



"The council that's working for you."

Staff Advisory Council

OSU STAFF ADVISORY COUNCIL MINUTES

February 12, 2014 – 416 SU, Case Study 2

Guests: Mike Holder, VP Athletic Programs/Director; Terry Baker, Director, & Delaney Stephens, Dining Services; Anne Matoy, Assistant VP Administration & Finance; Mary Talley, Manager, Wellness Center; Toby Tucker, Daniel Alexander, & Jessica Martinez, Physical Plant; Liz Tarbutton, Lorinda Schrammel & Joey Keel, Human Resources; and Ray Catalino

Darlene Croci, called the meeting to order at 1:18 pm. Ray Catalino expressed his thanks to all the SAC members for the help they have provided to him over the past several months. After the Roll Call, Darlene read Emily Snow's reinstatement request. It was approved by majority vote.

Approval of Minutes: The January 8, 2014 minutes were approved as presented.

Approval of Agenda: The agenda was approved with the addition of the February Faculty Council's report under Report of University Committees.

Guest Speakers:

Mike Holder, VP Athletic Programs/Director, provided the Council members with a brief update on the Athletic Department and the various new facilities. He also noted several venue changes for the Special Olympics this year.

Terry Baker, Director, Dining Services, informed the Council on the changes in Dining Services. Two major new items are the expanded international cuisines offered at Passports and the new nutritional data base website which will soon be available at 18 of the 32 campus dining locations. Delaney Stephens helped demonstrate the site. Terry noted that Dining Services has won 3 awards this past year and in March will be hosting a southern region conference for dining professionals. (PowerPoint attached)

Suzy Harrington, Chief Wellness Officer, announced the official opening of the campus walking path on April 15 at 11:45 am at the Library. Also, various student groups with fitness themes will have tables setup at that time. The Student Union will have walking path options within the SU. She challenged everyone to be more active. The Bunny Trot will be in April and the pool will open in May. A kiosk with literature will soon be available outside her office (224 SU). She noted that the other campuses are also doing various wellness activities.

Treasurer's Report: Darlene Croci presented the Treasurer's report. Report attached.

Branch Campus Reports

OSU-Tulsa/CHS: Angelyn Holmes – No report was available

OSU-OKC: Kristy Voss – No report was available

OSU-IT: Kevin Hulett – No report was available

Report of Standing Committees

Rules & Procedures: Kathie Tanner

Kathie presented the Rules & Procedures Committee recommendation that the Council certify the vote that was held for the revision of the Constitution. The votes were: Yes-151, No-25, and Abstentions-4. The Council voted to accept the recommendation. (Recommendation and the Constitution are attached.)

Policies, Benefits, and Budget: Nathan Moorman

Nathan presented two recommendations from the PB&B committee for Council's consideration: 1) parking payroll deduction and 2) short term disability. Each recommendation was presented, discussed, seconded by Kathie Tanner and affirmed by vote to be sent to OSU Administration. (See attached).

Public Relations: Shelley Potter

Shelley met with Sue Goad and received some work requests for upcoming events. Shelley is working on updating the website.

Awards & Recognition: Sue Goad

Sue reported that the committee sent the padfolios and service pins out in January for the service awards. She thanked the committee for their efforts in sending these out. She noted the picnic menu for this year will be changed and the RFP for the catalog system is still in process. Anna Green-Hicks processed the brick order for 30 [35, 40, etc.] years of service for 58 recipients. Darlene noted that she received several 'Thank-you' notes from staff who received their recognition pins/padfolios.

Report of Standing Committees

Faculty Council Report:

January meeting–Lora Polson noted Anne Matoy presented a report from the Retirement Investment Committee and the new travel policy was discussed.

February meeting–Emily Snow noted the travel policy has been formally presented and is on hold while being reviewed by Property Risk Management; Ron Beers informed the Faculty Council that he is reviewing the Ombuds policies; Meridith Hamilton discussed her role as NCAA Faculty Representative; Pamela Fry talked about the Student Success Collaborative; and Gary Clark provided a report about the OSU-UML.

Retirement Investment Committee: Anne Matoy, Assistant VP Administration & Finance, reported that VP Weaver formed this committee about two years ago to review the defined retirement investments which comprise approximately \$800m. The recommendation of the committee is that a single record keeper (TIAA-CREF) should be implemented. Anne provided the January 2014 OSU/A&M Retirement Update to the Secretary. (Report attached)

Department of Wellness: Mary Talley, Manager, Wellness Center, noted there are various activities highlighted on the Wellness handout. She reminded the Council that if they would like to have Wellness personnel visit their departments regarding overall services or provide in-services on nutrition or fitness to contact the Wellness Department. She also noted that it is time for the departments to sign-up to become a Certified Healthy Department. The applications are available online. (Handout attached)

Officer's Reports

Secretary's Report: Mickey Gregg – No report

Vice Chair's Report: Darlene reported for Shawna that everyone needs to be sure to sign up to help at Staff Development Day and members should wear their SAC shirts. Also, Shawna wanted to remind the standing committee chairs that they will need to provide her with the name of their representative to serve on the Scholarship Subcommittee.

Chair's Report: Darlene Croci – No report

Unfinished Business

Staff Development Day: Darlene Croci noted that the committee will be meeting directly after this meeting. Lorinda Schrammel reported that total current registration is about 250.

New Business– Proposed Bylaw changes – Since the Bylaws had been sent to the Council prior to the meeting, Kathie Tanner reviewed additional changes. The Council had further discussion and individual changes were approved. The Rules & Procedures Committee also had several handouts for the Council to review: 1) new configuration scenarios of Council seats as a result of the updated Constitution; 2) proposed Rules for Nomination/Nomination forms; and 3) Staff Advisory Council Member Responsibilities sheet that would accompany the Nomination Form. Members were asked to review these and email any suggestions/comments to Kathie Tanner.

Announcements

Staff Development Day and the Distinguish Service Awards Presentation will be on Friday, February 28, 2014 in Click Hall at the Alumni Center. The next SAC meeting will be March 12, 2014 in room 416 SU, Case Study 2.

The meeting was adjourned at 3:35 pm.

Respectfully submitted,

Mickey Gregg

Staff Advisory Council 2013-14

ATTENDANCE REPORT

		J U L	A U G	S E P	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N	TOTAL ABSENCES	
ACADEMIC AFFAIRS															
1	Andy Adsit	A	A	X	X	X	X	X	X					2	
2	Kathie Tanner	X	X	A	X	X	X	X	X					1	
3	Melanie Bayles	X	X	X	X	X	X	A	X					1	
4	Vacant	V	-	-	V	-	-	-						-	
	Jean Kerr-Hunter	-	X	A	Resigned 9/13									1	
	Jovette Dew	-	-	-	-	X	X	X	X						
5	Ray Catalino	X	Resigned 8/7												-
	Victoria Windiate	-	V	X	X	X	X	X	X						
6	Darlene Croci	X	X	X	X	X	X	X	X						
7	Marsha Chapman	A	X	A	A	X	X	X	X					3	
8	Sue Goad	X	X	X	X	X	X	X	X						
9	Emily Snow	X	A	A	A	X	A	X	X					4-Reinstated	
10	Shelley Potter	X	X	X	X	X	X	X	X						
11	Lora Polson	X	X	X	X	X	X	X	X						
ADMINISTRATION/FINANCE															
12	Mickey Gregg	X	X	X	X	X	X	X	X						
13	Anna Green-Hicks	A	A	X	X	X	A	X	X					3	
14	Teresa Duston	A	X	X	X	X	X	X	X					1	
15	Stephen Meyer	X	X	X	A	X	X	X	X					1	
16	Nathan Moorman	X	X	X	X	X	X	X	X						
17	Jared Johnston-Cox	X	X	A	X	X	X	X	A					2	
18	John Stephens	X	X	X	X	X	X	X	X						
19	Sheryl Beeler	X	X	X	A	X	X	A	X					2	
20	Sharon Irwin	X	X	X	X	X	X	X	X						
ENROLL MGMT/MKTG/CIED/GU/RES															
21	Matt Davis	V	X	A	X	X	X	X	X					1	
22	Shawna Goodwin	X	X	X	A	X	X	X	A					2	
23	Donna Whitmore	X	X	X	X	X	X	X	X						
STUDENT AFFAIRS															
24	Aleigha Ford-Mariott	X	X	X	X	X	X	X	A					1	
25	Meghann O'Harrh	V	X	X	X	A	X	X	X					1	
26	Shelby Sanders	X	X	X	X	X	X	X	X						
27	Melisa Echols	X	X	A	X	X	X	X	A					2	

**OSU Staff Advisory Council
Treasurer's Report
January 31, 2014**

SAC MAINTENANCE ACCOUNT

	TOTAL
INCOME	
Balance Forward 7/1/13	\$3,431.94
General Fund Salary	9,300.00
Gen Fund Benefit Alloc	-
Gen Fund Maint Alloc	21,793.00
TOTAL REVENUES	34,524.94
EXPENSES	
Distinguished Svc Awards	-
Service Awards	3,905.08
Staff Appreciation Day	275.00
SAC Shirts	243.84
Office Supplies	63.01
Fundraising Supplies	19.35
Training Lunch in June	247.33
End of Year Plaquest	-
TOTAL EXPENSES	4,753.61
ACCOUNT TOTAL	\$29,771.33

SAC FUNDRAISING ACCOUNTS

	TOTAL
INCOME	
Balance Forward 7/1/12	\$4,938.12
Homecoming Fundraiser	980.95
Erik Wahl Paintings	2,115.40
Staff Parking Space Fundraiser	-
SAC Celebration Vendor Tables	50.00
TOTAL REVENUES	8,084.47
EXPENSES	
Tfs to Foundation (Sch or Prof Dev)	-
Eric Wahl Shipping	\$98.39
TOTAL EXPENSES	98.39
ACCOUNT TOTAL	\$7,986.08

**Funds Deposited with OSU Foundation
December 31, 2013**

OSU STAFF SCHOLARSHIP FUND

Cash	
Balance Forward 7/01/13	\$10,491.04
Fiscal Year to Date Activity	3,037.06
Balance	13,528.10
Endowment	
Balance Forward 7/01/13	118,120.13
Fiscal Year to Date Activity	330.00
Balance	118,450.13
ACCOUNT TOTAL	\$131,978.23

OSU STAFF PROFESSIONAL DEVELOPMENT FUND

Cash	
Balance Forward 7/01/13	\$365.00
Fiscal Year to Date Activity	100.00
Balance	465.00
ACCOUNT TOTAL	\$465.00

RESULTS OF THE OSU STAFF ADVISORY COUNCIL VOTE TO REVISE THE COUNCIL CONSTITUTION



OSU Stillwater Staff Advisory Council › STAFF COUNCIL CONSTITUTION › Graphical Summary ›
APPROVAL OF CHANGES TO THE CONSTITUTION

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1. Type your question here...

YES

151 (86%)



NO

25 (14%)



Total: 176

NOTE: Abstentions = 4 (at least four people entered the survey without actually voting yes or no. These are being counted as abstentions.

TOTAL VOTES: = 180

RECOMMENDATION:

The Rules & Procedures Committee recommends the Staff Advisory Council membership certify the results of the vote to revise the Council's Constitution. The results are YES-151; NO-25; and Abstention-4. Therefore the revision of the Constitution has been approved by the Oklahoma State University Staff per Constitution ARTICLE IX, Section 2 as of Friday, February 7, 2014 at 5:00 p.m. CST.

Signatures of the Rules & Procedures Committee

Kathie Tanner, Chair

Melanie Bayles

Lora Polson

Matt Davis

Teresa Duston

February 10, 2014

Date:

OKLAHOMA STATE UNIVERSITY STAFF ADVISORY COUNCIL CONSTITUTION

PREAMBLE

The staff employees of Oklahoma State University, having recognized the need for representation and involvement of staff employees in the affairs of the University with the objective of strengthening University goals and functions, herein establish the OKLAHOMA STATE UNIVERSITY STAFF ADVISORY COUNCIL, hereinafter referred to as the Council. The Council will herein establish this Constitution upon the majority of votes cast by Oklahoma State University Staff.

The Council shall function under this Constitution as approved by the Oklahoma State University Staff, the President of Oklahoma State University, and the Board of Regents for Oklahoma State University. The Council shall continue to function until such time as the Council dissolves itself or the Constitution is revoked by the above-mentioned Board of Regents.

Function and Responsibility

The Council is organized for the following functions:

- A. To serve as an advisory representative body for the staff employees of the University who are assigned to the Stillwater campus.
- B. To participate in an advisory and referral capacity to the President of the University and the University Administration in such policy matters that may directly affect the staff employees.
- C. To cooperate with and to assist other constituencies within the University community in the attainment of the University's general mission and stated goals.

Composition

The Council shall consist of representatives to be elected from the Exempt and Non-exempt staff of the Oklahoma State University Stillwater campus, excluding the President of the University, the Vice Presidents of the University, members of the faculty, and student employees.

The Council shall consist of not less than twenty-one (21) or not more than twenty seven (27) elected members. At the discretion of the local campus, ex-officio members (one per campus) may be appointed by the respective presiding officer of their staff council/association to represent the staff constituencies assigned to the OSU branch campuses.

The Council neither supplants nor supersedes any duly constituted organization or any approved policy or procedure currently in effect. There shall not be anything contained or implied in the Constitution that shall infringe on the rights and the privileges of an individual staff employee, nor shall it deny any staff employee the pursuit of individual action that such employee may deem to be necessary for his or her personal welfare. Staff Advisory representatives are, based on their service as a Council Representative, excluded from competing for awards (Distinguished Service Awards, Staff Scholarships, etc.) sponsored by the Council.

ARTICLE I – BYLAWS

The Council shall prepare bylaws for the conduct of its business. If a disagreement arises between this Constitution and the Council Bylaws, the Constitution will be the controlling instrument.

ARTICLE II – MEMBERSHIP

Section 1 Exempt and Non-exempt staff representation on the Council shall conform to the Composition criteria of this document. Specific numbers of members from each shall be outlined in the Council bylaws. Changes in the apportionment numbers may be accomplished by attrition at the end of the term for which a member was elected.

Section 2 Only Exempt and Non-exempt staff employed on a permanent basis (50% or more and benefits eligible) are entitled to vote.

Section 3 **Terms of office:**

- A. The term of office for members of the Council shall be staggered and shall be for three (3) year terms. Staggering may be accomplished by electing members to new positions for one (1) or two (2) years. Members of the Council shall serve for no more than two (2) consecutive terms of office.
- B. Any member of the Council who terminates employment with the University shall be removed and a Vacancy declared.
- C. Those who change employment status which affects membership classification shall retain their Council seat only until the next regular election if the change was an elective decision made by the member.
- D. Ex-officio members shall be appointed annually by writing the Council Chair prior to the May meeting of each year. The appointment for ex-officio members shall be June through May. Those appointed shall not carry faculty status at their assigned campus. Successive ex-officio appointments may not exceed six (6) years.

Section 4 There shall be no alternates for members of the Council. Whenever a vacancy occurs, the Council Chair shall request from the Council Executive group a list of names of persons to be placed in nomination to fill the vacancy. After the Council Chair receives the names of persons to be placed in nomination, a new person shall be appointed from that list to the vacant position on the Council by the Council Chair, subject to the majority approval of the full membership of the Council. Under no circumstance may a new member be appointed to serve an unexpired term on the Council unless that newly appointed member is from the same group in which the vacancy has occurred. Ex-officio replacements to fill a vacancy during an annual term shall be made in writing to the Council Chair by the respective presiding officer of the affected staff council/association an OSU branch campus.

Section 5 Any member of the Council who is absent from four (4) regular meetings of the Council during a Council year (July 1 – June 30) may have his or her seat on the Council declared vacant by the Council Chair. The Council member so affected may be reinstated to his or her vacant seat by submitting a written request for reinstatement to the Council, but such a request must be sustained by a three-fourths (3/4) vote of approval of the full Council at the next regularly scheduled Council meeting. If the affected Council member does not request reinstatement or if

three-fourths (3/4) vote of the Council does not sustain the request for reinstatement, the seat shall be filled in accordance with Section 4 of this Article.

ARTICLE III – NOMINATION AND ELECTION

- Section 1** Nomination of candidates for election must be made in writing to the Secretary of the Council at least twenty-one (21) days prior to the date of the annual election. Only those employed on a permanent basis (50% time or more and benefits eligible) may be nominated for election to a seat on the Council. All nominations must have the consent of the nominee, and all nominations must be validated by the signature of the nominator and nominee.
- Section 2** Election of members to the Council shall be made annually by ballot prior to the regular meeting of the Council in May of each year. The results of the balloting shall be announced at the regular Council meeting in May each year. The installation of new members and the organization of the Council will take place during the June meeting of each year.

ARTICLE IV – OFFICERS

- Section 1** The Officers of the Council shall be the Chair, the Vice Chair, the Secretary, the Treasurer, and if necessary, the Chair Pro Tempore.
- Section 2** The Officers of the Council shall be elected from the membership of the Council at the regular June meeting of each year after the installation of the new members.
- Section 3** The term of office for each elected officer shall be for one (1) year. Any officer may be elected to succeed him or herself in the same office for not more than one (1) additional term.
- Section 4** The Chair shall preside at all meetings of the Council and shall enforce the obligations imposed upon the Council by the Constitution and Bylaws as they relate to the administration of the work of the Council. The Council Chair shall be a non-voting member of the Council except in instances in which a tie vote occurs, at which time the Council Chair shall cast the deciding vote.
- Section 5** The Council Chair shall appoint the members of all duly-authorized committees of the Council and shall designate a member thereof to serve as Committee Chair. The Council Chair shall serve as a non-voting ex-officio member of all standing and special committees of the Council.
- Section 6** The Council Chair shall conduct official correspondence relating to the business of the Council and authorized and directed by the Council.
- Section 7** The duties of the Vice Chair shall be to assist the Council Chair as directed; and in the absence of the Council Chair, the Vice Chair shall assume all the powers and prerogatives of the office during the remainder of the absence.
- Section 8** The duties of the Secretary shall be to record, maintain, and distribute all resolutions and proceedings of meetings to all Council members. The Secretary shall keep the roll of the Council members and the attendance records, and the Secretary shall certify that a quorum is present in order to conduct the official business of the Council.
- Section 9** The Secretary shall keep the minutes of regular and special meetings of the Council and shall prepare normal correspondence of the Council excluding that correspondence that the Council

directs the Council Chair to conduct. The Secretary shall issue notices of all meetings and shall perform other duties pertaining to the office of Secretary.

The Secretary shall, at the expiration of the term of office, turn over to his or her successor all records and pertinent data of the Council held in his or her possession.

Section 10 The duties of the Treasurer shall be entrusted with custody of Council funds, but this officer may not disburse funds except by the authority of the Council or as the bylaws prescribe. The Treasurer is required to make a full financial report annually or as the bylaws may prescribe, and to make such interim reports as the Council or the executive board may direct.

The Treasurer shall, at the expiration of the term of office, turn over to his or her successor all records and pertinent data of the Council held in his or her possession.

Section 11 In the absence of the Council Chair and Vice Chair from any official meeting of the Council, the members of the Council shall elect a Chair Pro Tempore to preside at such meeting(s).

ARTICLE V – STANDING AND SPECIAL COMMITTEES

Section 1 All standing and special committees shall be established by Council action. Each standing and special committee shall have a Committee Chair appointed by the Council Chair, and the committee members shall select a Secretary for the committee from its membership. All standing and special committees shall be subject to the call of their respective Committee Chair.

Section 2 Members of all standing and all special committees are appointed for a term not to exceed one (1) year. Members of committees may succeed themselves upon reappointment by the Council Chair to a new term.

Section 3 Standing Committees of the Council shall be: 1) Rules and Regulations, 2) Public Relations, 3) Policies, Benefits & Budget, and 4) Awards & Recognition.

Special Committees of the Council may be formed when deemed necessary by the Chair or by a simple majority vote of the membership.

ARTICLE VI – MEETINGS

Section 1 Regular meetings of the Council will normally be held on the second Wednesday of each month at a time and place to be designated by the Council Chair. All agenda items should be submitted to the Council Chair to be placed on the agenda for the next Council meeting. All such requests to be placed on the agenda by subject must be received by the Secretary at least five (5) working days prior to the Council meeting.

Section 2 Special meetings of the Council may be called by the Council Chair or by any five (5) members of the Council.

Section 3 All meetings of the Council shall be open to the public.

Section 4 Any person who is not an elected or appointed member of the Council or one of the Council's committees shall be allowed to address the Council and to participate in discussion of Council matters, provided that person submits a written request to the Council Chair to be placed on the

agenda for the next Council meeting. All such requests, to be placed on the agenda by subject must be received by the Secretary at least five (5) working days prior to the Council meeting.

Section 5 Any person who is not an elected or appointed member of the Council or one of the Council's committees and who has not requested to be placed on the agenda may be allowed to address the Council and participate in discussion of the Council matters by a majority vote of the members of the Council who are present.

Section 6 Non-members of the Council or of a Council's committee who are allowed to address the Council shall be limited to five (5) minutes to present their views or to state their position in any matter under Council consideration. A request for extension of time may be granted by a majority vote of the members of the Council who are present.

ARTICLE VII – QUORUM AND VOTING

Section 1 A majority of the members of the Council shall constitute a quorum authorized to transact business at any regular or special meeting of the Council.

Section 2 Voting by the Council membership shall be by voice except when voting by ballot is deemed necessary by the Council Chair.

Section 3 A majority votes of the Council members present and voting shall carry a motion except to alter, amend, annul, or suspend the Constitution of the Council. In cases such as these, voting shall be in accordance with Article IX of the Constitution.

ARTICLE VIII – RULES OF ORDER

The rules of parliamentary procedure, as laid down in Robert's Rules of Order, shall govern all meetings of the Council and its standing and special committees.

ARTICLE IX – AMENDMENTS, ALTERATIONS, ANNULMENTS, SUSPENSION

Section 1 Proposals for amendments, alterations, annulments, or suspension of the Constitution of the Council shall be submitted in writing to the Secretary, who shall send copies of such proposal(s) to each member of the Council prior to the next regularly scheduled meeting of the Council. The Council by a majority vote of the full Council shall determine if the proposal(s) will be submitted to the general membership of the Oklahoma State University staff for action. This determination shall be made prior to the adjournment of the third consecutive regular meeting of the Council following the original presentation of the proposal(s) to the Council.

Section 2 Proposal(s) for amendments, alterations, annulments, or suspension of the Constitution that have been approved by a majority of the full Council shall be submitted to the staff for vote. Passage or failure of such amendments, alterations, annulments, or suspensions shall be determined by a majority of votes cast.

Recommendation No. pending

Moved By: Staff Policies, Benefits & Budget Committee

Seconded By:

 Passed **Tabled** **Failed**

Title: 12-Month Payroll Deduction for Staff Parking Permits

The Staff Advisory Council Recommends to Administration that:

Administration amend the payroll deduction option for payment of parking permits to allow staff to deduct their parking permit cost through payroll deduction in relation to assignment length, such as: 9 month, 10 month, 11 month and 12 month staff pay period assignments.

Rationale: This proposal benefits OSU staff and OSU as it:

- Creates less financial strain on employees already faced with rising parking costs
- Avoids interest charges and potential collection problems arising from charging parking permit fees to a Bursar account

Recommendation No. pending

Moved By: Staff Policies, Benefits & Budget Committee

Seconded By:

 Passed Tabled Failed

Title: Short Term Disability

The Staff Advisory Council Recommends to Administration that:

A short term disability benefit be added to available benefit options at the employees' cost

Rationale: This proposal benefits OSU staff and OSU as it:

- Provides employees with an option to assist them for short term problems that might arise.
- Gives the employees that MAY not have available leave to still receive income
- Being provided at the employees cost gives the employee the OPTION of the benefit

Oklahoma State University Staff Advisory Council BYLAWS

I. PURPOSE

Under the provisions of the Constitution and Laws of the State of Oklahoma, the Board of Regents for the Agricultural and Mechanical Colleges is charged with prescribing rules and regulations for the governance and operation of Oklahoma State University of Agriculture and Applied Science. The Board of Regents has, in turn, designated the President of the University as the chief executive officer of all University departments. Incident to the discharge of such responsibilities, it appears that the purpose of the University would be furthered by the establishment of the President, Board of Regents for the A&M colleges, and Oklahoma State University (OSU) staff established a staff council, which serves as a representative body for all staff employees. Said council serves in an advisory role in the development and implementation of policies and procedures directed toward:

- A. The facilitation of communication and cooperation between University officials and staff personnel,
- B. The promotion of high morale and well-being of the staff,
- C. The determination of working conditions, and
- D. The professional welfare of the staff.

Pursuant to the authority vested in the Staff Advisory Council constitution as approved by the Board of Regents, and the President, and the OSU staff, the Staff Advisory Council, hereinafter referred to as “the Council”, has established the following Bylaws to provide the means by which its purposes may be achieved.

Rationale: Removal of the sentences above is based on the fact that the Constitution contains this language and is the governing document. Addition of “OSU staff” is for clarification that staff is an integral part of the Council structure and representation.

II. MEMBERSHIP

The minimum number of representatives on the Council shall be twenty-one and the maximum number shall be twenty-seven. ~~Divisional representatives shall be elected by their peers from the Administrative/Professional Staff and the Classified Staff of Oklahoma State.~~ Neither the President, Vice-Presidents, Assistant Vice Presidents, Associate Vice Presidents, faculty members, contractual labor or student employees (including GRAs and GTAs) of the University shall be eligible for election to the Council. ~~In accordance with the Constitution Article II, Section 1,~~ Representatives on the Council shall be allocated as follows:

- A. DELETE – all old language
Nine non-exempt (Administrative/Professional) members.
- B. DELETE – all old language
Nine exempt (Classified) members.
- C. DELETE – all old language
Nine at-large (non-exempt and/or exempt) members.
- D. DELETE – all old language

An updated list of seats and the members occupying those seats will be maintained by the Chair of the Rules and Procedures Subcommittee with a second copy in the possession of the Secretary of the Staff Advisory Council.

~~At the discretion of the local campus, ex officio members (one per campus) may be appointed to represent the respective staff constituencies assigned to each OSU branch campus.~~

Rationale: The Re-districting Committee has determined the need for the current breakdown of representation by Vice Presidential areas is less representative than it used to be. By changing the structure of how Council members are selected, allowing more representation with the “at-large” field, and allowing staff to vote in all areas we will have more participation all round. Moving the description of representation for the Branch Campuses to a separate section does not diminish their importance, it just moves them from the OSU Stillwater membership structure.

III. NOMINATION PROCEDURES

- A. Nominations of candidates for election shall be made in writing to the Secretary of the Council **during the published filing period which concludes** at least twenty-one days prior to the date of the annual election. Nominations shall be received by the Secretary of the Council during the filing period beginning in March.
- B. **Only those persons employed on a permanent basis (50% time or more and benefits eligible) may be nominated for election to a seat on the Council.**
- C. All nominations must have the consent of the nominee and shall be validated by the signature of the nominator and nominee. Nominations shall be received by the Secretary of the Council during the filing period beginning in March.
- ~~D. Nominations for election of Classified staff members to the Council shall be made by Classified employees of the University division for which the Council position(s) shall be filled.~~
- ~~E. Nominations for election of Administrative/Professional staff members of the Council shall be made by Administrative/Professional employees of the University division for which the Council position(s) shall be filled.~~
- F. **D** Nominations shall be submitted on the form provided by the Council to each eligible voting staff employee.
- ~~G. E~~ Council members whose terms are expiring and who are eligible for re-election shall automatically be nominated for the position; unless they notify the chair that they decline the **re-nomination.**
- ~~H. F~~ In the event that no nominations are received to replace a member whose term is expiring, the Council will follow the procedures set forth in Section VIII A of the Bylaws concerning the filling of vacancies.
- ~~I. The presiding officer of the staff council/association at each branch campus shall appoint ex officio members to represent the respective campus on the Council. Appointments shall be made annually by writing to the OSU SAC Chair prior to the May meeting each year. Term of appointment shall be June through May.~~

Rationale: It is very important that all nominations be turned in to the Secretary in a timely fashion. The deletions are necessary because we will no longer be using these classifications for the COUNCIL

membership seats. Not all council members who are eligible to run for re-election may want to; this will allow them the option to choose.

As in the previous section information about Branch Campus representation is being moved to a separate section.

IV. ANNUAL ELECTIONS

- A. Elections shall be held annually by ballot and shall be completed prior to the regular meeting of the Council in May of each year. no later than April 30 each year.
- B. A voting period of two weeks shall be set by the Rules & Procedures Committee with the approval of the Council.
- C. The annual election shall be conducted under the jurisdiction of the Council's Rules and Procedures Committee. The Committee will resolve tie votes by lot, and certify the results to the Council at the Council's first regularly scheduled meeting in May.
- D. The Council shall provide to each eligible-staff employee (at 50% time or more and benefits eligible) a list of nominees for all positions with instructions about how to complete the ballot during the voting period.
- E. ~~DELETE (moved to section C)The Rules and Procedures Committee of the Council shall oversee all voting, resolve tie votes by lot, and certify the results to the Council at the Council's first regularly scheduled meeting in May.~~
- F. ~~DELETE Classified Staff members of the Council shall be elected by University division by the greatest number of total votes cast by Classified Staff employees entitled to vote within that respective division~~
- G. ~~DELETE Administrative/Professional Staff members of the Council shall be elected by the University division by the greatest number of total votes cast by Administrative/Professional Staff employees entitled to vote within that respective division.~~
- H. ~~DELETE Only staff members employed on a permanent basis (50% time or more) may vote.~~
- I. There shall not be alternates for any membership position on the Staff Advisory Council.

Rationale: Combined language from section E to C. Removed F, G, & H

V. ASSUMPTION OF OFFICE

- A. Newly elected Council members shall assume their duties at the beginning of the first regularly scheduled Council meeting in June.
- B. The officers of the Council shall be elected from the membership of the Council at the regular June meeting of each year. Any Council officer whose term expires after the regular May meeting shall remain in office as a non-voting member until their officer position is filled.

VI. TERM OF OFFICE

- A. The term of office for members of the Council shall be one three-year period. One-third of the membership shall be elected each year consisting of three exempt staff, three non-exempt staff, and three at-large staff (may be either exempt or non-exempt.)
- B. Members of the Council may be elected to no more than two terms in succession; however,

1. a member may serve any number of disconnected terms; ~~and~~ after a break in service.
 2. ~~Terms of less than three (3) years, whether of one (1) or three (3) years duration or fraction thereof, shall count as a three year (3-year) term.~~
 - 3.2 Positions filled by appointment will not count as an elected term.
- C. ~~Ex-officio members shall be appointed annually, and those appointed shall not carry faculty status at their assigned campus. Successive ex-officio appointments may not exceed six years.~~

Rationale: Removal of current classifications and clarification of the number of seats to be elected each year in Section A. Section B has been re-worded to provide clarification and ease of reading. Section C has been moved to Branch Campus section.

VII. VACANCIES AND REMOVAL

- A. Officer vacancies:
1. Vacancies in the position of Chair shall be filled by the Vice-Chair who shall serve out the term.
 2. Vacancies in the Office of Vice-Chair, Secretary or Treasurer shall be filled by an election of the Council.
- B. Member Vacancies: Member vacancies may occur when a member terminates employment with Oklahoma State University, changes employment which affects membership classification, or resigns from the Council. To provide continuity, a member who changes employment position, which affects membership classification, may retain his/her council seat until the next regular election.
- C. A seat shall be declared vacant by the Council Chair in the event a member of the Council has a total four absences from Council meetings within one Council year (July 1 – June 30).
- D. By a two-thirds vote of the representatives present at any meeting of the council, the name of a standing committee chair may be placed on the agenda for removal from office at the next meeting. The chair in question must be notified by the Executive Board at least 14 days prior to the date of the meeting at which dismissal action is scheduled to be taken. Such notification shall include a statement of charges against the chair. The chair in question may request a postponement of action that must be upheld by a majority vote of the council, but in no case may postponement be granted for more than one meeting following the originally scheduled dismissal action. The chair in question shall be notified to speak to the council at the next meeting. Dismissal action shall be by paper ballot and shall be by two-thirds of the representatives present. A chair that has been removed from office under this provision retains his/her position on the council.

Rationale: Separate the Chair declaring a vacancy due to absences as its own section.

Move the section concerning the removal of a committee chair to the section pertaining to vacancies as it is not a duty of a committee.

VIII. FILLING OF VACANCIES

- A. Whenever a position vacancy occurs, the Chair shall request ~~from the~~ a list of Chair Council Executive group will be responsible for submitting names of eligible candidate(s) from the Executive Committee, to be placed in nomination to fill the unexpired term of the vacant seat(s). The Chair of the Council shall appoint one person from the names of those placed in nomination

for the vacant membership position, following majority approval by the membership of the Council at the next regular meeting.

- B. Any position declared vacant by the Chair due to four consecutive absences of a Council member, shall be filled by the procedure outlined in Article VIII Section A, or the Council member so affected may be reinstated to his or her vacant seat by submitting a written request for reinstatement to the Council.

IX. MEETINGS

- A. Regular meetings of the Council shall normally be held on the second Wednesday of each month at a time and place designated by the Chair. The August meeting shall be on the first Wednesday of the month. Additional regular meetings or non-standard meeting dates may be scheduled by the Chair. Notices of such meetings shall be furnished to members five working days prior to the meeting. The reason for a non-standard meeting date must be stated on the agenda.
- B. All agenda items shall be submitted to the Council Chair.
- C. Each member of the Council shall be furnished a copy of each meeting agenda at least three working days prior to the Council meeting.
- D. Special meetings of the Council may be called by the Chair of the Council or by any five members of the Council provided notice of time and meeting place is provided to each member, and each member has sufficient time to reach the place of meeting. A majority of the Council members shall approve of the meeting when it is called to order.
- E. Any regular or special meeting of the Council shall be open to the public.
- F. Any person who is not an elected or appointed member of the Council's committees shall be allowed to address the Council and to participate in discussion of Council matters, provided that person submits a written request to the Chair to be placed on the agenda and that such request is received by the Secretary at least five working days prior to the Council meeting.
- G. Any person, who is not an elected or appointed member of the Council or one of the Council's committees and who has not requested to be placed on the agenda, shall be allowed to address the Council and to participate in discussion of Council matters after a majority vote of the members of the Council who are present.
- H. Non-members of the Council or of a Council's Committee who are allowed to address the Council shall be limited to five minutes to present their views or state their position in any matter under Council consideration. A request for extension of time may be granted by a majority vote of the members of the Council who are present.
- I. Voting by email or other electronic service: The Chair may call a vote by email or other electronic service. Such calls of vote are to be reserved for issues of importance. This may arise, for example, when a response is needed for an issue with a deadline prior to the regular, monthly Council general meeting. To be authorized, the motion must receive a two-thirds vote of approval from the Executive ~~Members~~ **Committee**. All Council members must be sent notice of the impending vote. An affirmative vote from at least two-thirds of the Council members is required for adopting measures by such a call of vote. The Secretary will keep copies of all correspondence regarding the voting. During the first Council meeting following the electronic vote, a review of the feedback from Council members must be placed on the agenda. This is not meant to replace regular or emergency meetings.

X. BRANCH CAMPUS (EX-OFFICIO MEMBERSHIP)

- A. At the discretion of the local branch, ex-officio members (one per campus) may be appointed to represent the respective staff constituencies assigned to each OSU branch campus.
- B. The presiding officer of the staff council/association of each branch campus shall appoint an ex-officio member to represent their respective campus on the Council. The appointment shall be made in writing to the OSU Council Chair immediately following the branch campus annual meeting. The term on the Stillwater Council will end June, 30 each year.
- C. Ex-officio members shall be appointed annually, and those appointed shall not carry faculty status at their assigned campus. Successive ex-officio appointment may not exceed six years representation on the Stillwater Council.
- D. Ex-officio members have no official voting status on the Stillwater Council.

Rationale: This section was inserted so that all information pertaining to Branch Campus representatives could be consolidated into one part of the Bylaws.

X.XI MEETING AGENDA

The order of business for each Council meeting shall include:

- A. Roll Call Call to Order
- ~~B.~~ Roll Call
- ~~B.~~ C Approval of Minutes
- ~~C.~~ D Approval of Agenda
- ~~D.~~ E Executive Group Update Presentations/Guest Speakers
- ~~F.~~ Treasurer's Report
- ~~E.~~ G Branch Campus Reports
- ~~F.~~ H Report of Standing Committees
- ~~G.~~ I Report of University Committees
- ~~H.~~ J ~~Old Business~~ Officer Reports
- ~~I.~~ K Unfinished Business
- ~~J.~~ L ~~Adjournment~~ New Business
- ~~M.~~ Announcements
- ~~N.~~ Adjournment

Rationale: This section has been revised to follow the current agenda used by the Council.

XI. XII MEETING PROCEDURES

- A. The rules of parliamentary procedure, as specified in Robert's Rules of Order, shall govern all meetings of the Council and its ~~permanent~~ **standing** and special committees.
- B. A majority of members of the Council must be present to constitute a quorum authorized to discuss business at any regular or special meeting of the Council. If during the course of a Council meeting the number of members present falls below the majority of eligible membership, the meeting shall be recessed until such members are present.
- C. Voting by Council membership shall be by voice vote, show of hands, or ballot as deemed necessary by the Chair.

XII. XIII OFFICERS OF THE COUNCIL

The officers of the Council shall be the Chair, Vice-Chair, Secretary, Treasurer and, if necessary, the Chair Pro Tempore. The duties of the officers shall be those implied by their titles and as specified in these Bylaws.

- A. Chair
 - 1. Presides at all meetings of the Council and appoints standing and special committees in consultation with the Council members.
 - 2. Conducts official correspondence relating to the business of the Council as authorized and directed by the Council. Resolutions approved by the Council will be forwarded to the President or other designated University Administrator within fifteen days following Council approval and the Chair informs the Council at the next Council meeting that the action has been forwarded. A signed copy of the correspondence will be provided to the Secretary, the appropriate committee chair, and the Council representative that brought forth the recommendation.
 - 3. Nominates representatives to University-level standing committees or councils that allow staff participation; consultation with the Council on these occasions precedes nominations.
 - 4. Prepares all meeting agendas.
 - 5. Prepares an annual report, which sets out recommendations made to the ~~Executive Group~~ **President or other designated University Administrators**, and its **their** response.
 - 6. Disseminates information contained in the annual report to all University Administrative/Professional Staff and Classified Staff.
 - 7. Ensures responses received on resolutions submitted to the President or other appropriate University Administrator are read in the minutes at the next Council meeting following receipt of such response.
- B. Vice-Chair
 - 1. The Vice-Chair assumes the duties of the Chair in his/her absence, and in the event of a vacancy in the chair (other than by expiration of term) succeeds him or her as Chair.
 - 2. **The Vice-Chair will serve as the chair of the Distinguished Service Award Subcommittee and the Scholarship Subcommittee.**
 - 2. **3** Other duties shall be directed to the Vice-Chair at any time by the Chair.

- C. Secretary
1. Composes full minutes, resolutions and/or proceedings of regular and special meetings and routes them to the Chair.
 2. Keeps attendance records of all members at meetings of the Council.
 3. Certifies that a quorum is present in order to conduct the official business of the Council.
 4. Arranges for meeting rooms for all Council related meetings.
 5. Compiles a list of names, addresses, and telephone numbers of Council members.
 6. Conducts correspondence as directed by the Chair.
 7. ~~Receives ballots generated from voting and safeguards said ballots until counted by the Rules and Procedures Committee.~~
- D. Treasurer
1. Is entrusted with custody of Council funds.
 2. Disburses funds as authorized by the Council and Executive Board.
 3. Makes a full financial report annually.
 4. Makes interim reports as directed by the Council or Executive Board.
 5. Follows all University Accounting policies and procedures.
 6. **Payment of Council invoices shall be approved by the Treasurer and /or Chair.**
~~Chair's and treasurer's signatures will be required to pay due accounts.~~
- E. Chair Pro Tempore; In the absence of the Chair and the Vice-Chair from any official meeting of the Council, the members of the Council shall elect a Chair Pro Tempore to preside at such meetings.
- F. Parliamentarian
The Chair of the Rules and Procedures Committee of Council shall function in the role of the Parliamentarian during regular SAC **Council** meetings to insure that Robert's Rules of Order are followed, and that all actions taken by the council are in compliance with the Constitution and By-laws of the Council.

Rationale: Strike #7 from the duties of the Secretary because we are now using electronic voting and the Rules & Procedures Committee is in charge of the process. They are getting the votes and counting from that source.

Requires the signatures of the Treasurer/Chair on invoices for Council payment; checks are no longer issued on campus.

~~XIII.~~ **XIV STANDING COMMITTEES**

- A. ~~The Council exercises its function with the assistance of standing committees, which are permanent committees of the Council.~~ **Standing committees assist the Council with its functions.**

- B. The Chair of each standing committee will present an oral and written annual report at the June Council Meeting.**
- B. C** Standing committees shall may be established or abolished by a two-thirds vote of the Council.
- C. D** Each member of the Council, with the exception of the Chair, Vice-Chair, Secretary and Treasurer shall serve on at least one standing committee. The officers of the Council shall may have the option to serve on a standing committee.
- D. E** Each member of a standing committee shall be a member of the Council.
- E. F** The term of membership on a standing committee shall begin in June and shall continue for one year. Members of committees may succeed themselves upon reappointment by the Chair.
- F. G** The Chair of each standing committee shall be appointed by the Chair of the Council with the advice of the Council membership Executive Committee.
- G. H** Each standing committee may select a secretary for the committee from its membership (Optional).
- H. I** All standing committee members shall be subject to the call of their respective Chair.
- I. J** There shall be an equal division of member representatives on a standing committee.
- J. K** Non-members of the Council with special qualifications may be asked to join in the deliberation of a standing committee, but in no case shall the non-member be allowed to vote.
- K. L** ~~Issues arising from standing committee deliberations shall be brought, to the Council for acceptance and authorization to proceed in deliberations or investigations by said committee. Upon acceptance and authorization of the issues brought to the Council adherence to the following guidelines shall be required:~~ Standing committees that have deliberated and reached conclusions to issues and/or topics will present their results to the Council for acceptance and authorization.
- ~~1. Unofficial inquires and researches shall be made only when pertaining to an authorized subject.~~
 - ~~2. All committees shall make a verbal report on a monthly basis to the Staff Advisory Council general meeting. A written monthly report shall be signed by all Committee members in attendance and voting, and shall be submitted to the Secretary.~~
 - ~~3. Committee reports shall include the results of all amendments that arise during Committee deliberations.~~
 - ~~4. Copies of all correspondence conducted during the report period shall be attached to the report.~~
 - ~~5. A minority report may be brought to the Council.~~
- L. M** Recommendations submitted by Committees will be coded for ease of referencing and tracking. The code will be the year-month-day, followed by which committee made the recommendation (PB, PR, RP, PA), and the recommendation number (1, 2, 3, etc.). Revisions to the recommendation would be indicated by adding the appropriate alphabetic letter to the number.

M. — By a two-thirds vote of the representatives present at any meeting of the council, the name of a standing committee chair may be placed on the agenda for removal from office at the next meeting. The chair in question must be notified by the Executive Board at least 14 days prior to the date of the meeting at which dismissal action is scheduled to be taken. Such notification shall include a statement of charges against the chair. The chair in question may request a postponement of action that must be upheld by a majority vote of the council, but in no case may postponement be granted for more than one meeting following the originally scheduled dismissal action. The chair in question shall be notified to speak to the council at the next meeting. Dismissal action shall be by paper ballot and shall be by two-thirds of the representatives present. A chair that has been removed from office under this provision retains his/her position on the council.

XIV. PERMANENT COMMITTEES

The Standing committees of the Council shall be as follows:

A. N Rules and Procedures Committee

Four or more members of the Council shall constitute the Rules and Procedures Committee. The Rules and Procedures Committee's functions shall include, but are not limited to, the following:

1. **Reviewing of the Bylaws at the July Council meeting.**
1. **2** Preparation of **Preparing** amendments to the Council Constitution and Bylaws.
2. **3** Preparation of **Preparing** regulations for elections and the conducting and supervising of such elections.
3. **4** Recommendations for **Recommending** the creation or abolishment of standing and special committees.
4. **5** Recommendation of **Recommending** procedures for staff participation in the government of the University.

B. O Staff Policies, Benefits, and Budget Committee

Four or more members of the Council shall constitute the Staff Policies, Benefits, and Budget Committee. The functions of this committee include, but are not necessarily limited to:

1. Reviewing current fringe benefit and personnel policies. They may also propose new policies.
2. Making recommendations for proposed changes as they affect staff employees, and reporting to the Council for action.

C. P Public Relations **Committee**

Four or more members of the Council shall constitute the Public Relations Committee. The functions of this committee include, but are not limited to:

1. ~~This committee shall be responsible for~~ **Keeping** the University community informed of all activities of the Council through whatever channels of communication are deemed necessary.
2. ~~An inherent responsibility of this committee will be The maintenance of~~ **Maintaining** the SAC **Council** web page,; and

3. ~~Ownership of any list serve currently in use or one that is developed to communicate with the staff.~~

D. Q Awards and Recognition Committee

This committee shall consist of four or more members of the Council. The functions of this committee include, but are not limited to:

1. The Committee shall be responsible for policies and procedures related to the presentation of annual awards and recognition of staff members of Oklahoma State University.
2. This Committee shall administer the nomination and selection process and conduct the awards presentations.
3. The Awards and Recognition Committee will be responsible for other awards and recognition of staff as such arises.
 - a. **Distinguished Service Award Subcommittee:**
This sub-committee is responsible for the selection of the Distinguished Service Award Recipients. Membership shall consist of the Vice-Chair, the Chair of the Awards & Recognition Committee and one member from each of the standing committees of the Council. The Vice-Chair shall serve as Chair of this subcommittee.
 - b. **Scholarship Subcommittee:**
This subcommittee is responsible for activities associated with the Council scholarship. Membership shall consist of the Vice-Chair of the Council, one member from each of the standing committees of the Council, and any outside, non-council members the Vice-Chair deems reasonable. The Council Vice-Chair shall serve as Chair of this subcommittee. The duties of this subcommittee shall include but not be limited to:
 - i. Drafting scholarship application forms – the application form used shall be submitted for review and approval by the May meeting of the Council.
 - ii. Advertising the scholarship – advertising of the scholarship’s availability shall begin no later than July 1 of the calendar year.
 - iii. Administering the scholarship award – the subcommittee shall determine eligibility criteria, confirm eligibility of the applicants, select recipients, and supervise the dispersal of monies.

E. R Executive Committee

This committee shall consist of the elected officers of the Council (Chair, Vice-Chair, Secretary, and Treasurer) and the Chairs of the standing committees. This committee shall be responsible for SAC Council policy and input as needed in the interim between Council meetings.

Rationale: Section M has been moved the section of Vacancies, Old Sections XIII and XIV have been combined because they both deal with standing committees.

XV. SPECIAL OR AD HOC COMMITTEES

- A. Special or ad hoc committees may be created by the Council at any time it is deemed necessary to consider particular problems, issues and/or concerns of the Staff.

1. Membership of special committees shall consist of, but are not limited to, one member of the Council.
2. Terms of special committees shall not exceed one year.
3. Reports of special committees shall be made to the Council for action.
4. Special committee Chairs shall be appointed by the Chair of the Council with the advice and consent of the Council membership.

XVI. Amendments of Bylaws

These Bylaws may be amended by a majority vote of Council members present at a regular Council meeting, provided the proposed revision(s) have been submitted in writing at a regular meeting of the Council at least one month prior to voting.

RULES FOR NOMINATION TO THE OSU STILLWATER STAFF ADVISORY COUNCIL

Nominations of candidates for election must be in writing at least twenty-one (21) days prior to the date annual elections open. Only staff employed on a permanent basis (50% time or more and benefits eligible) may be nominated for election to a seat on the Council, excluding the President of the University, the Vice Presidents of the University, members of the faculty, and student employees. All nominations must have the consent of the nominee and supervisor; and all nominations must be validated by the signature of the nominator and the nominee.

TERM OF OFFICE: THREE (3) YEARS; June 2014 – May 2017

Other rules governing the 2014 Elections:

1. OSU Stillwater eligible staff as stated above will nominate and vote regardless of classification on all open seats on the Staff Council;
2. Electronic submissions will be accepted; and
3. Incomplete nominations will be disqualified by the Chair of the Rules & Procedures Committee.

**NOMINATION DEADLINE:
March 29, 2014, at 5:00 pm.**

(Nominations received after this timeline will not be accepted)

NOMINATION FORMS SHOULD BE SENT TO:

Staff Advisory Council Elections
Mickey Gregg, SAC Secretary
401 Whitehurst
Or electronically to:
mickey.gregg@okstate.edu

Public Relation Notices will be sent out prior to Elections with information on each nominee.

2014 Council Seats Open for Nomination Are:

3 At – Large (exempt or non-exempt)

3 – Exempt

3- Non-exempt

The numbers on the left are for demonstration purposes only.

VOTING WILL BE APRIL 21 – **TBD**

Elections will be held through the OSU SharePoint System using your OKey account. You will be allowed to vote only once for all available seats.



STAFF ADVISORY COUNCIL

Oklahoma State University

2014 Annual Election Nomination Form

NOMINATION DEADLINE: March 29, 2014 at 5:00 pm

"The council that's working for you."

I nominate: _____ of the: _____ Department
PLEASE PRINT NAME OF NOMINEE

for election to fill a position on the 2014 Staff Advisory Council

_____ Exempt _____ Non-exempt _____ At-Large

Nominator's Printed Name: _____ Nominator's Phone #: _____

Nominator's Signature: _____

Why are you nominating this person to represent OSU staff on the Staff Advisory Council?

I, the Nominee, consent to my nomination as a representative on the Staff Advisory Council

Nominee's Printed Name: _____ Nominee's Phone #: _____

Nominee's Signature: _____

Nominee's email: _____

By signing below, the Supervisor of the above named Nominee for OSU Staff Advisory Council Representative understands the duties and obligations of a Council Member and agrees to fully back this Nominee should he/she be elected.

Signature of Nominee's Supervisor: _____

NOMINEE:

Provide information about yourself to support your nomination (use a separate sheet of paper). Public Relations information will be distributed to OSU Stillwater staff via email following the close of nominations up to the opening of elections.

REQUIRED:

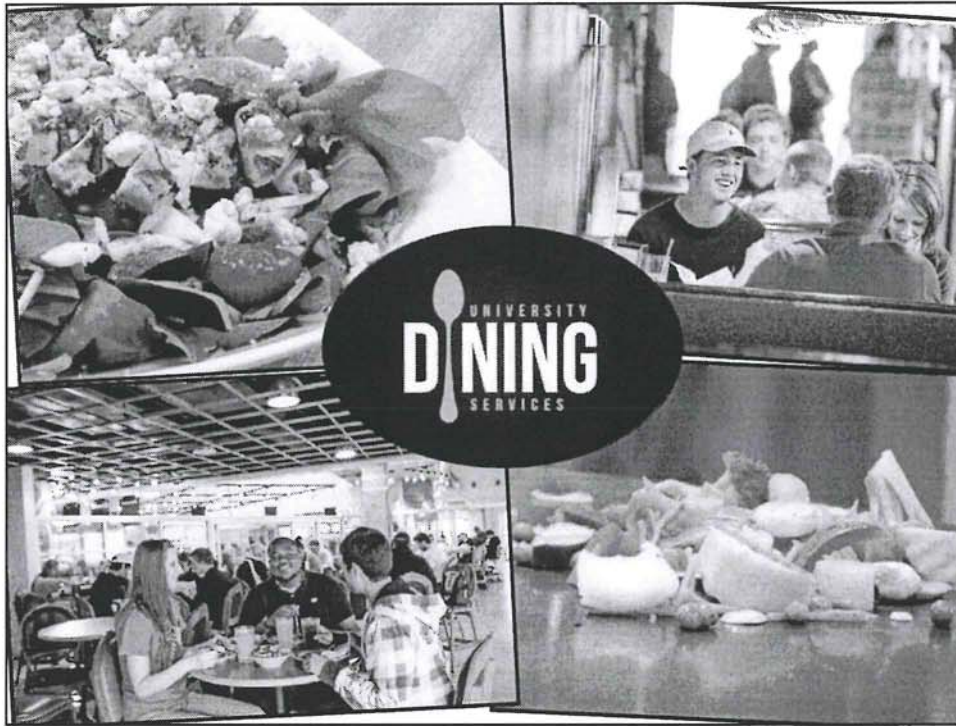
- Why do you want to serve on the Staff Advisory Council?
- How do you positively promote your Department and OSU? (describe the efforts used)
- Describe the manner in which you are a responsible steward of University resources?
- What activities are you involved in on campus?

OPTIONAL:

- What types of off-campus activities are you involved in?
- Describe any honors or awards you have received, if any?
- Provide an example of your leadership ability.
- Provide a photo of yourself (electronically if possible)

Staff Advisory Council Member Responsibilities

- A. New members are inducted onto the Council at the June meeting each year.
- B. Attend monthly meeting
Council members are required to attend the monthly meeting of the Council which is held on the second Wednesday of each month, except August. The August meeting is held on the first Wednesday to ease conflicts with the first week of fall classes.
- C. Attend and participate on assigned standing committee
 1. Each Council member will be assigned to one of the four standing committees.
 2. Membership on a committee begins in June and continues for one year.
 3. Committee members are subject to the call of their respective Chair for meetings. (During a very busy committee time you may expect to meet at least monthly to complete a project.)
- D. Attend and participate on special committee(s) when assigned and/or volunteered
 1. Members may be asked to serve on special committees that assist in planning annual special events of the Council
 - a. Staff Development Day - planning
 - b. Staff Celebration Day - planning
 - c. Distinguished Service Awards - selection
 - d. Staff Scholarships - selection
- E. Assist with special functions sponsored by the Council:
 1. Staff Development Day
 2. Distinguished Service Awards
 3. Staff Celebration Day
 4. Harvest II Food Drive
- F. All members are expected to assist with any Council Fundraising efforts.
- G. There may be opportunities to serve as the Staff representative on University wide committees. The Council Chair will request volunteers from the Council first and then from the staff at large, as committee seats become available.
- H. Other opportunities to serve the Council and OSU Staff
 1. Agree to chair a standing committee if asked by the Council Chair
 2. To sign up for attendance at Faculty Council meetings and report at the next Council meeting.
 3. Forward constituent concerns to the Council Chair for review.



passport
International Cuisine

New Menu Items



African



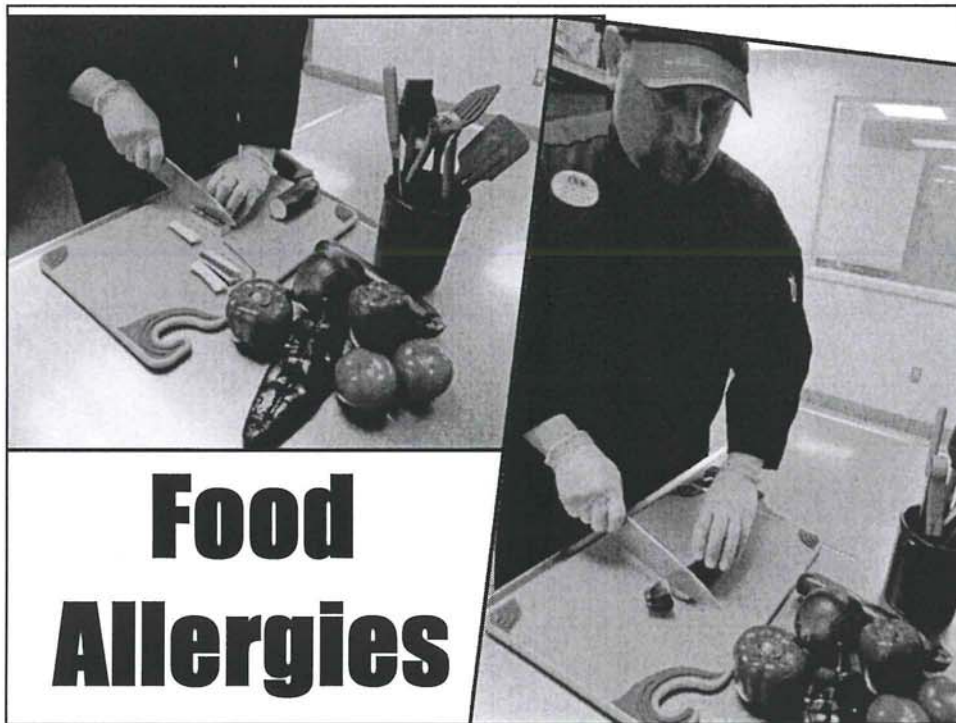
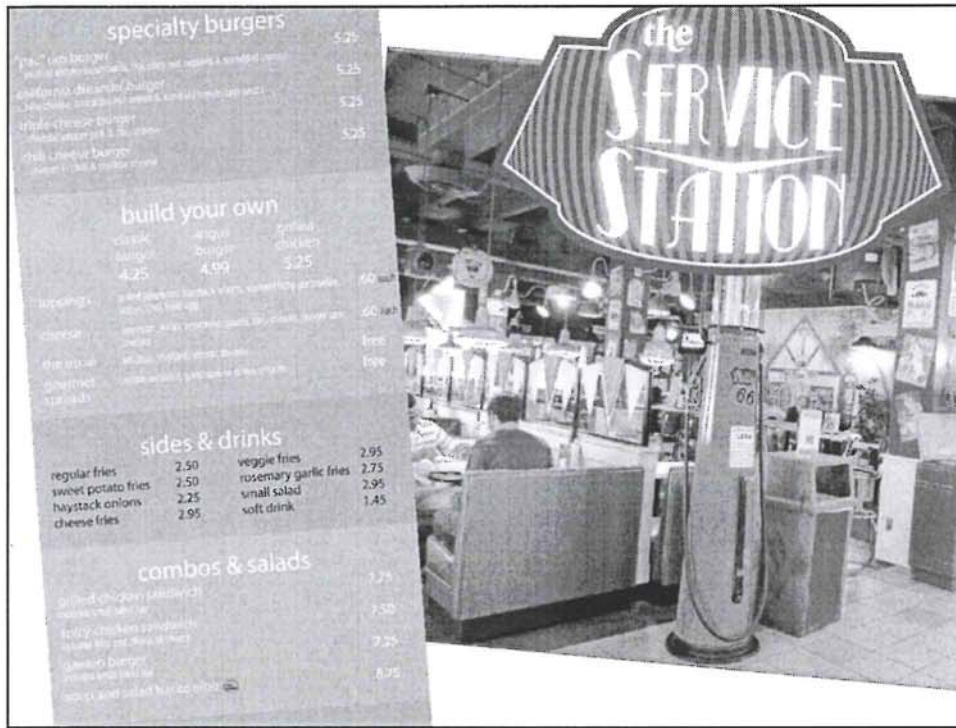
Mediterranean

Chick-fil-*!* EXPRESS

Extended Hours!

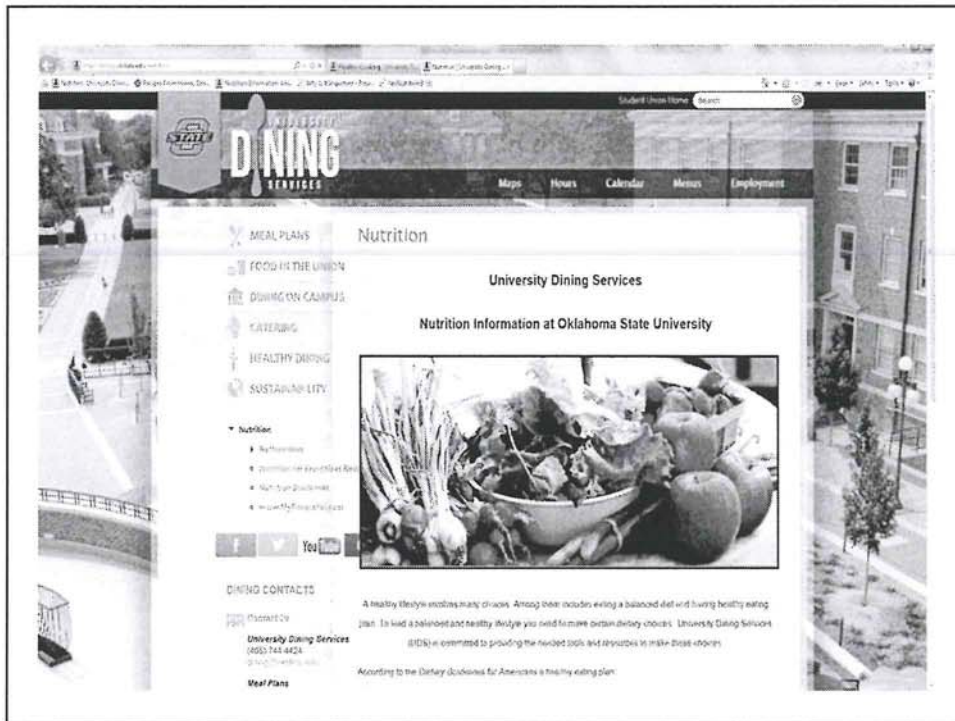


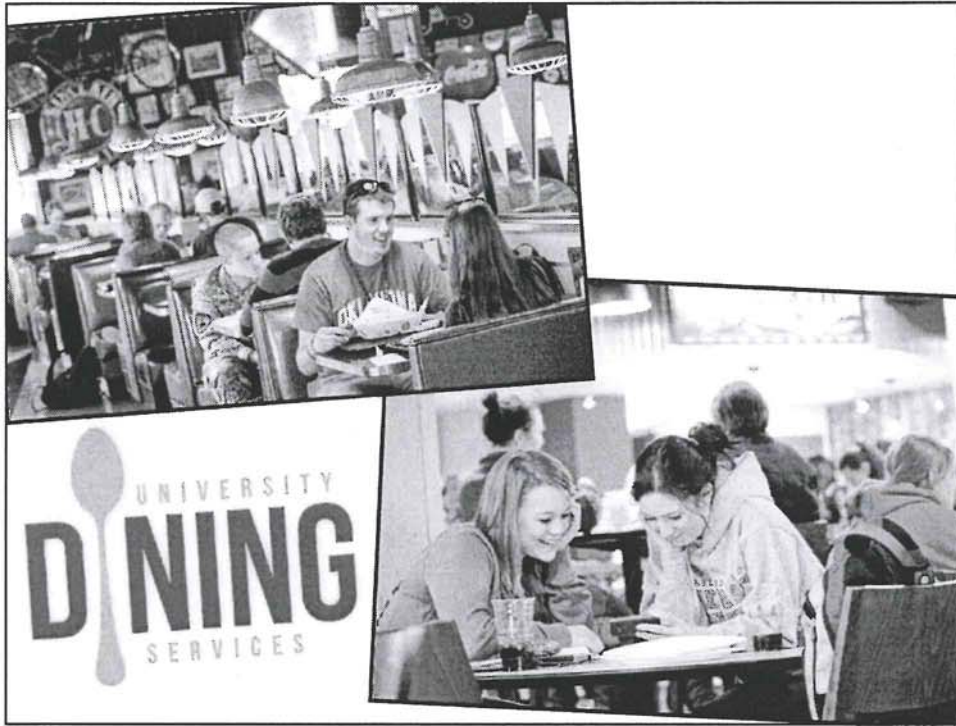
Mon-Thur 10AM-7PM
Friday 10AM-3PM



Allergy Awareness

- New Student Orientation
- Welcome Week
- Staff Training
- Allergen Manuals
- Key Contact Numbers
- Website
- Nutritional Labels
- Nutrition Coordinator and Registered Dietician





OSU/A&M Retirement Update – January 2014

The Retirement Investments Committee has continued to meet to ensure that OSU/A&M is offering retirement investments that are beneficial to employees and meet employer fiduciary responsibilities. You may recall an earlier update from the Committee last spring.

Working with Cammack LaRhette Consulting, who completed an extensive review of OSU/A&M defined contribution retirement plans, the Committee recommended adoption of a single vendor to handle the defined contribution retirement plans and requested Cammack negotiate with TIAA-CREF as they currently handle 97% of investments. To gain additional feedback from participants, last fall Cammack conducted a series of focus groups with most campuses participating. With feedback from the focus groups and extensive review of an initial proposal by Human Resources and the Committee, Cammack negotiated with TIAA-CREF and a final proposal was received in late December.

The Retirement Investments Committee is recommending to administration that a single retirement contract be submitted to the OSU/A&M Board of Regents at their March meeting.

A few highlights of the TIAA-CREF proposal include:

- Enhanced OSU/A&M branded communications and financial education specific to targeted groups, including A&Ms and retirees, with participants selected by use of individual demographics;
- Additional advisement opportunities for participants and retirees with a TIAA-CREF Oklahoma office located in Stillwater;
- Opportunity for individual use of outside financial advisers;
- Simplified operations with TIAA-CREF taking more responsibility in administering the retirement program;
- A single open platform for investment opportunities that are not limited specifically to TIAA-CREF offerings;
- Reduction of plan recordkeeping expenses by 41% (from 17 to 10 basis points) thus increasing the return on participant accounts with the reduction in fees retroactive to July 1, 2013; and
- Performance guarantees to ensure quality of service with monetary reimbursement of fees up to \$40,000 for noncompliance.

The current proposal from TIAA-CREF has no effect on Oklahoma Teachers Retirement. OTR and its rules and regulations are controlled by the Oklahoma Legislature and a separate governing Board. In addition, the proposal does not affect the contribution schedule of any of the OSU/A&M institutions.

Investment options under the new proposal will be recommended by the Retirement Investments Committee. With changes in the retirement industry in past years, investments offerings are not limited to a single vendor; TIAA-CREF, for example. Investment offerings will include funds offered by other investment vendors. The Committee has updated an Investment Policy Statement which will guide the selection of actual investments to be available on the OSU/A&M platform. They will include life cycle or target dates funds, which provide a diversified offering

based on expected retirement date; approximately 15 core diversified funds; and the brokerage option offering thousands of mutual funds. The individual funds will be recommended by the Retirement Investments Committee and are reviewed quarterly by the Committee to insure they continue to represent optimal choices for employees.

While transition planning is not finalized, it is expected that the new fund line up will be selected in April and made available to participants shortly after that. Participants will be able to change allocations and transfer fund balances to the new offerings during following months. The new fund lineup will be the only offerings available after January 1, 2015 for new contributions. However, existing fund balances as of that date do not have to be transferred.

These change should provide better service and benefits to participants and increased financial return on investments. Those participants reflected in the 3% investments not currently handled by TIAA-CREF will have to make new elections and may experience some change in current services offered from a non-TIAA-CREF provider. With the brokerage option and opportunities for outside advisement incorporated in the TIAA-CREF proposal, it is anticipated that disruption will be minimal.

The initial recommendation from the Committee last May can be found on the Benefits Section of the OSU Human Resources website (near bottom of page), <http://hr.okstate.edu/sites/default/files/docfiles/RIC Update.pdf>.

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5K/10 K Training for the Remember the 10 Run

February 18 - April 19

Tuesdays & Thursdays, 6 a.m. & 4:30 p.m.

\$40, includes t-shirt and training plan

Intramural Fields behind the Seretean Wellness Center

Information Meeting: February 13, 5:30 p.m. Seretean Wellness Center

Redefine Beautiful



Eating Disorder Awareness panel

Tuesday, February 25
5:30 - 6:50 p.m.

Seretean Wellness Center
Free Event

Join the conversation as experts discuss the negative impact of body shame on the development of disordered eating and self-esteem problems.



INVESTMENT FUNDAMENTALS

PRESENTED BY

FINANCIAL ADVISOR JOE HLADIK

Wellness Wednesday
Free Employee/Member Luncheon*

March 12, Noon - 12:50 p.m.

Registration/cancellation deadline:
March 7 at Noon.

*No shows will be billed \$10

Registration/cancellation deadline:
March 3 at Noon.

Cooking Class
with Kate Hargis Haas
March 7, Noon - 1 p.m.

Seretean Wellness
Center Kitchen

\$20 includes recipes,
cooking demonstration and
sampling menu items



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Free Hearing Screenings

February 21, 1 - 3 p.m.
047 Murray

Call Tabbi Deal 405-744-2354 to
set up an appointment.



DEPARTMENT OF
Wellness

To register for an event or for more information call 405-744-WELL (9355),
email wellness@okstate.edu, or visit wellness.okstate.edu