STAFF ADVISORY COUNCIL
OSU STAFF ADVISORY COUNCIL MINUTES
September 14, 2016 – 412 Student Union-Council Room

“The council that’s working for you.”

Guests: Jamie Payne, Assistant VP of Admin and Finance (HR); Liz Tarbutton, HR; Joey Keel (HR); Latricia Snider (HR); Michelle Finley (Internal Audits); Megan Hannabass (Internal Audits); Joe Diaz (Internal Audits); Greg Kail (Fac. Mgmt); Tina Burch (A&S Tech Servs.); Kevin Seymore (Psychology)

Chair Sue Goad called the meeting to order at 1:17 p.m. and the roll call was completed.

Approval of Minutes: The August 2016 minutes were approved

Approval of Agenda: The agenda was approved with changes

Guest Speakers:

Joe Weaver, VP of Administration and Finance: enrollment was strong this fall. OSU has a protocol for earthquakes and that all buildings were check and cleared after the September 3rd earthquake. American Airlines is going well and it is projected that flights for the remainder of the year will increase over 3000 flights were booked for the month of September. The faculty/staff dependent tuition waiver is still being supported and will be considered to possibly go into effect in FY18 but it will depend on the budget for next year.

Jennifer Moody, Interim Director of HR Partner Services: explained the Fair Labor Standards Act updates/changes that will be going into effect later this fall. HR Partners are currently working with departments to determine employees who will be effected and they will be working with those affected employees in October.

Dr. Todd Misener, Chief Wellness Officer: came to OSU from Kentucky University last month. He is every eager and excited to work with staff, faculty and students. He is astonished by our current wellness initiatives and resources. He asks that if anyone has any wellness ideas or concerns to please get in contact with him. He will also be working the current Campus Innovators.

Treasurer’s Report: Attachment A

Branch Campus Reports

OSU-Tulsa/CHS: no report

OSU-OKC: no report

OSUIT-Okmulgee: no report

Report of Standing Committees

Rules & Procedures: Melanie Bayles – still working on getting the election ready for Constitutional changes/updates. Held nominations for the current Treasurer position and Jennifer Craig was voted for the position

Policies, Benefits, and Budget: Kristin Henderson – Attachment B

Communications: Kaylie Wehr – Attachment C
Awards & Recognition: Karissa Lowe – 25 service awards were ordered in August and awards information is sent out a month after the anniversary month.

Distinguished Service Award nominations start September 23 and will close on October 24. Nominations can be turned in online or in person. Please see the SAC website and newsletter for more information.

Fund Raising: Michelle Chitwood – Attachment D

Events: Sarah Axtell - Attachment E

Report of University Committees

Faculty Council Report: Attachment F is the August report and Attachment G is September’s report

Department of Wellness: Mary Talley spoke about Attachments H & I

Officer’s Reports

Secretary’s Report: Toby Tucker – Announced the CEAT United Way Fundraiser (Live Auction) that will take place on Sept. 28 at 1:30.

Vice Chair’s Report: Jovette Dew – no report

Chair’s Report: Sue Goad – SAC is planning a Red Cross Blood Drive on November 4 from 10am-3pm in the Student Union Star Light Terrace; more information will be included in the SAC newsletter. SAC Officers met with President Hargis on August 25 for their yearly meeting.

Unfinished Business - none

New Business – Jenny Cundiff would like for SAC to start a “Random Acts of Recognition” program. The Awards and Recognition committee will be discussing some ways to try and get a program going.

Announcements – The next meeting will be October 12, 2016 @ 1:15 p.m. in 460SU-Regency Room.

The meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Toby Tucker
### OSU Staff Advisory Council
#### Treasurer's Report
#### September 14, 2016

<table>
<thead>
<tr>
<th>SAC MAINTENANCE ACCOUNT (Year to Date)</th>
<th>SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT</th>
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<td>Reimb Dist Svc Awards</td>
<td>Parking Raffle</td>
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<tr>
<td>Staff Appreciation Day</td>
<td>Transfer to Foundation</td>
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## Funds Deposited with OSU Foundation
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The PB&B Committee met on 9/6/16 to discuss current fees for staff for university enrollment and discuss the end of year review and how we can improve OSU/PB&B.

University Enrollment for Staff

Previous discussion of fees took place on 7/7/2016. KH met with Dr. Christie Hawkins (CH) Assoc Director of Institutional research & information management.

The previous discussed fees:

1. Life Safety & Security Fee
   a. CH will look into this

2. University Tech/Infrastructure Fee
   a. Not able to waive
      i. Includes D2L and other audiovisual tech that ONLY students use

3. Library Automation Fee
   a. CH will discuss with Dean Johnson

4. Facility Fee
   a. Typo in bursar billing and fund information
      i. CH will address with bursar and get the wording corrected

5. Wellness Center HRA Fee
   a. CH believes this fee is already able to be waived with documentation
      i. Will look into documentation requirements and report at a later date

6. Facility fee-campus rec
   a. CH will look into this

A “Professional Development Fee” for the MBA program was brought to our attention. CH will talk to Dean Eastman and the MBA program to see if this fee can be adjusted for full time employees.

End of Year Survey

Reoccurring main points

a. Tuition waiver for dependents
b. Reduced parking costs
c. Shared leave
d. Raises

Suggestions PB&B will look into developing

a. “Studying benefits package (peer and best practices) to recommend improvements”
b. “Work to get free access to the Wellness Ctr. And Colvin Center for staff employees who are retired.”
c. Parking
   a. To address the reoccurring topic of parking costs PB&B discussed seeing if we could collaborate with parking to do a monthly parking give-a-way to one employee a month. (Or some sort of prize or “employee of the month” benefit)
Communications Committee Updates
September 14, 2016

- Fliers and communications for Homecoming Basket Raffle and Distinguished Service Award Nominations completed
- Homecoming Basket Raffle and Distinguished Service Award Nominations announcements will go out in Headlines and have been added to OSU calendar
- September newsletter nearing completion - to go out September 23
- Increase in social media presence
Fundraising Committee Report

- Homecoming Basket
  - 4 tickets donated by President
  - One night at campus hotel (not on homecoming weekend) – donated by Josh Barnard
  - OSU misc. items – donated by different council members
- Valentine Gram – V-grams – in February
  - Candy
  - Kid made hearts (made with the kiddos at the FRC)
  - Balloons
- Giveback Night
- Administration Gram – A-grams – in April
Events Committee Report

1. Harvest II will be October 26-November 11
   a. We are still working on getting exact specifics from JSIL on pick up date and time for Nov 11
   b. We need boxes. Preferably 1 box per SAC member. – Fliers for Harvest II will be attached to the boxes so people in your building can donate in a more convenient way.
   c. Boxes will need to be put out on Oct. 26th.
   d. There will be a table and chairs set up: place- TBD
      i. People will bring their items, they will be counted, and then we will hand them a “receipt” that public relations is creating.

Info about Harvest II will go out in the Oct Newsletter
FACULTY COUNCIL REPORT
August 9, 2016

Jenny Gilliland, SAC Representative

- Dr. Lee Byrd introduced the new Chief Wellness Officer Dr. Todd Misener.
- Dr. Gary Sandefur, Provost and Senior VP of Academic Affairs provided an update on OSU-Tulsa.
  - Only junior, senior, and graduate level coursework are available at OSU-Tulsa.
  - OSU-Tulsa may not offer freshman or sophomore level coursework or degree plans that are available at Langston University-Tulsa.
  - Administrative changes include:
    - Dr. Pamela Fry, Associate Provost and Associate VP, Undergraduate Education in the Office of Academic Affairs at OSU-Stillwater, has been appointed to serve as interim Provost at OSU-Tulsa and will report to Dr. Sandefur.
    - Dr. Raj Hussu (sp?) is moving to a part-time position as VP of Student Affairs at OSU-Tulsa.
    - New head of engineering at OSU-Tulsa; building the mechanical engineering program in the OSU-Tulsa area.
    - Plans to revitalize the research facility in Tulsa.
  - OSU-IT wants to expand the culinary arts program into Tulsa; currently has a good working relationship with Tulsa Technology Center.
  - OSU-Tulsa cannot offer an accounting major, as this is offered at Langston; however, they can offer online coursework toward a degree in accounting.
  - Dr. Sandefur had plans to meet with Tulsa next week.
- Chris Ormsbee, Associate Provost/Director, Institute for Teaching and Learning Excellence (ITLE)
  - itle.okstate.edu/classroom-status
  - Sixty (60) classrooms were upgraded from standard DEF to high DEF this summer
  - Two weeks before graduation and summer are when the work can be done in classrooms.
  - GU rooms are ready for the fall semester.
  - D2L is now accessible through Brightspace, a cloud-based software program accessible from:
    - my.okstate.edu
    - learn.okstate.edu (Note: JG tried this, but it didn’t work.)
  - Two-minute training videos will be available online.
  - Banner forced change from section numbers to course reference numbers.
- Kyle Wray, VP of Enrollment Management and Marketing
  - Freshman move-in begins Thursday, August 11
  - Convocation schedule Friday, August 12 at 2 p.m. at Gallagher-Iba Arena; faculty are encouraged to attend.
  - Non-stop jet service scheduled to begin August 23 from Stillwater to DFW; tickets about $40 more than from OKC or Tulsa to DFW, which makes up for the cost of parking or gas and travel time.
  - Construction updates
    - Human Services (HS) was dedicated Tuesday, August 9.
• The new Business building is expected to open in early 2018.
• Hall of Fame is expected to be ready by August 19.
• Atherton Hotel rooms are now open and available.
• McKnight Center for the Performing Arts is to begin construction.
  • Three OSU professors have been selected for the Oklahoma Higher Education Hall of Fame for 2016:
    ▫ Dr. Robert Fulton
    ▫ Dr. Ramesh Sharda
    ▫ Dr. Barbara Stockers
    ▫ https://news.okstate.edu/articles/three-osu-professors-selected-higher-ed-hall-fame
  • 2016 Summer Olympics – seven former Oklahoma State athletes to compete
    ▫ https://news.okstate.edu/articles/osu-connections-summer-olympic-games
  • Enrollment
    ▪ 16% cut by Oklahoma legislation
    ▪ 7% increase in tuition costs
    ▪ 13,000 applications received; 9,700 students admitted; 4,100 freshmen as of now
    ▪ Banner presented challenges, but KUDOS to those who have been working hard to make it work as school began.
  • Dr. Gary Sandefur
    ▪ Presented Faculty Council recommendations (see handout attached).
  • Dr. Lee Byrd
    ▪ Presented information about OSU Engage, a pilot program designed to facilitate volunteerism in the Stillwater community as “an opportuniy to connect caring cowboys to community causes”:
      https://campuslink.okstate.edu/organization/testserviceprogram
    ▪ Identifies volunteers to work in the community on short-term service projects
    ▪ Leadership mentoring opportunities for faculty; any discipline is welcome to participate

JG
FACULTY COUNCIL
3:00 p.m., Tuesday, September 13, 2016

1. Cinthya Ippoliti – Assoc. Dean for Research & Learning Services, Edmon Low Library –
   New services and resources in the Library
   a. The library has invested in more data storage and research profile technology
   b. Edmon Low has added virtual reality headsets and visualization studio as well as a 3D printer
      and scanner
      i. Due to growing demand Edmon Low is in the process of buying 2 more printers and an
         additional 3D scanner
   1. Training for the new technology can be found on the library’s website

2. Dr. Celeste Taber – Registrar – Grade Submission through Banner
   a. Faculty and the registrar will be piloting new grade entry system this week
   b. Dr. Taber did a run through of what the site looks like and how to use it

   a. The new FLSA will be effective for the nation on Dec 1
   b. In order to ease the transition OSU will make the change in FLSA effective Nov 6
   c. Staff who are currently exempt, but will be changing to non-exempt will have the opportunity to
      be grandfathered in at the same leave accrual rate and will be able to choose to be paid biweekly
      or remain a monthly paid employee
   d. Comp time will be encouraged instead of paid time
      a. Staff will still accrue comp at time and ½ same as if the time was paid out
   e. Resources to learn more about the new FLSA regulations can be found:
      a. Dol.gov
      b. Hr.okstate.edu
      c. Talent.okstate.edu
      d. HR partner

4. The President – Remarks and Comments
   a. OSU currently has the largest enrollment in history. This is in accordance with last year’s largest
      freshman class. This year we saw the 3rd largest freshman class in history of Oklahoma State
   b. The renovations and construction to the Business building and central plant are currently moving
      forward on schedule
      a. Okstate will try to schedule the most inconvenient construction during holidays and long
         breaks when the university is less likely to experience a large influx of traffic
   c. The new Performing Arts Center will break ground on Oct 1

5. Joe Weaver – Remarks and Comments
   a. When an earthquake happens facilities management will always view the campus structure
      a. The intensity of earthquake will determine how many different resources will investigate
         damage
   b. No structural damages obtained during labor day earthquake
   b. American Airlines in Stillwater
      a. September bookings over 3,000 flights
      b. Will reimburse the first 5,000 flights $100
         1. For business purpose only
         2. Out of Stillwater airport

6. Sewel – Remarks and Comments
   a. Communication for research week will begin soon
   b. Research week is Feb 20th

7. Kyle Wray – Remarks and Comments
   a. Financial Aid – FAFSA moved from January to October 1