



Staff Advisory Council General Meeting Agenda

Staff Advisory Council will meet on

Oct. 9, 2024 @ 1:15pm | 412 Student Union (Council Room).

**STAFF ADVISORY
COUNCIL**

All meetings are open to the public. Virtual attendance links are available upon request.

- A. **Call to Order:** Sam Morse

- B. **Roll Call:** Sam Cypert
 - a. Members Present (in-person): Sam Cypert, Sam Morse, Molly Battershell, Kim Howerton, Kimberly Meints, Michelle Stewart, Sherri Buntin, Natalie Noles, Aaron Lively, Kegan Herrick, Ramitha Raja, Emily Billings, Robert Raab, Nicole Hendricks, Justin Worley, Suni Hertt, Mili Jha.
 - b. Members Present (virtual): Angie Duckworth, Casey Enarson, Deidre Parrish, Robert Sloan, Victoria Gandy, Nick Irby, Joshua Hawkins, Janell Hamilton
 - c. Guests Present (in-person): Meeting and Conference Services staff, OSU HR, OSU Brand Management.
 - d. Guests Present (virtual): Imani Jennings, Patricia Acurio, Indu Grover, Melanie Bayles.
 - e. Regrets: Kala Davis.

- C. **Approval of the Minutes:** Sam Morse
 - a. Changes: 3 –
 - i. Updated roll call to stipulate Sam Cypert conducted the process instead of Kimberly Meints in September.
 - ii. Clarified under Section C that no changes were noted for approval of the August Minutes.
 - iii. Under Section G.A.I., an apostrophe correction was made to showcase correct possessive language for Lisa Crane.
 - b. Moved by Justin Worley with amendments.
 - c. Seconded by Robert Raab.
 - d. The motion to approve was unanimously approved.

- D. **Approval of the Agenda:** Sam Morse
 - a. Changes: Adding “SAC Lunches” to New Business.
 - b. Motioned by Sherri Buntin.
 - c. Seconded by Justin Worley.
 - d. The motion to approve was unanimously approved.

- E. **Special Guest Speaker(s):** OSU University Store, OSU IT Security, and OSU Human Resources
 - a. OSU University Store (Cassidy Davis, Associate Director and Christi Lynch):
 - i. Overview:

1. University Store is fully owned by the University. All revenue goes back to fund a wide variety of programs and services, as well as continued operation of the Student Union.
- ii. Course Materials:
 1. New
 2. Used
 3. Digital
 4. Inclusive Access
 - a. Inclusive access is when materials are added automatically into Canvas. More affordable than physical books.
 - b. Day 1 access
 - c. Nothing to purchase in advance
 - d. Automatically billed to bursar
 - e. Saves students 65%
- iii. Office Supplies
 1. The University store also focuses on getting faculty and staff members the tools they need to help students be successful. Options can include paper, folders, staples, and everything else needed to make offices on campus run.
 2. In the event a department has a special need, the University Store will work one-on-one with departments to ensure needs are being met for special scenarios and situations.
 3. Perks of Buying Office Supplies:
 - a. Saving Time
 - i. University Store does free campus delivery.
 - ii. Purchases are generally delivered the next business day.
 - b. Saving Energy
 - i. Can charge via CVI and avoid the paperwork with P-Card purchases.
 - c. Saving Money
 - i. Ask about volume discounts and special orders.
 - ii. Univ. Store can do bulk orders from vendors. Can also ask about special deals.
- iv. Working on a special project?
 1. Connections with a wide network of vendor partners to source anything that may be needed.
 2. Can assist when purchasing logoed items.
 - a. Ex: special holiday Christmas mugs to be used as giveaways.
- v. Clothing & Gifts
 1. Departmental apparel
 - a. If you want departmental apparel, you can work with the University Store to source and order.
 2. Raffle prizes
 3. Gift cards
 - a. Can be bought at a departmental level, but must have approval before so. Rita Hesser approves/denies the request.

4. Follow up on social media:
 - a. Faculty & staff holiday sale
 - b. Item of the month
 - c. Krazy Daze
- vi. Technology
 1. At OrangeTech, OSU students, faculty and staff always get the best, lowest pricing on technology needs thanks to educational pricing partnerships.
 - a. Educational Partnerships
 - i. Apple – Save \$100-\$300 with educational pricing
 - ii. Dell: \$74-\$125 rebate
 - iii. Products are listed at the discounted price by default.
 - b. College Partnerships
 - i. Academic colleges work with University Store to determine what kind of devices students might need for particular programs and/or majors.
 - ii. Faculty and staff can provide information about other supplies needed, as well.
 1. Ex: Accounting professors needing specific TI calculators for coursework.
 - iii. Advanced notice is always helpful when a large number of students will be needing supplies for courses.
 - c. Service & Repair Center
 - i. Certified Repair Technician on staff at University Store.
 - ii. iPhone repair also available to faculty, staff and students.
 - iii. Pricing:
 1. iPhone repair – pricing varies
 2. software installation - \$20
 3. software troubleshooting - \$20
 4. Virus removal - \$50
 - d. Financing
 - i. Have Community Credit Union available for financing options; hoping to add Simmons Bank as well.
 - e. Trade-in
 2. Contact information:
 1. bkstore@okstate.edu
 2. (405) 744-5237
 - viii. Q&A:
 1. *Roxanne Maynard: If we were to do personalized orders for our department, what would the average turnaround look like?*
 - a. This largely depends on OSU's vendors. 2-3 vendors are generally quoted by the University Store to see who would have the fastest turnaround time.
 2. *Sam Cypert: Are parts available on hand for iPhone repairs?*

- a. Parts for newer iPhones are held on hand.
 - 3. *Kim Howerton: What about Apple Watches?*
 - a. Apple Watches must be sent off for repair, but University Store can assist with this process. iPads must also be sent off for repair.
 - 4. *Kim Howerton: Can adjustments be made to custom items after the fact (ex: adding long-sleeve options as we approve the fall)?*
 - a. Every vendor is different. University Store is willing to assist when/where needed.
 - 5. *MCS: What iPhone models can be serviced?*
 - a. All models can be serviced, but only parts for newer iPhones are kept on hand.
 - 6. *Justin Worley: Will getting it repaired at the University Store affect the warranty?*
 - a. The University Store is an Authorized Apple Repair Store, so it would not affect warranties.
 - 7. *Michelle Stewart: Are promotional storefronts offered?*
 - a. The University Store can assist with setting these up with vendors, but they are looking at potentially adding this as a service in the future.
- b. OSU IT-Security (Aaron Smith, Director of Information Security Services):**
- i. O-Key Password and Duo Changes
 - 1. Risk Mitigation & Improvement Opportunities
 - a. As OSU continues to grow its land-grant mission, ensuring secure digital environments is critical to counter digital threats and ensure an effective and efficient university system.
 - 2. New Password Requirements:
 - a. New minimum password length will be 14 characters.
 - b. Upper and lower case letters will be required.
 - c. When a user changes the password, the old one cannot be used again.
 - d. Passwords cannot contain three or more repeating values/sequential characters
 - e. OSU EIT will maintain a list of prohibited words that are easily guessed, including “password” and “cowboy”
 - 3. Duo Mobile Updates:
 - a. All logins will use a verified push (three-digit passcode will be sent to the user’s device to be entered on the device attempting to login)
 - b. The quick checkbox method will no longer be utilized.
 - c. OSU’s Duo service will no longer be allowed to offer phone calls as a verification method.
 - 4. The updates take effect after you change your password on Nov. 10. If you have already changed your password, the standard 120-day use cycle will remain.
 - ii. Q&A:
 - 1. *Kimberly Meints: Will authorizations still hold for 30 days?*

- a. Yes.
 - 2. *Aaron Lively: What will this look like for service accounts?*
 - a. One of the biggest risks were against individual accounts due to direct deposit changes. The plan is to follow up with service accounts and conduct a review for future updates.
 - 3. *Ramitha Raja: Do you have to have the mobile app?*
 - a. You can still get text messages. A physical key fob can also be used. These are helpful if someone is traveling or going to an area with low cell reception.
 - 4. *Sam Morse: How much are the fobs?*
 - a. These are around \$20.
- c. OSU Human Resources (Rachel Shreffler, Director of Benefits):
- i. Overview:
 - 1. OSU-HR met with the Rules, Policies and Procedures Committee this morning. Feedback provided by RPP committee has helped initially change how communication will be moving forwards from OSU-HR.
 - 2. New Benefits Representative: Alysia Taylor.
 - 3. New Communications Coordinator: Erin Weaver.
 - ii. 2025 Annual Enrollment:
 - 1. Health Plan Renewal
 - a. 2025 projection:
 - i. Initial projection indicated a 18.3% increase in cost for the plan.
 - ii. Plan cost will be approximately \$82M.
 - iii. Additional cost from 2024 to 2025 - \$8.3M.
 - b. Plan Changes:
 - i. Increase in HDHP Blue-Edge deductible:
 - 1. Individual: \$3200 to \$3300
 - 2. Family: \$6400 to \$6600
 - ii. These numbers are based on rules put forward by the IRS.
 - iii. Dental:
 - 1. OSU is remaining with Delta Dental.
 - 2. No plan design changes for this next year for the dental plans themselves.
 - 3. Premiums will not change in 2026, either. These rates have been locked in for two years.
 - iv. Vision:
 - 1. No changes; OSU will remain with VSP.
 - 2. OSU has a 48-month rate guarantee that started 1/1/2024.
 - c. Pharmacy Changes:
 - i. Change from Balanced Formulary to Performance Select Formulary.

1. Reasoning: cost-savings effort to the university. Will result in a \$500K cost-savings to the university.
 2. The Performance Select Formulary cost formulator will not be published until 1/1/2025. BCBS will be sending out notifications Oct. 31 for any member that will be impacted by these pharmaceutical changes. HR is working to see if formulary calculator can be rolled out before this.
 3. Changes will affect around 500 staff.
 4. Pharmaceuticals may change from Tier-1 classification to specialty classification.
- ii. Increase in PPO Pharmacy Co-Pay Tiers.
- d. No changes to Health Plan designs this year for BlueOptions PPO.
 - e. Changes to BlueEdge HDHP. Deductible increasing. No changes to in-network or out-of-network out-of-pocket maximums. OSU will contribute \$750 annually to HAS and \$1,250 for families.
 - f. Wellness and Catapult credits will be available in 2025.
 - g. How do we get to these numbers?
 - i. 2024 Monthly Loss Ratio Trend
 1. Goal is to be lower than 100%.
 2. August 2024: 126.18%. For every 1.00 paid into the premium, approximately \$1.26 is covered by the university.
 - h. Rate History – PPO, Employee Only
 - i. For 2024, when an employee paid \$130, \$464.94 were covered.
 - ii. For 2025, OSU is projected to cover \$514.46 while \$140 is paid out of pocket by the employee.
 1. 80/20 split is above benchmark for organizations with 1,000 or more employees with similar plans.
- iii. Health Management Reminders:
 1. BCBS Ovia Health
 2. BCBS Diabetes Management Program
 3. BCBS Coronary Artery Disease Management Program
 4. Teledoc Diabetes
 5. Teledoc Hypertension
 6. Wondr Health
 7. Hinge Health
 8. Benefits Value Advisor
 - a. MRI/CT scans
 - b. Diagnostic Radiology
 - c. Joint replacement
 - d. Bariatric surgery

- e. Musculoskeletal IP/OP
 - f. Reduction Mammoplasty
- 9. Medefy
 - a. Benefits navigation system
 - b. Covers medical, dental, and vision plans
 - c. OSU A&M Health benefits
 - d. Also houses digital insurance cards
- 10. Rezilient
 - a. \$0 copay no matter the appointment need
 - b. \$0 deductible for primary, urgent, and specialty care appointments
 - i. Same-day visits can also be done for those who may not be able to get into their primary care provider within a needed timeframe.
 - c. \$0 out-of-pocket expense for any Rezilient provided service
 - d. Coverage for you and dependents 7 and older.
 - e. 73 specialists available through this benefit.
 - f. Staff will need to present BCBS cards upon check-in.
- iv. Additional Benefits:
 - 1. MASA
 - 2. American Fidelity Assurance Cancer Protection
 - 3. Long-Term Disability
 - 4. Short-Term Disability
 - 5. 403(b) and 457(b)
 - 6. Roth 403(b) & 457(b)
 - a. Roth 457(b) is new this year. In terms of contributing, if someone selects a 403(b) and a Roth 403(b), they can only contribute \$23,000.
 - b. If someone selects 457(b) and Roth 457(b), they can contribute \$23,000 to each.
- v. Annual Enrollment Reminders:
 - 1. Annual Enrollment – Oct. 28 – Nov. 8
 - 2. Annual Benefits Fair – Oct. 10, 9:30 a.m. – 1 p.m.
 - a. South Engineering Lawn (inclement Weather: SU RM 280)
 - 3. Annual Enrollment Information Sessions
 - a. Monday, Oct.
- vi. Q&A:
 - 1. *Robert Sloan: Are these benefits available to all campuses?*
 - a. All benefits except for Rezilient. Rezilient is available to OSU-Stillwater and Langston employees who live within a 30-mile radius of Stillwater.
 - b. Rezilient is currently having conversations in Oklahoma City and Southwestern Stillwater in 2025.
 - 2. *Sam Cypert: Are the clinics available to the public or just OSU employees?*
 - a. Currently, this is just available to OSU. But they are continually reexamining to see who else they can provide services to.

3. *Kimberly: Are vaccinations offered through these clinics?*
 - a. Yes.

F. Officer Reports:

- a. **Treasurer's Report:** Molly Battershell
 - i. Sept. report sent out earlier this morning. Send receipts Molly's way.
- b. **Secretary:** Sam Cypert
 - i. No report.
- c. **Vice-Chair:** Kimberly Meints
 - i. September STAR Award recipients:
 1. Jess Williams
 2. Sharon Williams
 3. Michael McDonald
 4. Jacob Byram
 5. Stephen Matthews
 6. Stacey Phan
 7. Maegan Berg
 8. Tiegan Willoughby
 9. Kyle Walker
 10. Kyle Johnson
 11. Sally Knott
 12. Curtis Back
 13. Jennie Hentges
 14. Aidan Rodriguez
 15. Dave Malec
- d. **Chair:** Sam Morse
 - i. Sam Morse expressed a thank-you to those who audited their office location, contact information, etc.
 - ii. Justin and Michelle have been working on t-shirt sales. This will be coming soon. There will be a virtual storefront where SAC members can purchase shirts. There will be a variety of sizes, designs, and materials. The team is currently looking to see what the turnaround time will be.
 - iii. Sam Morse will be meeting with Parking and Transportation tomorrow to forward on questions brought forth by constituents.
 - iv. Sam Morse received communication regarding committees that SAC supplies appointments to. Two appointments:
 1. Inclusive Excellence Advisory Board. 3-year members.
 2. Student Conduct Committee.
 - a. Those who serve in various hearings.
 3. We are looking for a total of 9 staff members.
 4. Ask and spread the word regarding appointments.

G. Reports of Standing Committees:

- a. **Rules, Policy, and Procedures:** Justin Worley
 - i. Committee is still working on policy reviews in conjunction with HR.

1. One policy that received a lot of questions – Justin is working with HR to get additional details pertaining to changes to policies.

b. Communications Committee: Kaitlin Little

- i. No report.

c. Awards and Recognition Committee: Natalie Noles

- i. The committee is currently working on DSA. Reminder this is Dec. 4.

d. Events Committee: Ramitha Raja

- i. The committee has finalized the date for Staff Celebration Day. This will be May 20, 2025. This will be occurring in the Wes Watkins Center again for this next year.
 1. President Shrum will be invited this year for SCD.
- ii. For SAC Gives Back, we are going to celebrate World Kindness Day.
- iii. Each year, SAC does a charity event. Casey presided this last year and Casey will be chairing this event again. Meadows of Hope will be the beneficiary this year.

e. Access, Community, and Engagement: Mili Jha

- i. The committee is continuing to work on some projects from last year – Accessible Events Guide and Caregivers website so they can be presented to the general Council for a vote.

H. Branch Campus Reports:

a. OSU-Tulsa:

- i. No report.

b. OSU-CHS (Center for Health Sciences):

- i. No report.

c. OSU-OKC (Oklahoma City): Nick Irby

- i. OSU-OKC introduced new officers and filled out their Exec Team.
- ii. The OKC SAC has voted on a new committee handbook. The Council's structure has radically changed and the Council is looking forward to the rest of the academic year.

d. OSUIT-Okmulgee (Institute of Technology): Robert Sloan

- i. Career Encounters event hosted – 2,000 students came from across the state to see what future careers they could train in.
- ii. OSU-IT just had the 2nd renewal of birthday lunches on campus. Previously, they used to be done each month and went away for a while. This was replaced with a semesterly employees' luncheon.

I. Reports of University Committees:

a. Faculty Council: Ramitha Raja

- i. Faculty Council announced they have their Senior Vice President role open. External stakeholders met with Dr. Mendez to discuss how OSU operates in relation to other universities.
- ii. 98% of midterm grades have been submitted already.
- iii. Discussion on Faculty Accomplishments
- iv. Discussion on Faculty pay competitiveness: Losing faculty due to pay gaps.

b. **Human Resources:**

- i. No additional report.

c. **GPSGA:**

- i. No report.

d. **Department of Wellness:**

- i. No report.

e. **Student Government Association:**

- i. No report.

J. **Unfinished Business:**

- a. N/A

K. **New Business:**

- a. Campus Climate Survey Task Force
 - i. SAC has been looking at conducting a survey to understand where staff feel, things they'd like to change at the university, etc.
 - ii. Due to volume of policy reviews by RPP, we are going to formulate a Task Force. A team of people on and off SAC will be looking at what questions to ask, what to look for, etc. This will be intended to set the framework on how staff feel regarding their employment at OSU.
 - iii. There is not a current lead for this Task Force.
 - iv. Melanie: Recommended to coordinate with UAT regarding timing and other surveys that may be in the works.
- b. SAC Lunches
 - i. Luncheon will be set for Oct. 15. Food will be Mediterranean week.
- c. Add Roxanne to the Treasurer list. Use rosters. Per Sam, always use the roster list.

L. **Announcements:**

a. **Next Meeting:**

- i. **Date:** November 13, 2024; 1:15 – 3:30 p.m.
- ii. **Location:** 412 Student Union (Council Room)

M. **Adjournment**

- a. Motioned by Sherri Buntin.
- b. Seconded by Justin Worley.
- c. The motion to adjourn was unanimously approved.

