



"The council that's working for you."

Staff Advisory Council

OSU STAFF ADVISORY COUNCIL MINUTES

March 12, 2014 – 412 SU, Council Room

Guests: Gary Clark, VP & General Counsel; Joyce Montgomery, Coordinator, Service-Learning Volunteer Center; Mary Talley, Manager, Wellness Center; Jamie Payne, Liz Tarbutton, & Joey Keel, Human Resources; Toby Tucker, & Daniel Alexander, Physical Plant; and Paul Jones, DASNR IT

Darlene Croci, called the meeting to order at 1:17 pm.

Approval of Minutes: The February 12, 2014 minutes were approved as presented.

Approval of Agenda: The agenda was approved as presented.

Guest Speakers:

Gary Clark, VP & General Counsel, updated the Council on various campus items which included: next academic year enrollments & applications; construction projects; OSU Teach program; block tuition program; anticipate a zero tuition increase; OSU was selected for the 2nd consecutive year as an institution of higher education excellence in diversity; OSU Student Union was selected as most outstanding SU in the country; Postal Plaza Art Gallery; OSU ranked 15th 'happiest' campus in US; employee travel policy is still being updated; status of executive searches; and no salary/merit package is expected for FY15 due to the Governor's request to cut state funding to Higher Education. He also thanked the campus staff and council members for all their efforts.

Joyce Montgomery, Coordinator, Service-Learning Volunteer Center, provided the council with a pamphlet about the center. The (attached). The center started in 1984 and its mission is to provide hands on meaningful service opportunities for students which includes research and leadership opportunities. Their slogan is: 'Think, Do, Impact'. Community service events include: Into the Streets, which is community priority of the needs based and Big Event which is a 'thank-you' to the community. The center is funded totally through student fees. The center has been recognized national winning several awards.

Treasurer's Report: Aleigha Mariott presented the Treasurer's report. Report attached.

Branch Campus Reports

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

OSU-OKC: Kristy Voss – (via email) The OKC campus is participating in the OKC Heart Walk. Anyone who would like to join can go online to www.heartwalk.org and search for the OSU-OKC team. People can sign up to walk or donate. They will start their election process in April with nominations.

OSU-IT: Kevin Hulett – No report was available

Report of Standing Committees

Rules & Procedures: Kathie Tanner

Kathie presented the Rules & Procedures noted the Nomination Form is ready to be sent out. She also provided a SAC Member Responsibilities handout. (Attached) Incumbents interested in running need to send his/her information directly to Kathie. Due to the reorganization of the council, there will be ten open seats. [New representation areas are: Exempt, Non-Exempt & At-Large.] Nominations are due by Friday, March 28.

Policies, Benefits, and Budget: Nathan Moorman

Nathan noted the committee has been discussing the defibrillation machines' locations on campus. Tuition waivers will be tabled as per Faculty Council it is not getting support from Administration. Also, the committee reviewed two house bills which passed regarding retirement at the state capitol (HB2630 & HB2120). Neither of these have any effect on current OSU personnel so no action needed.

Public Relations: Shelley Potter

Shelley reported that the committee has been updating the tickets for the Staff Celebration as well as the setup for the vendor tables at the stadium to facilitate flow of staff through vendor table area. Other items included the determination that the parking raffle is a taxable event so possibly only one spot will be raffled this year (SAC will pay the taxes for the winner), the survey for the Staff Development Day will be conducted by the SDD committee, and the cost of the vendor tables at the event.

Awards & Recognition: Sue Goad

Sue reported that the committee has been working on the celebration tickets with PR committee as well as 'save the date' and parking raffle flyers/emails. The RFP for the Staff Celebration food has 2 submissions and the catalog RFP is still open.

Report of Standing Committees

Faculty Council Report:

February meeting–Marsha Chapman stated that reports at the meeting included: Kirk Jewell, OSU Foundation (purpose of Foundation); Gary Clark (block tuition); Gallagher-Iba recommendation made regarding events (need a facility coordinator); Joe Weaver (custodial services transition to GCA); D2L (copyrights) and SGA (resolution regarding the renaming of Murray Hall).

Department of Wellness: Mary Talley, Manager, Wellness Center, noted there are various activities highlighted on the Wellness handout. (Handout attached) She gave special emphasis to the Cowboy Walking Trails grand opening on April 15.

Officer's Reports

Secretary's Report: Mickey Gregg asked if the new room location was acceptable to council members and reminded people to encourage staff members to run for council seats.

Vice Chair's Report: Shawna Goodwin noted that the Scholarship Subcommittee will be meeting after this meeting.

Chair's Report: Darlene Croci reported that the recommendations from the PB&B committee that passed last meeting have been forwarded to the President's office; Darlene Hightower requested a SAC representative to serve on an IT policy review committee so Darlene appointed Andy Adsit; and the Staff Development Day committee will send out a survey about the event.

Unfinished Business

Proposed Bylaw changes – Kathie Tanner reviewed additional changes in the Bylaws since the last meeting. After discussion, the R&P Committee recommended that the entirety of the Bylaws be accepted. The Council voted affirmative.

New Business–none

Announcements

The next SAC meeting will be April 9, 2014 in room 412 SU-Council Room, SAC Elections will be April 16-30; and the SAC Celebration Event will be May 22.

The meeting was adjourned at 3:07 pm.

Respectfully submitted,

Mickey Gregg

Staff Advisory Council 2013-14

ATTENDANCE REPORT

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

**OSU Staff Advisory Council
Treasurer's Report
February 28, 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 Appriciation Day	275.00
SAC Shirts	273.82
Office Supplies	63.01
Fundraising Supplies	19.35
Training Lunch in June	247.33
End of Year Plaquest	-
TOTAL EXPENSES	4,783.59
ACCOUNT TOTAL	\$29,741.35

SAC FUNDRAISING ACCOUNTS

	TOTAL
INCOME	
Balance Forward	\$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 Whal Shipping	\$98.39
TOTAL EXPENSES	98.39
ACCOUNT TOTAL	\$7,986.08

**Funds Deposited with OSU Foundation
January 31, 2014**

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	107,124.02
Fiscal Year to Date Activity	\$3,007.35
Balance	110,131.37
ACCOUNT TOTAL	\$123,659.47

OSU STAFF PROFESSIONAL DEVELOPMENT FUND

Cash	
Balance Forward 7/01/13	\$365.00
Fiscal Year to Date Activity	140.00
Balance	505.00
ACCOUNT TOTAL	\$505.00

Joyce Montgomery
Coordinator
Service-Learning Volunteer Center

Campus Life Department
211G Student Union
Stillwater, OK 74078
Phone: (405) 744-5145
Fax: (405) 744-2680
joyce.montgomery@okstate.edu
www.volunteer.okstate.edu



SERVICE-LEARNING VOLUNTEER CENTER

Think. Do. Impact. →

WELLNESS

LEADERSHIP

ACADEMIC EXCELLENCE

FINDING YOUR PURPOSE

SERVICE & CIVIC ENGAGEMENT

BROADENING YOUR HORIZONS



WELCOME

...to the Oklahoma State University Service - Learning Volunteer Center! We coordinate, promote and celebrate volunteering and service-learning efforts for the OSU community. We primarily serve as a resource for students, staff and faculty as they seek ways to become more engaged within the community. SLVC continues to act as a building block to enhance our students' skills to succeed in today's ever changing workforce and for civic engagement. Our SLVC staff is available to answer questions and help place students at service sites. We are also a current Carnegie Select Institution and have been on the President's Honor Roll.



WHY VOLUNTEER?

- Find passion
- Enrich lives
- Help save lives
- Make friends
- Gain hands-on experience
- Build your resume
- Develop human resource skills
- Have fun!

OUR MISSION

To promote leadership for Oklahoma State University students by offering interactive and meaningful service-learning activities, providing research opportunities and connecting with society to promote the general welfare of its citizens.



SLVC AMBASSADOR PROGRAM

Become an SLVC Ambassador. Use your leadership skills. Ambassadors include a select group of OSU students who want to promote volunteerism, grow the capacity for community service and build recognition of the Service-Learning Volunteer Center and its activities for students. Interested students can apply by contacting the SLVC staff before the deadline for Fall and Spring semesters.



SERVICE FOCUS AREAS

- Advocacy - Domestic violence - Educational -
- Elderly - Environmental - Financial Literacy -
- Homelessness - Hunger - International Literacy -
- Low-income - National - Youth -
- ... and much more!

STEPS TO BECOMING ANOSU VOLUNTEER

1. Go to campuslink.okstate.edu
2. Log-in using your okstate email address and password
3. Click on **Organizations**, then **Categories**, then **Service**
4. Click on **Service-Learning Volunteer Center**
5. Click on **Join Organization** and await your approval
6. Upon approval start recording your service hours



Corporation for
**NATIONAL &
COMMUNITY
SERVICE**



DID YOU KNOW?

- More than 160,000 individual hours of service were recorded on Campuslink.
- About 1200 students have registered with the Service-Learning Volunteer Center to serve as OSU volunteers.



“I gained an increased sense of community commitment and team work.”

-Adetoyeke Adedipe, Nigeria
Public Relations Major; CORD Recipient

“I learned that we all have a responsibility to look after one another because everyone at one point or another will face hardships; and a helping hand or encouragement can be the one thing that will help someone to get through a hardship.”

-Lauren Cartwright, Yukon, OK
Psychology Major; CORD Recipient

VOLUNTEER RESOURCES

volunteer.okstate.edu
campuslink.okstate.edu
osuserves.org

Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. Title IX of the Education Amendments and Oklahoma State University policy prohibit discrimination in the provision of services or benefits offered by the University based on gender. Any person (student, faculty or staff) who believes that discriminatory practices have been engaged in based upon gender may discuss their concerns and file informal or formal complaints of possible violations of Title IX with the OSU Title IX Coordinator, Dr. Carolyn Hernandez, Director of Alternative Action, 408 Whitehurst, Oklahoma State University, Stillwater, OK 74078, (405) 744-5371 or (405) 744-5576 (fax).

This publication, issued by Oklahoma State University as authorized by the Department of Campus life, was printed at no cost to the taxpayers of Oklahoma.

“Service is a cornerstone of the OSU experience and a key reason OSU is such a unique place.”

OSU PRESIDENT BURNS HARGIS



Think. Do. Impact. →



CAMPUS LIFE

Service-Learning
Volunteer Center

211G Student Union, Stillwater, OK 74078 - Ph: 405.744.5145
volunteer.center@okstate.edu - <http://volunteer.okstate.edu>

Wellness Wednesday with Dr. Suzy Harrington

Join Chief Wellness Officer Suzy Harrington, DNP, RN, MCHES, and learn about wellness resources available at Oklahoma State University and the pockets of excellence leading to "America's Healthiest Campus".

Free Employee/Member Luncheon*
 April 16, Noon - 12:50 p.m.
 Seretean Wellness Center

"Wellness is the harmony and synergy of our physical, emotional, spiritual, social, professional, and financial health." -Dr. Harrington



Registration Deadline: April 9 at Noon. *No shows will be billed \$10



Simply Nutrition

5:30-6:30 p.m., 007A Willard, free*

March 25 - Weight Management and Goal Setting

April 29 - Healthy Restaurant Options, Cooking Tips, and Healthy Snacks

Register for each class individually.
 *No shows will be billed \$10.



SPORTS NUTRITION WITH JENNY GRAEF, M.S.

Free* Classes, 5:30 p.m.
 Seretean Wellness Center

April 3 - Basic Nutrition and Hydration

April 10 - Nutritional Supplements, Nutrient Timing, Race Day Preparation

Register for each class individually.
 *No shows will be billed \$10.

Cowboy Cooking School with Federico Aime

April 11, Noon-1p.m.

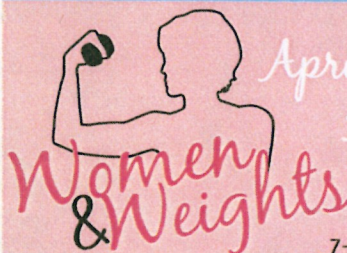
Seretean Wellness Center Kitchen



Menu

- Crisp Mushrooms with Eggs and Murica Pimentón
- The Brightest Orange Pork Loins:
- Citrus Confited Loins with Endives
- Mother Frola: Argentinean Style Quince Pie

\$20, for recipes, cooking demonstration and sampling menu items. Registration Deadline: April 7 at 5p.m.



April 6, 13, 20, & 27

5-7 p.m. \$20
 (includes shirt)

Information Meeting: April 2
 7-8 p.m., Seretean Wellness Center

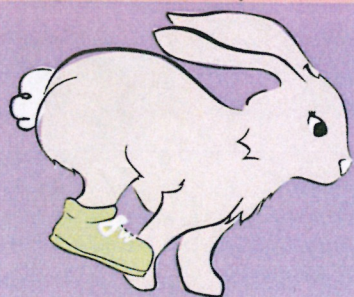
Do you know how to lift correctly?

Are you aware how important strength training is for women?

Cowboy Walking Trails GRAND OPENING

April 15, 11:45 a.m.

Corner of Hester St. and Legacy Walk
 (sidewalk south of Civil Engineering Lab)



RUN RABBIT RUN

1 mile fun run for the whole family!

April 12, \$5/person
 Intramural Fields

(located directly west of the Seretean Wellness Center)

Run begins at 4 p.m.

Stay after the run for sack races, egg toss and other fun activities

Register soon! First 200 registrants will receive a t-shirt. Registration forms are available at the Seretean Wellness Center front desk, or online.

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



DEPARTMENT OF
Wellness

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, **the OSU staff, and** 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,~~ **R**epresentatives 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 Sub-Committee 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, **nominee’s supervisor**, and the 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.
- 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 regular meeting in May.

Do E 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.~~

put in H, D. ~~DELETE Only staff members employed on a permanent basis (50% time or more) may vote.~~ *and benefits eligible*

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. **Elected** 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. 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.

no chg B. Member Vacancies: Member vacancies may occur when a member terminates employment with Oklahoma State University, changes employment which affects the member classification, or resigns from the Council. To provide continuity, a member who changes employment position, which affects the member 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 – June).

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

no chg 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:

generally should

- A. ~~Roll Call~~ Call to Order
- B. Roll Call
- ~~B. C~~ C Approval of Minutes
- ~~C. D~~ D Approval of Agenda
- ~~D. E~~ E Executive Group Update Presentations/Guest Speakers
- F. Treasurer's Report
- ~~E. G~~ G Branch Campus Reports
- ~~F. H~~ H Report of Standing Committees
- ~~G. I~~ I Report of University Committees
- ~~H. J~~ J ~~Old Business~~ Officer Reports
- ~~I. K~~ K Unfinished Business
- ~~J. L~~ 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. **Maintains any list serve currently in use or one that is developed to communicate with the staff.**
 - 5.6 Prepares an annual report, which sets out recommendations made to the ~~Executive Group~~ **President or other designated University Administrators**, and its **their** response.
 - 6.7 Disseminates information contained in the annual report to all University **Exempt and Non-exempt** ~~Administrative/Professional Staff and Classified Staff~~.
 - 7.8 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.~~ **Assist the Chair with maintaining any list serve currently in use or one that is developed to communicate with the staff.**
- 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 Bylaws 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.

~~XIII.~~ XIV

STANDING COMMITTEES

- ~~A.~~ 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.~~ B. The Chair of each standing committee will present an oral and written annual report at the June Council Meeting.
- ~~B. C~~ C. Standing committees shall may be established or abolished by a two-thirds vote of the Council.
- ~~C. D~~ 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~~ E. Each member of a standing committee shall be a member of the Council.
- ~~E. F~~ F. The term of membership on a standing committee shall begin in ~~June~~ July and shall continue for one year. Members of committees may succeed themselves upon reappointment by the Chair.
- ~~F. G~~ 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~~ H. Each standing committee may select a secretary for the committee from its membership (Optional).
- ~~H. I~~ I. All standing committee members shall be subject to the call of their respective Chair.
- ~~I. J~~ J. There shall be an equal division of member representatives on a standing committee.
- ~~J. K~~ 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~~ 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. —~~ 1. — Unofficial inquires and researches shall be made only when pertaining to an authorized subject.
 - ~~2. —~~ 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. —~~ 3. — Committee reports shall include the results of all amendments that arise during Committee deliberations.
 - ~~4. —~~ 4. — Copies of all correspondence conducted during the report period shall be attached to the report.
 - ~~5. —~~ 5. — A minority report may be brought to the Council.

L.M Standing Committees shall maintain a record of committee meetings. This record should be made available to each successive committee chair.

N. 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 nomination process and 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. Subsection 3 regarding ownership of list servs has been moved to the duties of the Chair and Secretary.

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. OSU Stillwater 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. Self-nominations will be accepted provided the nomination form meets all requirements. 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

(The 2014 election year will include elections for 1 one-year term and 2 two year terms due to the re-distribution of Staff Council representative seats.)

Other rules governing the 2014 Elections:

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

NOMINATION DEADLINE:

Friday, March 28, 2014, at 5:00 pm.

(Nominations received after this timeline will not be accepted)

SEND COMPLETED NOMINATION TO:

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

2014 Council Seats Open for Nomination Are:

1 Exempt (formerly A/P) – one year term 2014-2015 due to re-distribution of SAC seats

1 Exempt (formerly A/P) - two year term 2014-2016 due to re-distribution of SAC seats

1 At-Large (may be either exempt or non-exempt) - two year term 2014-2016 due to re-distribution of SAC seats

Seats Open for the 2014-2017 Three (3) year Term are:

3 Exempt

1 Non-Exempt

3 At-Large (nominees may be either exempt or non-exempt)

VOTING WILL BE APRIL 16 – APRIL 30

Elections will be held through the OSU SharePoint System using your OKey account. You will be allowed to vote for all available seats regardless of classification; however, you will only be allowed to vote one time.



STAFF ADVISORY COUNCIL

Oklahoma State University

2014 Annual Election Nomination Form

NOMINATION DEADLINE: FRIDAY, MARCH 28, 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 and describe why you want to serve on the Staff Advisory Council. Limit: one (1) typed page.

Option: provide an electronic photo of yourself

The Rules & Procedures Committee will be providing the OSU Stillwater Staff with notices of the upcoming elections to be held in April 2014. These will include information about all candidates. The candidate information will be taken from the submitted nomination forms.

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 and 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.