVISORY COUNCIL MINUTES

September 12th, 412 Student Union, Case Study 2


Absent: Barron, Forsythe, Fox, Moore, Turner

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

Carey asked for approval of the August minutes. There were two corrections on the attendance. Tara was present at the August meeting and Anise Arterbery’s name was misspelled. A motion was made to approve the August minutes as amended, seconded and approved by a voice vote.

Carey asked for approval of the agenda. Health insurance was added under old business. For new business, Harvest II, Distinguished Service Award and Peer Mediation were added. Robin Purdie will not be attending to discuss the Tobacco Free Campus. A motion was made to approve the agenda as amended, seconded and approved by a voice vote.

Executive Update – Gary Shutt

Gary Shutt gave an update on all the construction happening around campus. There is about $826 million in construction projects including the ATRC building at the OSU-Tulsa campus. The groundbreaking for the new research building was held recently. It will be constructed on the previous site of the Dairy Barn. That construction will cost about $70
million. This building will bring all the researchers together on campus in 1 building. Everybody may have heard about the recent explosion on campus. It occurred in the ATRC building. We are very fortunate that there were no injuries. The Intermodal Transportation Building will be built on the corner of Hall of Fame and Monroe. It will house 1300 spaces for vehicles and serve as a hub for buses. Eventually, it may also serve as a regional hub for other bus companies. Across the street, the North Classroom Building will be built. Capital bond money is being used to fund the construction. This building will be a joint effort with the NOC Gateway program. In October, renovation will begin on Old Central. That will cost approximately $7 million. This will become the Honors College. The museum that is currently housed in Old Central will stay. It is the intention to completely preserve the outside appearance of the historical building. The new Architecture Building is being funded with a donation of $15 million from the Reynolds Foundation. Other renovations across campus include the Veterinary Diagnostic Lab and Murray Hall.

There is a slight decline in enrollment across all the OSU campuses. The official numbers will be given at the OSU Board of Regents meeting on Friday. The average ACT score of new OSU freshmen is 24.8, which is the highest ever. 17% of the freshmen are from the top 10% of their class.

University officials are working on the Emergency Response System. The system will work with the law enforcement from Stillwater and Payne County. Basically, this will be a code red reverse 911 system. Voice mail and text messages will be sent out to all individuals on campus who have registered an emergency contact number on their o-key system. They are working on installing 3 sirens on campus. The sirens could also be used for severe weather such as a tornado. The recent explosion in the ATRC building would not have been considered a code red emergency.

The 5 managers for Energy Educators have started working on the Stillwater campus and 1 manager on each of the other OSU campuses. After doing all their research, the company estimates that it can save OSU $22 million over a seven year period in energy costs.

Human Resources is working on getting the information concerning the new health insurance programs out to the campus.

The OSU campus will go tobacco free effective July 1st, 2008. Between now and then, there will be education and communication to the campus regarding cessation programs. Gary had a handout that Robin had distributed at the Faculty Council Meeting. He will check to see if we can distribute it to the campus.

Athletics Update – Mike Holder
Mike Holder had a DVD that he was going to show about the west end zone. But our computer was not cooperating. After completion, the final cost will be about $180 - $200 million. Holder discussed financing and how athletics still owes on debt for Gallagher Iba and the North and South renovation of the stadium. Parking during construction was discussed. Future plans for the current practice field were discussed. It may be turned into a nice landscaped entry was to Gallagher Iba. A question was asked concerning the St. John’s Catholic Church. According to Holder, there are discussions occurring between the church and the athletic department. Next year, there will be 7 home games. A question and discussion followed concerning west end zone ticket prices.

Branch Campus Reports
OSU-CHS – David Barron
David was not able to attend the meeting, therefore no report was available.

**OSU–Okmulgee – Allen York**

Allen mentioned that the final trimester began September 5th. Renovation on the Administration Building is complete. Enrollment for international students has increased. The OSU-OKM campus will go tobacco free next fall at the beginning of the trimester.

**OSU-OKC – Trisha Turner**

Trisha was not able to be present, but Carey read an e-mail that she had sent. On Saturday, September 7th, the campus held its second annual Family Health and Safety Day and again was a huge success. A grand opening ceremony was will be held on Monday, the 17th for the newly finished Physical Plant building. Two other buildings are currently under construction, the Agriculture Resource Center and the Public Safety Training Center.

**OSU-Tulsa – Dona Davidson**

New officers were elected. Dona is the new staff council representative from OSU-Tulsa. An OSU-Tulsa student was shown on Good Morning America. The Faculty Lecture series is beginning.

**Report of Standing Committees**

*Rules & Procedures – Bonnie Gladden, Chair*

Bonnie did not have a report.

*Awards & Recognition – Becky McIntire, Chair*

Becky and her committee are working on ideas for fund raisers. We will have a booth at Walk Around on Friday, October 19th. They are also working on ordering pins and clocks for the SAC awards assembly in November. The price has increased. The logo has changed therefore new bids will have to be prepared.

*Public Relations – Katie Reim, Chair*

Katie has shirts for the new members. The new brochure is also complete.

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

See attachment.

**Old Business**

*Health Insurance – OSU will give each employee $364.24 for health insurance expenses. The difference between that amount and the price of the health insurance chosen will be used to pay for vision or dental premiums or will be deposited into a flex account. If the employee enrolls in a plan that is more expensive, the employee is responsible for that difference. The approximate dates for enrollment will be October 15th through November 15th. Enrollment for health insurance, flexible benefits and long term disability will all be during that time. OSU is currently working with Stillwater Medical Center to join the HMO as a provider.*

**New Business**

*Resolutions from Mike Hammer – Mike Hammer presented 2 resolutions before the council. They are as follows:*

1) The Staff Advisory Council supports tobacco-related educational initiatives but opposes any punitive measures to enforce the Tobacco Free Policy, including but not limited to writing the Policy into the employee handbook, using the word “prohibited” in
the final version of the policy, and suspending students for using tobacco in unauthorized areas.

2) The Staff Advisory Council will create an internal policy or bylaw that no vote will be taken on support or opposition to administration policies without seeing that policy in writing.
After discussion, it was decided that the council think about the 2 resolutions until the next meeting.

*Harvest II* – Per Carey, information concerning Harvest II will be coming soon.

*Peer Mediation* – Information concerning this program will also be coming soon.

*Distinguished Service Awards* – Information concerning the nominations for the Distinguished Service Awards has been e-mailed to the list serve. Tara is asking for 1 individual from each committee to serve. This will involve reading the nominations and meeting to decide on the winners.

**Announcements**
There were no announcements.

Respectfully submitted,
Lynette Venard, Secretary
PB&B Committee Report September 2007

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

Performance Evaluation Forms
The committee looked at performance evaluation forms. On the current form available from the HR website (listed as Staff Performance Review [doc]), there are three rating levels: Not Meeting Expectations, Competent, and Commendable. Per Policy 3-0741, Performance Evaluation Program for Staff, section 3.02, each department's staff performance evaluation systems are required to produce overall ratings of at least five (5) levels as follows: Special Merit, Merit, Good, Needs Improvement, and Unsatisfactory. So, the Staff Performance Review form does not meet university policy requirements.

To fix this, PB&B presents the following recommendation to SAC:

The Staff Advisory Council Policy, Benefits, and Budget Committee Recommends:

Adjustments be made to the new Staff Performance Review form to include two additional rating levels: Unsatisfactory, Merit.

Rationale:

The OSU Policy and Procedures clearly state in section 3.02 “Each department’s staff performance evaluation system shall produce overall ratings of at least five (5) levels as follows:

A. Special Merit
B. Merit
C. Good
D. Needs Improvement
E. Unsatisfactory”

The most recent performance review form moved from a five level rating scale to a three level (Not Meeting Expectations, Competent, and Commendable). The PB&B committee recommends adding Unsatisfactory and Merit in order to equal five levels. The new five points would be:

A. Commendable
B. Merit
C. Competent
D. Not Meeting Expectations
E. Unsatisfactory

Furthermore, we felt it would be beneficial to add a section where employees could tout their professional development activities. A second recommendation was written for this purpose.

The Staff Advisory Council Policy, Benefits, and Budget Committee Recommends:

Adding an additional section to the Staff Performance Review form: Professional Development/Service to University
Rationale:

Often employees participate in professional development activities such as Human Resources Training programs. They better their overall skills that ultimately help their department as well as the University. Staff also often volunteer at various University activities such as Alpha and serving breakfast during finals. These types of activities are not reviewed during the performance evaluation, and are often overlooked by the supervisor when determining final ratings. The PB&B committee acknowledges the performance review is intended to be a review of only job performance, however we believe the additional activities should be listed on the evaluation form in the event the staff member is on the cusp between two rating levels. It also enables the staff member to showcase their accomplishments to their supervisor.

Day Care Facility
The committee also brought up the issue of an OSU day care facility. Apparently at least as two day care facilities have closed in Stillwater this past year, and there is still a widespread perception that there is a day care shortage in Stillwater. This is an on-going concern for many OSU staff members, and PB&B requested that SAC invite Dr. Bird to speak to us on this issue to clarify why the concept of an OSU day care did not come to fruition the last time the recommendation was made. PB&B will wait for this information before proceeding.

Campus Mediation Program
Apparently there is movement on the campus mediation program again. SAC is tentatively interested in this concept, but information seems sketchy at this point. PB&B may investigate this further in the future.