

Staff ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES

May 14, 2014 – 412 SU, Council Room

Guests: Joe Weaver, VP Administration & Finance; Dennis Bertholf, OSU Emeriti Association; Jamie Payne & Lorinda Schrammel, Human Resources; Mary Talley, Dept. of Wellness; Toby Tucker & Daniel Alexander, Physical Plant; Jessica Martinez, Mailing Services; Sherry Warden, Payroll Services; Jim Gardner, FIM; Jennifer Craig, Business; and Tom Berry, University Counseling Services

Darlene Croci, called the meeting to order at 1:16 pm.

Approval of Minutes: The April 9, 2014 minutes were approved as presented.

Approval of Agenda: The agenda was approved as presented.

Guest Speakers:

Joe Weaver, VP Administration & Finance, reported that the legislature still has a cut to Higher Education in the budget. OSU is hoping for a flat budget from the State. He noted that OSU is committed to not raising tuition and fees, but even with a flat budget costs on campus continue to increase. He reported that the Provost and various Dean positions have been filled. The VP of Research search is still in the process. Campus is still busy even though it is summer; the fall enrollment has increased 200 from last year; and GCA (custodial services) is almost fully staff with 170+ employees hired.

Dennis Bertholf, Past President, OSU Emeriti Association, introduced himself. He noted that the association is for any retired person from OSU (staff or faculty) as well as spouses and alums. Some activities include: Monday Night Dinner, Technology Group, Making the Most of Retirement Special Interest Group, Volunteer Opportunities, and Investment Club. Complete information can be found at their website [emeriti.okstate.edu].

Treasurer's Report: Aleigha Mariott presented the Treasurer's report. The report includes the encumbrance for the Staff Celebration Day. Report attached.

Branch Campus Reports

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

OSU-OKC: Kristy Voss provided an email report (attached).

OSU-IT: Kevin Hulett noted that Gov. Mary Fallin was the commencement speaker; Super Saturday 2014 was a success; 9 outstanding alumni were induct into [first class of] OUSIT Alumni Hall of Fame; the recent Giving the Cowboy Way campaign had over 50% participation; and summer session started last week.

Report of Standing Committees

Rules & Procedures: Kathie Tanner

Kathie provided the election results (attached). She noted that Matt Davis also approved the results but was unavailable to sign the form. There were 348 voters. There is one vacancy to be filled as there was not a candidate for that slot. The committee is still reviewing the Bylaws regarding vacancies and attendance. Melanie Bayles is leading that effort.

Policies, Benefits, and Budget: Nathan Moorman

Nathan reported that the committee discussed: the defibrillations machines on campus; pay exception form changes; status of GCA transition (which VP Weaver provided update); and the passing of HB2887 [which allows a college/university/tech center school to establish a policy for the general public to carry firearms on campus] does not result in any change in current OSU policies.

Public Relations: Shelley Potter

Shelley reported that the Chamber of Commerce sent out an announcement about the picnic in their newsletter. Currently 26 vendors have signed up for the Staff Celebration. Aleigha setup the new 'bulletin board' format for emails that are sent to staff from SAC.

Awards & Recognition: Sue Goad

Sue noted that B&B Catering will be providing the food for the Celebration and the Energy Management department will be providing/donating the water. Pistol Pete will be there from 11:30a-1:00p and will be the drawer for the parking raffle. Brick certificates were sent out to the 30+ service year recipients. MTM Recognition was selected as the vendor to handle the new service awards program.

Report of Standing Committees

Faculty Council Report: May meeting–Melisa Echols noted that VP Weaver’s update mentioned many of the items that were discussed at the Faculty Council meeting. The budget is the biggest concern; OSU is having a Title IX compliance review only; and the Council recognized the new and outgoing members.

OSU Foundation Branding Success: Cowboy Way Giving Campaign–Melanie Bayles served on the committee this year (as an individual not SAC rep). She updated the Council on the activities surrounding the campaign. It was noted that the Stillwater campus participation increased to over 30%.

Department of Wellness: Mary Talley, Manager, Wellness Center, went over the Wellness handout (attached). Mary also highlighted that due to staff requests there will be a Wellness Wednesday Lunch in June.

Officer’s Reports

Secretary’s Report: Mickey Gregg – No report

Vice Chair’s Report: Shawna Goodwin noted that 19 scholarship applications were received. She also wished Darlene a ‘Happy Birthday.’

Chair’s Report: Darlene Croci – No report

Unfinished Business – None

New Business

Darlene Croci presented E-team’s resolution to Administration re: Request for Administrative Support for SAC (attached). Discussion followed and the resolution passed.

Darlene requested Council support to create a new ad-hoc committee for Fund Raising. This committee will decide and conduct fund raising activities for SAC. Council members serving on this committee will not be assigned to any of the standing committees. If it is determined that this committee is beneficial, it may be made into a standing/permanent committee. The Council voted in support of this request.

Announcements

The SAC Staff Celebration Day will be May 22. Council members are expected to participate and to wear their SAC shirts. Newly elected SAC members were invited to participate as well. The next meeting will be the Training Lunch & meeting at noon on June 11 in the ITLE Conference Room.

The meeting was adjourned at 2:44 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		
EXEMPT															
1 Andy Adsit	A	A	X	X	X	X	X	X	X	X	A		3		
2 Kathie Tanner	X	X	A	X	X	X	X	X	X	X	X		1		
3 Melanie Bayles	X	X	X	X	X	X	A	X	X	X	X		1		
4 John Stephens	X	X	X	X	X	X	X	X	X	X	X				
5 Anna Green-Hicks	A	A	X	X	X	A	X	X	A	Resigned 4/24			4		
Ray Catalino								Appt 4/27	X	X					
6 Aleigha Ford-Mariott	X	X	X	X	X	X	X	A	X	X	X		1		
NON-EXEMPT															
7 Darlene Croci	X	X	X	X	X	X	X	X	X	X	X				
8 Teresa Duston	A	X	X	X	X	X	X	X	X	X	X		1		
9 Meghann O'Harrh	V	X	X	X	A	X	X	X	A	A	X		3		
10 Shelley Potter	X	X	X	X	X	X	X	X	X	X	X				
11 Emily Snow	X	A	A	A	X	A	X	X	A	X	X		5-Reinstated		
12 Jared Johnston-Cox	X	X	A	X	X	X	X	A	X	A	A		4		
13 Lora Polson	X	X	X	X	X	X	X	X	X	X	A		1		
14 Marsha Chapman	A	X	A	A	X	X	X	X	X	X	X		3		
15 Melisa Echols	X	X	A	X	X	X	X	A	X	X	X		2		
16 Sheryl Beeler	X	X	X	A	X	X	A	X	X	X	X		2		
17 Nathan Moorman	X	X	X	X	X	X	X	X	X	X	X				
18 Donna Whitmore	X	X	X	X	X	X	X	X	X	A	X		1		
AT-LARGE															
19 Mickey Gregg	X	X	X	X	X	X	X	X	X	X	X				
20 Sue Goad	X	X	X	X	X	X	X	X	X	X	X				
21 Stephen Meyer	X	X	X	A	X	X	X	X	X	X	X		1		
22 Matt Davis	V	X	A	X	X	X	X	X	X	X	A		2		
23 Shelby Sanders	X	X	X	X	X	X	X	X	X	X	X				
24 Ray Catalino	X	Resigned 8/7											-		
Victoria Windiate		V	X	X	X	X	X	X	X	X	X				
25 Vacant	V			V									-		
Jean Kerr-Hunter		X	A	Resigned 9/13											1
Jovette Dew		Appt 10/14			X	X	X	X	X	X	X				
26 Sharon Irwin	X	X	X	X	X	X	X	X	X	A	X		1		
27 Shawna Goodwin	X	X	X	A	X	X	X	A	X	X	X		2		

**OSU Staff Advisory Council
Treasurer's Report
April 30, 2014**

SAC MAINTENANCE ACCOUNT

	TOTAL
INCOME	
Balance Forward 7/1/13	\$3,431.94
General Fund Salary	9,300.00
Gen Fund Benefit Alloc	3,376.26
Gen Fund Maint Alloc	21,793.00
TOTAL REVENUES	37,901.20
EXPENSES	
Distinguished Svc Awards	12,036.11
Service Awards	3,961.75
Staff Appreciation Day	8,447.50
SAC Shirts	273.82
Office Supplies	290.20
Fundraising Supplies	19.35
Training Lunch in June	247.33
End of Year Plaquest	-
TOTAL EXPENSES	25,479.07
ACCOUNT TOTAL	\$12,422.13

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	225.00
TOTAL REVENUES	8,259.47
EXPENSES	
Tfs to Foundation (Sch or Prof Dev)	-
Eric Wahl Shipping	\$98.39
TOTAL EXPENSES	98.39
ACCOUNT TOTAL	\$8,161.08

**Funds Deposited with OSU Foundation
February 28, 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	\$3,052.35
Balance	110,176.37
ACCOUNT TOTAL	\$123,704.47

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

Gregg, Mickey

From: Voss, Kristy <kristyv@osuokc.edu>
Sent: Wednesday, May 14, 2014 10:04 AM
To: Croci, Darlene K; Gregg, Mickey
Subject: SAC meeting today

Darlene/Mickey,

I will not be at the meeting today. Not a lot to report but here are a couple of things

- We are in the middle of the election process for new representatives
- Getting ready for the Regents meeting in June on our campus
- Finals week is this week

If you have anything for me just let me know.

Thanks,

Kristy Voss

*Coordinator, Operations and Logistics
Information Services
(405) 945-9162*

*Oklahoma State University - Oklahoma City
900 N. Portland Ave.
Oklahoma City, OK 73107
www.osuokc.edu*





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SAC 2014 Election Results

The following election results are hereby provided to the full membership of the OSU Staff Advisory Council on May 14, 2014. The committee members of the Rules and Procedures Committee by their signature certify to the results as stated.

Exempt One-Year Term (2014-2015)

Sherry Warden Payroll Services

At Large Two Year Term (2014-2016)

Beth Petrashek Vice President for Administration/Finance

Exempt Three Year Term (2014-2017)

Terrin Williams Undergraduate Admission
Jim Gardner Financial Information Management
Margaret Denzler A&S Business Office

Non-Exempt Three Year Term (2014-2017)

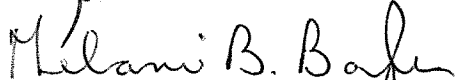
Jennifer Craig Dean of Business Administration

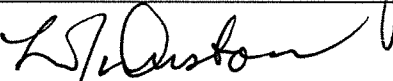
At-Large Three Year Term (2014-2017)


Jovette Dew Office of Diversity (Incumbent)
Victoria Windiate OK Animal Disease Diag Lab (Incumbent)
Toby Tucker Physical Plant Administration

Signatures:

Kathie Tanner, Chair 

Melanie Bayles 

Teresa Duston 

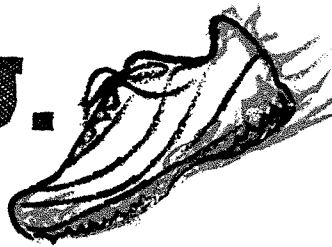
Lora Polson 

Matt Davis _____

Yoga in the Garden
 Thursdays through May 29
 5:30 - 6:15 p.m.
 OSU's Botanic Garden



R.O.S.U.
 RUN OKLAHOMA
 STATE UNIVERSITY

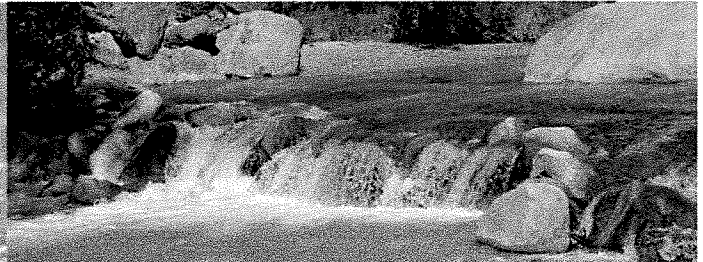


**SUMMER 5K/10K
 TRAINING SERIES**

June 3-26, Tuesday & Thursday
 6-7 a.m., Colvin Rec Center, \$25
 All skill levels

Swim Lessons

Private &
 Group Lessons
 begin June 2



EXPLORE OKLAHOMA

Wellness Wednesday
 Free Employee/Member Luncheon*
 June 18, Noon-12:50 p.m.

Join Keli Clark from Oklahoma State Parks and
 learn about fun and exciting places to visit
 within our home state of Oklahoma.

Registration deadline: June 11
 *No shows will be billed \$10

Best Bites



**BEST BITES
 COOKBOOK,**
 2ND EDITION,
**NOW ON SALE
 \$12**

FEATURING ALL NEW RECIPES
 AVAILABLE AT THE SERETEAN WELLNESS CENTER



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

Recommendation No. 140514ETeam

Moved By: Darlene Croci, Chair, representing SAC E-team

Seconded By:

Passed Tabled Failed

Title: Support Staff Position Request

The Staff Advisory Council Recommends to Administration that:

The OSU Staff Advisory Council (SAC) requests that a full-time staff member position be created to support the efforts of the Council. SAC needs reliable and consistent assistance as we prepare for annual and new events or activities. SAC members that become officers or committee chairs struggle to continue their assigned job duties and be an effective representative for staff. Hiring a staff member for SAC will enable the organization to improve member's time management and help with members being able to more efficiently fulfill their leadership roles. SAC members will have more of their volunteered time to devote to the campus community's needs.

Staff Advisory Council currently houses SAC documents and materials across campus and items are moved on a yearly basis. Having a centralized location for SAC documents and materials would create efficiency within the Council as well as allow for a process for inventory tracking.

Job summary:

1. Maintain and update SAC website, SharePoint site, social media and list serves. This would involve meeting with SAC members to discuss the layout and organization of the site and provide input to overall design and content.
2. Assist in the development of email newsletters and e-blasts. This would involve effectively communicating the ideas being promoted by SAC in a creative manner.
3. Coordinate written communications and meeting preparation. Generate requested reports for monthly meetings to include preparation of agendas, recording meeting minutes, arrange meeting room locations, meal/refreshment orders and duplicating. Post and ship outgoing mail and packages. Document retention to include scanning and filing. Assist with annual SAC reports.
4. Provide administration of maintenance account, fundraising account and OSU Foundation accounting functions with supervision from the SAC Treasurer and Chair. Monitors accounts payable and receivables. Reconciles monthly reports. Prepare CVIs, requisitions, work orders, Request for Proposals, etc. Make purchases using OSU Procurement Card. Ensures accurate financial activity of the Council.

5. Ensure completion of annual service year awards. Collaborate with OSU Human Resources to pull annual years of service. Effectively communicate with catalog system company.
6. Maintain SAC records including historical documents, photos, and inventory of SAC items.

Minimum Qualifications:

1. Experience in Microsoft Excel, Word, Outlook and Acrobat Reader.
2. Knowledge of OSU policies and procedures particularly regarding purchasing and accounting or willingness to learn.
3. Experience in accounting/bookkeeping with emphasis on spreadsheets and budget development.
4. Knowledge of basic web design using Drupal.
5. Must maintain effective working relations with others.
6. Strong organizational and multitasking skills.



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