



Staff ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES

June 10, 2015 – 126 ITLE

"The council that's working for you."

Guests: President V. Burns Hargis; Gary Clark, Sr. VP & General Counsel; Lorinda Schrammel, Human Resources; New council members: Karissa Lowe, Department of Wellness, Tara Roberson-Moore, Fire Protection Publications, and Jessica O'Daniel, Undergraduate Admissions

Nathan Moorman, Chair, called the meeting to order at 12.05 pm and the roll call was completed after the lunch.

Guests and members were welcomed to the training luncheon. President Hargis thanked the members for their leadership and invited any feedback that anyone may have. He noted that enrollment may be the second largest class in OSU history; the state legislature cut the Higher Education budget over 3%; and OSU continues to benefit from utilities savings and the management of health care costs through wellness initiatives.

Nathan and Sue Goad recognized the out-going members: Andy Adsit, Darlene Croci, Meghann O'Harrar, Donna Whitmore, Nathan Moorman, and Mickey Gregg as well as the committee chairs and officers. Each were presented with certificates recognizing their service to the council. [Sue later presented Nathan with a 'Thank-you' gift card and signed baseball from the council members for his service as President.] Sign-up sheets for next year's committee assignments, faculty council meeting representatives, and speaker suggestions were passed around.

Approval of Minutes: Toby Tucker noted that the sentence in the Awards and Recognition Committee report: 'The committee has been working with the vendors.' should be stricken from the minutes. The May 13, 2015 minutes were approved as amended.

Approval of Agenda: The agenda was approved as presented.

Treasurer's Report: Donna Whitmore presented the Treasurer's report. She also provided a Fundraisers Summary. (Reports attached.) She noted that the invoice for the staff picnic was \$16,575 and the parking raffle proceeds for the scholarship account was \$551.

Branch Campus Reports

OSU-Tulsa/CHS: No Report.

OSU-OKC: Mickey Fuller – No Report

OSUIT-Okmulgee: Claudette Butcher

Claudette reported that:

- In April, OSUIT had its 200th graduation and Chancellor Glen D. Johnson was the commencement speaker
- In May, the annual Graphex Awards, presented by Art Directors Club of Tulsa, recognized the creative talents of commercial graphic designers, photographers, videographers, web developers, advertisers and writers from across the country. Recent graduates from the School of Visual Communications, OSUIT Alumni, and staff members received acknowledgment for their works.
- Also in May, the Choctaw Defense Manufacturing Company, McAlester had a signing ceremony partnership
 - The ceremony was treated like the high school seniors' football or basketball signing with colleges with parents, grandparents, etc at the signing.
 - The company sponsored two high school students for the Manufacturing Program on campus. The Company will provide scholarships for these students; paid internships; and a job with them upon graduating from OSUIT
- OSU IT is offering a Food and Wine Experience series in July and August which includes modern cuisine. For the modern cuisine component, they will be using equipment typically used in science labs and using the items in the kitchen.

Report of Standing Committees

Rules & Procedures: Melanie Bayles

Jenny Gilliland presented the Rules & Procedures annual report. The committee also provided the proposed revisions to the Bylaws for review. (Report and Bylaws Draft attached)

Policies, Benefits, and Budget: Meghann O’Harrah

Meghann presented the committee’s annual report. (Report attached)

Public Relations: Ray Catalino

Ray presented the committee’s annual report. (Report attached)

Awards & Recognition: Jennifer Craig

Jennifer presented the committee’s annual report. The committee also provided the results of the Staff Celebration Day survey. (Report and Survey attached)

Fund Raising (Special Committee): Jovette Dew

Jovette presented the annual report for the Fund Raising committee. (Report attached)

Report of University Committees

Faculty Council Report – No Report.

Department of Wellness – No Report

Officer’s Reports

Secretary’s Report: Mickey Gregg encouraged the members to complete the information on the handouts. She also provided a handout with the 2015-16 meeting dates. (Attached)

Vice Chair’s Report: Sue Goad reported the Scholarship committee was able to award 20 scholarships. The increased number was due to the generous donation from Sr. VP Joe Weaver. The recipients have been notified and Sue noted that she has received several ‘Thank you’ emails.

Chair’s Report: Nathan Moorman thanked the Council for all their help in making this a successful year.

Unfinished Business

PB&B Recommendation: Review of Sick Leave & FMLA Policies re: Maternity/Paternity Leave Verbiage passed (Attached)

PB&B Recommendation: Review of Policy 3-0331 Collections... paragraph 1.03 Verbiage passed (Attached)

New Business

Mickey Gregg presented the new council for 2015-16. The individual council members introduced themselves.

Drew Hill and Jenny Gililand, Rules & Procedures committee members, conducted the election of Officers. Nominations for Chair: Jovette Dew (declined), Sue Goad & Melanie Bayles were received and seconded. Each nominee gave a short speech providing reasons for electing her to the office. A written vote was taken and counted. Sue Goad was elected as Chair. Nominations for Vice Chair: Melanie Bayles, John Stephens, and Jovette Dew were received and seconded. Each nominee gave a short speech providing reasons for electing him/her to the office. A written vote was taken and counted. Jovette Dew was elected as Vice Chair. Nominations for Secretary: Shelley Potter, Jennifer Craig (declined), and Toby Tucker were received and seconded. Each nominee gave a short speech providing reasons for electing her to the office. A written vote was taken and counted. Shelley Potter was elected as Secretary. Nominations for Treasurer: John Stephens (declined) and Toby Tucker were received and seconded. Sue cast a single vote by acclamation for Toby since John had declined the nomination.

Announcements

Mickey announced that Ray Catalino has resigned his council seat as of July 1.
Ray announced that the O’Colly received a couple of prestigious awards this year.
The next meeting will be July 8 @ 1:15 pm in 460SU-Regency Room [note room change]

The meeting was adjourned at 2:10 pm.

Respectfully submitted,

Mickey Gregg

Staff Advisory Council 2014-15

ATTENDANCE REPORT

		J U N	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	X	A	A	X	X	X	X	X	X	X	X	X	X	2
2	Kathie Tanner	X	X	X	A	A	X	Resigned 11/14							2
	Jenny Gililand	-	-	-	-	-	-	-	X	X	X	X	X	X	
3	Sherry Stanley	X	X	X	X	X	A	X	A	Resigned 1/15					2
4	Melanie Bayles	X	X	X	X	X	X	X	A	X	X	X	X	A	2
5	John Stephens	X	X	X	A	X	X	X	A	X	X	X	X	X	2
6	Ray Catalino	X	X	X	X	A	X	X	X	X	X	X	X	X	1
7	Terrin Williams	X	X	X	X	A	X	X	A	Resigned 2/15					2
	David Schaap	-	-	-	-	-	-	-	-	-	-	X	X	A	1
8	Jim Gardner	X	X	X	X	Resigned 9/14									
	Drew Hill	-	-	-	-	-	-	X	X	A	X	X	X	X	1
9	Margaret Denzler	X	X	A	X	X	A	A	A	Resigned 2/15					4
NON-EXEMPT															
10	Darlene Croci	X	X	X	X	X	X	X	X	X	X	X	X	X	
11	Teresa Duston	X	X	X	X	X	X	X	X	X	X	A	X	X	1
12	Meghann O'Harrah	X	X	X	X	X	X	X	X	X	X	X	X	X	
13	Shelley Potter	X	A	A	X	X	X	X	X	A	X	X	X	X	3
14	Emily Snow	A	A	Resigned 8/14											2
	Michelle Chitwood	-	-	-	X	X	X	X	X	X	X	X	X	X	
15	Aaron Moore	-	-	-	X	X	X	X	X	X	A	X	X	X	1
16	Nathan Moorman	X	X	X	X	X	X	X	X	X	X	X	A	X	1
17	Donna Whitmore	A	X	X	X	A	X	X	X	X	X	X	X	X	2
18	Jennifer Craig	X	A	X	X	X	X	X	X	X	X	X	X	X	1
AT-LARGE															
19	Mickey Gregg	X	X	X	X	X	X	A	X	X	X	A	X	X	2
20	Sue Goad	X	A	X	X	X	X	X	X	A	X	X	X	X	2
21	Stephen Meyer	X	A	X	X	X	X	X	A	X	X	X	X	X	2
22	Matt Davis	A	Resigned 7/14									X			1
	Josh Barnard	-	X	X	X	X	X	X	X	X	A	X	X	X	1
23	Shelby Sanders	A	X	X	X	X	X	A	X	X	X	X	X	X	2
24	Beth Petrashek	X	X	A	X	Resigned 9/14									1
	Joseph Dunnigan	-	-	-	-	X	A	X	X	X	X	X	X	X	1
25	Victoria Windiate	X	X	X	X	X	X	X	X	X	X	X	X	X	
26	Jovette Dew	X	X	X	X	X	X	X	X	A	X	X	X	X	1
27	Toby Tucker	X	X	X	X	X	X	X	X	X	X	X	X	X	

**OSU Staff Advisory Council
Treasurer's Report
May 31, 2015**

SAC MAINTENANCE ACCOUNT (May Report)

	TOTAL
Balance Forward 7/1/14	\$6,772.17
General Fund Salary	9,300.00
Gen Fund Benefit Alloc	4,431.85
Gen Fund Maint Alloc	41,793.00
TOTAL REVENUES	62,297.02
EXPENSES	
Distinguished Svc Awards	15,006.81
Service Awards	361.65
Staff Appreciation Day	16,575.00
SAC Shirts	159.81
Office Supplies	4.50
Fundraising Supplies	-
Training Lunch in June	-
End of Year Plaquest	-
TOTAL EXPENSES	32,103.27
ACCOUNT TOTAL	\$30,193.75

SAC FUNDRAISING ACCOUNTS

	TOTAL
INCOME	
Balance Forward	\$8,218.35
Homecoming Fundraiser	1,054.00
SAC Awards Catalog	30,000.00
Staff Parking Space Fundraiser	-
SAC Celebration Vendor Tables	25.00
TOTAL REVENUES	39,297.35
EXPENSES	
Parking Raffle	-
SAC Awards Catalog (MTM)	\$16,782.27
TOTAL EXPENSES	16,782.27
ACCOUNT TOTAL	\$22,515.08

**Funds Deposited with OSU Foundation
March 31, 2015**

OSU STAFF SCHOLARSHIP FUND

Cash	
Balance Forward 7/01/14	\$0.00
Fiscal Year to Date Activity	6,190.00
Balance	6,190.00
Endowment	
Balance Forward 7/01/14	115,200.86
Fiscal Year to Date Activity	(\$7,662.21)
Balance	107,538.65
ACCOUNT TOTAL	\$113,728.65

OSU STAFF PROFESSIONAL DEVELOPMENT FUND

Cash	
Balance Forward 7/01/14	\$625.00
Fiscal Year to Date Activity	-
Balance	625.00
ACCOUNT TOTAL	\$625.00

**OSU Staff Advisory Council
FUNDRAISERS
As of May 2015**

ACTIVITY	FY 15	FY 14	FY 13*	FY 12	FY 11
<u>Homecoming Fundraiser</u>					
Deposits	1,154.00	\$980.95	\$1,278.00	\$673.00	\$1,538.00
Expenses			\$0.00	(\$360.00)	(\$400.00)
Net	<u>\$1,154.00</u>	<u>\$980.95</u>	<u>\$1,278.00</u>	<u>\$313.00</u>	<u>\$1,138.00</u>
 <u>Valentines Day Fundraiser</u>					
Deposits			\$0.00	\$471.00	\$620.00
Expenses			\$0.00	(\$60.00)	(\$80.00)
Net	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$411.00</u>	<u>\$540.00</u>
 <u>Staff Development Day</u>					
		<u>Wahl Paintings</u>	<u>Wahl Tickets</u>		
Deposits		\$2,115.40	\$1,425.00		
Expenses		(\$98.39)	\$0.00		
Net	<u>\$0.00</u>	<u>\$2,017.01</u>	<u>\$1,425.00</u>		
 <u>Staff Parking Space Fundraiser</u>					
Deposits	551.00	\$558.00	\$601.00	\$717.00	\$953.00
Expenses		(\$72.89)	\$0.00	\$0.00	\$0.00
Net	<u>\$551.00</u>	<u>\$485.11</u>	<u>\$601.00</u>	<u>\$717.00</u>	<u>\$953.00</u>
 <u>SAC Celebration Vendor Tables</u>					
Deposits	200.00	\$550.00	\$885.00	\$750.00	
Expenses		\$0.00	\$0.00	\$0.00	
Net	<u>\$200.00</u>	<u>\$550.00</u>	<u>\$885.00</u>	<u>\$750.00</u>	
 Total	 <u>\$1,905.00</u>	 <u>\$4,033.07</u>	 <u>\$4,189.00</u>	 <u>\$2,191.00</u>	 <u>\$2,631.00</u>

* As of FY13 deposits directly to SAC Staff Prof Development Foundation Acct via OSU Ledger 9 acct

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
July 8, 2015	1:15 - 3:00 pm	460 SU, Regency Room
August 5, 2015	1:15 - 3:00 pm	412 SU, Council Room
September 9, 2015	1:15 - 3:00 pm	412 SU, Council Room
October 14, 2015	1:15 - 3:00 pm	412 SU, Council Room
November 11, 2015	1:15 - 3:00 pm	412 SU, Council Room
December 9, 2015	1:15 - 3:00 pm	412 SU, Council Room
January 13, 2016	1:15 - 3:00 pm	412 SU, Council Room
February 10, 2016	1:15 - 3:00 pm	412 SU, Council Room
March 9, 2016	1:15 - 3:00 pm	412 SU, Council Room
April 13, 2016	1:15 - 3:00 pm	412 SU, Council Room
May 11, 2016	1:15 - 3:00 pm	412 SU, Council Room
June 8, 2015	Noon - 3:00 pm	TBD

Rules and Procedures Committee Annual Report for 2014-2015

Committee Members:

Melanie Bayles (chair)

Kathie Tanner (resigned Fall 2014)

Jenny Gililand

Drew Hill

The Rules and Procedures Committee had two major projects this year:

1. The committee conducted a thorough review of the SAC Constitution and Bylaws and proposed a number of changes to both documents. The purpose of the proposed changes is to streamline both documents – removing duplicate material and transferring items that dealt with day to day operation of the Council from the Constitution to the Bylaws in order to make it easier to update the procedures as the needs of the Council change. The Constitution changes are currently up for approval by the OSU Staff. Once the Constitution changes are approved, the proposed changes to the Bylaws will be voted on by the Council.
2. The second major project of the Committee was the annual election for Staff Advisory Council members. Updated election materials were produced and distributed by the Committee to all eligible staff members on the OSU campus. Elections were held in April and the results were reported to the Council at the May meeting. Elections this year were conducted using SurveyMonkey rather than SharePoint. The Committee is continuing to explore options for making voting easier and more accessible to staff members in the future.
3. Future goals of the Committee include
 - a. Working with all SAC Committee Chairs to make sure that each committee has an updated Procedures Book that complements the Bylaws and Constitution.
 - b. Continuing to refine the Nomination and Election process to make it easier for candidates to either be nominated or self-nominate.
 - c. Brainstorming on ways to attract more candidates to serve on SAC since there are still several vacant seats following the April elections.

Submitted:

Melanie Bayles

R&P Committee Chair

June 9, 2015

**Staff Advisory Council
Policies, Benefits, and Budget Committee
2014-2015 Annual Report**



"The council that's working for you."

June 11, 2015

Committee Members:

Darlene Croci
Joseph Dunnigan
Shelby Sanders
Meghann O’Harrah,
Chair from 7/1 – 6/30

Sherry Stanley 7/1/14-2/10/14
Terrin Williams 7/1/14-2/10/14

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.

2014-2015: Meetings & Responsibilities

Policies, Benefits, and Budget Committee members met 9 times between July 2014 and May 2015. Meghann O’Harrah, Chaired the committee. The committee met and discussed various recommendations that would benefit the University’s staff and drafted two recommendations and one resolution. The committee also worked with Human Resources to discuss recommendations and gain feedback.

2014-2015: Recommendations:

- 150211PBB-36 Request that AED machines be added to university buildings
- Guns on College Campuses Resolution; stating our support for President Hargis’s position for guns on campus
- 150610PBB-37 Maternity/Paternity Leave Revision, seeking review and revision of policies governing maternity leave
- 150610PBB-38 Cash Handling Positions, seeking review and revision of policies governing employees that handle cash

2013-2014: committee participation:

- Darlene Croci researched and drafted the AED machine recommendation
 - Recommendation passed

- Joseph Dunnigan researched and drafted the Guns on College Campuses Resolution
 - Resolution passed
- Meghann O’Harrah researched and drafted the Maternity/Paternity Leave Revision Recommendation
 - Recommendation pending Council vote
- Meghann O’Harrah researched and worked with Faculty Council to create a joint tuition waiver for dependents recommendation
 - No recommendation drafted
- Terrin Williams researched staff pay concerns
 - No recommendation drafted
- Darlene Croci presented the 3-0331 Administration & Finance May 2008 policy for review.
 - Recommendation is pending Council vote.

Submitted,
Policies, Benefits, and Budget Committee
Meghann O’Harrah, Chair



"The Council that's working for you."

**STAFF ADVISORY COUNCIL
PUBLIC RELATIONS COMMITTEE
2014/15 ANNUAL REPORT**

Public Relations Committee: Its charge according to SAC Bylaws:

Four (4) or more members of the Council shall constitute the Public Relations Committee. The functions of this committee include, but are not limited to: 1) Keeping the University community informed of all activities of the Council through whatever channels of communication are deemed necessary; 2) Maintaining the Council web site

Committee Members: Andy Adsit, Ray Catalino (chair), Stephen Meyer, Shelley Potter, Teresa Duston, Drew Hill (volunteer)

Activities:

Creation of Facebook page with ongoing updates and monitoring
Conversion of web site to new content management system
Production of monthly staff newsletter
Monthly meetings
Ordering of SAC shirts for new members
Recruited vendors for staff celebration
Assisted as needed at staff celebration
One member served on Distinguished Service Awards
One member served on Scholarship Committee
Miscellaneous photography as needed for events
Proposed video recording of open meetings but it was voted down

Submitted,
Public Relations Committee
Ray Catalino, Chair

**Staff Advisory Council
Awards & Recognition Committee**
2014-2015 Annual Report



June 5, 2015

Committee Members:

John Stephens
Toby Tucker
Michelle Chitwood
Victoria Windiate
Beth Petrashek –
Resigned

Jennifer Craig, Chair 2014-2015
Sue Goad, Co-Chair – VP 2014-2015
Sue Goad, Previous Year Chair

Awards and Recognition Committee: Its charge according to SAC Bylaws:

This committee shall consist of four (4) or more members of the Staff Advisory Council. The Committee shall be responsible for policies and procedures related to the presentation of an annual award and recognition of Administrative/Professional and Classified staff members of Oklahoma State University. This Committee shall administer the awards nomination and selection process and conduct the awards presentations. The Awards and Recognition Committee will be responsible for other awards and recognition of staff as such arises.

1. Distinguished Service Award Sub-Committee:

This sub-committee of the Awards and Recognition Committee shall be responsible for the selection of the Distinguished Service Award Recipients. Membership shall consist of the Vice-Chairperson of the Council, the Chairperson of the Awards & Recognition Committee and one (1) member from each of the permanent committees of the Council. The SAC Vice-Chairperson shall serve as Chair of this sub-committee.

2. Scholarship Subcommittee:

This subcommittee of the Awards and Recognition Committee shall be responsible for activities associated with the Council scholarship. Membership shall consist of the Vice-Chairperson of the Council, one (1) member from each of the permanent committees of the Council, and any outside, non-council members the Vice-Chairperson deems reasonable. The Council Vice-Chairperson shall serve as Chair of this subcommittee. The duties of this subcommittee shall include but not be limited to:

- a. Drafting scholarship application forms – the application form used shall be submitted for review and approval by the May meeting of the Council.
- b. Advertising the scholarship – advertising of the scholarship’s availability shall begin no later than July 1 of the calendar year.
- c. Administering the scholarship award – the subcommittee shall determine eligibility criteria, confirm eligibility of the applicants, select recipients, and supervise the dispersal of monies.

2014-2015: Meetings & Responsibilities

Awards & Recognition Committee members met every month between July 2014 and June 2015. Jennifer Craig, Chaired, ensuring continuity of committee management and procedures from the year before. This was especially valuable for the additional responsibilities given to the committee. The Catalog Service Award System proposed start-up date is July 1, 2014.

MTM Recognition was selected as the Vendor by the committee. The feedback from OSU staff has been very positive and user friendly.

2014-2015: Awards and Appreciation Activities:

Staff Service Awards

Staff service awards were submitted to MTM Recognition Corporation. The first grouping of service awards were from January, 2014 thru October 2014 and submitted to MTM Recognition Corporation the 1st of November 2014. The November 2014, December 2014, January 2015, February 2015, March 2015, April 2015, and May 2015 have all been submitted to MTM Awards Corporation. The June 2015 staff awards list will not come out until July 1, 2015.

The total invoiced amount from MTM Recognition Corporations was \$18,180.44.

Eleven (11) Bricks orders from January, 2014 through March, 2015 were submitted to OSU Foundation for a total of \$550.00 on March 23, 2015.

Staff Development Day and Luncheon and Distinguished Service Award Presentations – February 25, 2015

OSU staff were invited to attend the Staff Development Day and Luncheon organized by Human Resources and held at the OSU Alumni Center. The Staff Distinguished Service Awards were given to the award winners.

A motivational guest speaker named Jim Morris presented a morning and an afternoon session. Immediately following the morning session, DSA awards were presented.

President Burns Hargis assisted the SAC President Nathan Moorman and Chair of the DSA Committee Sue Goad in the presentation of the awards. President Burns Hargis assisted the SAC President, Nathan Moorman and the SAC Vice-Chair, Sue Goad in presenting the Distinguished Service Awards. The awards were presented during the lunch break at the Staff Development Day Presentation. Each finalist was escorted to their reserved tables for themselves and their guest at the front of the room. Thirteen awards were presented as each person was asked to come up to the stage to be recognized. They posed with the President and Sue Goad for a picture that later was sent to them and used on the SAC website and for future media. The Awards were presented to (3) Semi-finalist, (5) Finalist and (5) Recipients. There were Plaques, Etched Glass Stars and Certificates presented with monetary awards for each staff member awarded. A total of \$6550 was awarded.

Following the presentation box lunches from Celebrations Catering were served to the staff for lunch.

Staff Celebration Day – Thursday, May 21, 2015

The Staff Celebration Day was held at Boone Pickens Stadium for the fifth year in a row. Celebrations Catering provided a "Cowboy Cookout" serving hamburgers, hot dogs, veggie burgers, baked beans, potato salad, potato chips, cookies, tea and lemonade. Bottled water donated by Fraternity and Sorority Affairs was also available.

Jess Barnes provided a photo booth, music and was the DJ for the event. Pistol Pete visited the staff and helped to draw the winning ticket for the Parking Space Raffle. The total attendance was between 850 and 900. Attendance was down about 100 from last year. A

survey will be sent out to all staff employees asking for their input of the Staff Celebration Day. Results will be shared at the June 2015 board meeting and used to plan future events. Informal feedback was once again highly favorable about venue, food, and organization. Celebrations Assistant Director of Dining Services upgraded the hamburger using Johnny Rockets higher grade meat with no extra charges. He also donated potato chips as well.

Picnic expenses breakdown is listed below:

Celebrations Catering	\$16,575.00	1420 hamburger & hotdog meals with 80 vegetarian hamburger meals, including 3 sides, dessert, tea and lemonade.
Pistol Pete	\$150.00	Entertainment
Pre-approved total	\$18,000.00	
Current Total	\$16,725.00	

2014-2015: Sub-committee participation:

A&R Committee members participated on the sub-committees as follows:

Distinguished Service Award: Sue Goad, Jennifer Craig, Toby Tucker, Meghann O’Harrah, Margaret Denzler, Kathy Tanner and Shelby Sanders.

Scholarship Selection: Sue Goad, Victoria Windiate, Darlene Croci, Shelley Potter, Jenny Gilliland and Jovette Dew.

Staff Development Day: Human Resources was in charge of this event this year.

Staff Celebration Day: All members of A&R Committee

Submitted,
Awards & Recognition Committee
Jennifer Craig, Chair

Staff Advisory Council

Fundraising Committee (Special Committee) 2014-2015 Annual Report

June 2015

Committee Members: Jovette Dew, Chair, Shelby Sanders, Josh Barnard, and Aaron Moore.

Fundraising Committee: The Fundraising Committee was a special committee assigned by the SAC Chair for the 2014-2015 year. The committee has fundraising and philanthropy duties. The funds raised are to supplement the scholarship fund.

September – Homecoming Raffle Flyer and packets distributed to SAC Representatives

October – Homecoming Raffle with Gift Basket; Harvest II Food Drive Flyer

November – Harvest II Food Drive

December – Present Harvest II Food Drive Trophy to winning department and SAC Representative

January – Accepting door prizes for Staff Celebration Day

March -- Prepare packets for Parking Raffle; Parking Raffle Flyer

April – Distributed Parking Raffle Packets to SAC Representatives

May – Parking Raffle at SAC Staff Celebration Day

June – Submit End of Year Report, updated to do list for each event

Recommendation No. 20150610PBB-37

Moved By: Policy, Budget, & Benefits Committee

X Passed ___ Tabled ___ Failed

Title: OSU Sick Leave Policy Update (Maternity/Paternity Leave)

The Staff Advisory Council Recommends to President Hargis that:

The OSU Sick Leave for Staff Policy 3-0716 and Family Medical Leave Act Policy 3-0708 be considered for review and revision.

Rationale:

Oklahoma State University's Sick Leave and FMLA policy in regard to Maternity/Paternity Leave currently lack specific detail when addressing what leave may be used for an FMLA qualifying event.

More specifically, Sick Leave Policy, Section 3.08, Paragraph E (Appendix A) and Section 3.08, Paragraph C in the FMLA policy, in their current state, only allow for five (5) days of sick leave regardless of the term of approved FMLA for a qualifying birth or adoption. Revisions should clarify the Sick Leave and FMLA policies and add consistency between those and any policies governing Leave Without Pay. Please consider Appendix A and Appendix B as recommendations when reviewing the above mentioned policies.

Attached: Appendix A: *Sick Leave for Staff, 3-0716 Administration & Finance, October 2005*

Appendix B: *Family Medical Leave Act, 3-0708 Administration & Finance, February 2008*

Appendix A:

Oklahoma State University Policy and Procedures

SICK LEAVE FOR STAFF

3-0716
ADMINISTRATION & FINANCE
October 2005

PURPOSE

- 1.01 An integral part of the staff program for the University is a uniform plan providing for short term illness or disability for staff. This policy statement is intended to provide a uniform sick leave policy for staff personnel of the University.
- 1.02 Benefits and provisions under this Sick Leave policy are to be in coordination with appropriate provisions of policies covering Workers' Compensation, Family and Medical Leave Act, and Long-Term Disability.
- 1.03 It is the policy of Oklahoma State University to comply with all state and federal regulations. In the event of conflict, the actual regulations issued by the federal or state government shall prevail.

SCOPE

- 2.01 This policy applies to all OSU campuses and any other locations where business of the University is conducted.
 - A. Campuses separate from the main location in Stillwater may request modification of specific provisions of this policy.
 - B. Exceptions must be recommended by the appropriate Vice President and approved by the President. Notice of changes should be filed with the Office of OSU Human Resources to ensure proper payroll processing.
- 2.02 Provisions of this policy apply to staff employees with continuous assignments of at least six months and equivalent time worked of .5 FTE (full time equivalency). No time off with pay is accorded employees classified in the Human Resource System with student or temporary titles or classified as part-time employees of less than .5 FTE.

POLICIES AND PROCEDURES

Appendix A:

3.01 Sick Leave Plan

- A. Sick leave is defined for the purpose of this policy as absence from ~~assigned duty with pay, such absence resulting from an illness or disabling injury which is expected to continue for less than six calendar months or such absence resulting from the medical requirement and care for a qualifying family member who is ill or incapacitated.~~

a regular work schedule caused by personal illness or temporary disability or by the sickness or temporary disability of a member of the immediate family.

- B. Sick leave is not intended for or to be used as "vacation time" or other absence from work, except as defined within this policy.
- C. Staff with at least .5 FTE but less than 1.0 FTE are eligible to take sick leave in proportion to actual FTE prior to leave, subject to other provisions of this policy.
- D. No payment shall be made at any time for unused sick leave.
- E. Staff who transfer from one department to another department within the OSU System will take with them the balance of unused accumulated sick leave.
- F. Staff who terminate employment with the OSU System shall forfeit all unused sick leave.
- G. If an employee terminates and then is reemployed by the OSU System within six months, the department head may authorize reinstatement of prior sick leave accumulations up to a maximum of 80 hours.
- H. An appointment ending date on record at the inception of an illness or disability will supersede any Leave Without Pay, Return from Leave, or Job Guarantee considerations in this policy.

3.02 Sick Leave Accrual

- A. Staff employed in a full-time position (100% FTE) shall accrue sick leave with full pay at the rate of 22 working days (14.67 hours per month or 6.77 hours per biweekly pay period) during each year of service.

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- B. Staff employed in a part-time position (at least .5 but less than 1.0 FTE) shall accrue sick leave proportionate to FTE. Part-time staff employed less than .5 FTE shall not accrue, nor be paid for sick leave.
- C. Sick leave accrues during periods of leave with pay proportional to FTE, except during terminal annual leave.
- D. Sick leave does not accrue during periods of leave without pay.
- E. Sick leave accrues and is credited at the end of each pay period for employees in active pay status on the first Friday of the pay period if paid biweekly and the 16th day of the month if paid monthly. Accrued sick leave is available to be used by an employee during the time period in which it is credited.
- F. The maximum accrual of sick leave for staff is 200 working days (1600 hours). There is no accumulation where 1600 hours are already credited. Amounts in excess of the 1600 hours that would otherwise accrue will be transferred to the Extended Sick Leave Account as described in section 4.01 of this policy.

3.03 Use of Sick Leave

- A. For purposes of this policy, the immediate family is defined as spouse, children, stepchildren, parents, siblings, grandparents, grandchildren, or corresponding in-law relationships.
- B. Sick leave may be used for personal illness or incapacity, or for occasions which require the employee to care for a member of the immediate family who is ill or incapacitated.
- C. Sick leave may be used for staff or eligible dependent's personal appointments with a doctor, dentist or other recognized licensed medical practitioner. Whenever possible, such appointments should be scheduled in coordination with the unit's work schedule. In no case shall the length of time exceed the extent of time required to complete such appointment.
- D. Sick leave may also be used by the employee for counseling by the OSU Employee Assistance Program or for annual screening under the

Appendix A:

Wellness Program. Such visits must be scheduled at the convenience of the department.

- E. Notification of absence due to personal or eligible dependent illness or injury shall be given to the appropriate supervisor by the staff member or his/her representative as soon as possible. Failure to give such notice may be considered as cause for disciplinary action including dismissal from employment.
- F. The unit administrator may require the staff member to furnish certification of illness or disabling injury. In so doing, the unit administrator may require the staff member to provide a written statement by a qualified, licensed medical practitioner certifying that the employee is ill or incapacitated, the medical facts which support that certification, any suggested alterations to the staff member's regular duties (including ability to perform essential functions), the anticipated length of the illness or other incapacitating condition, and such other information as may be necessary to determine whether granting sick leave is appropriate. In addition, the unit administrator may require the staff member to provide periodic recertification. Falsification of such information shall be cause for dismissal with appropriate adjustment in terminal pay.
- G. The unit administrator may require the staff member to furnish satisfactory proof of need for the employee to care for a member of the immediate family who is ill or incapacitated. Such appropriate certification includes, but is not limited to, the use of forms approved for certifying Family and Medical Leave.
- H. Sick leave accrual may not be anticipated. Staff may use only the amount of sick leave which has been earned and credited prior to or within that pay period.
- I. Accrued sick leave is intended to replace absences during normal work hours, subject to the other provisions of this policy. Staff with at least .5 FTE but less than 1.0 FTE are eligible to use accrued sick leave in proportion to a normal work schedule.

3.04 Sick Leave Records

- A. Unit administrators are responsible to ensure the confidentiality of medical records.

Appendix A:

- B. Departments will maintain adequate up-to-date records for each staff member that accurately reflect the amount of sick leave accrued, the date and amount of all sick leave used, and the current accrual balance.
- C. Departments will maintain accurate balances on the Human Resource System. Sick leave used will be reported on the appropriate confirmation payroll record or biweekly time report.
- D. Adjustments to the balances shown on the Human Resource System are submitted to OSU Human Resources by the department on the Leave Adjustment Form.
- E. Employees will report all sick leave used during a pay period on a regular basis in accordance with University and departmental requirements for recordkeeping. Exempt employees are required to report sick leave taken even though they do not report hours of work under the Fair Labor Standards Act.
- F. Leave accrued, leave taken, and current accrual balances as maintained on the Human Resource System are reported to employees on the Payroll Advice.
- G. Corresponding documentation for use of sick leave will be maintained by the department for three years.

3.05 Funding of Sick Leave for Staff Paid Through Grants, Contracts, or Programs with Outside Sponsors or Granting Agencies

- A. Staff whose positions are funded in part or in total through grants, contracts, or programs with outside sponsors or granting agencies are eligible under the terms of this policy.
- B. Should staff be required to use any accrued sick leave and the grant or contract forbid to reimburse the university for such paid leave, the primary department, college, or division of the employee will be responsible for payment of the leave.
- C. Once the department has determined that a grant or contract will not reimburse the university for paid leave, the department must make budget adjustments or other changes to remain in compliance with the terms of the grant or contract.

Appendix A:

3.06 Exhaustion of Sick Leave

- A. Sick leave cannot be taken in advance of accrual. Reporting sick leave taken in excess of the accrued balance will result in automatic adjustments to annual leave or compensatory leave balances as part of the payroll process. In no case will an employee be paid for leave in excess of the total number of leave hours available.
- B. At any time in which the total leave balances of the staff member are reduced to zero, the unit administrator must contact OSU Human Resources determine the appropriate course of action.

3.07 Requests for Extended Leave Without Pay (Short-Term)

- A. Short-Term is defined as not expected to be more than six months in length. Medical leaves longer than six months are covered under the policy on Long-Term Disability.
- B. Staff who are incapacitated for work due to illness or injury that is not service-connected, and who have exhausted all accrued sick leave and annual leave, may request a leave of absence without pay. The need for such leave shall be certified by a licensed medical practitioner, who shall determine whether or not the total time away from work, from the beginning date of disability, will be under or over six months.
- C. The department head may require medical certification of the employee's ability to continue to work or to return to work. Periodic medical recertification during such a leave may also be required by the unit administrator.
- D. During a period of short-term medical leave without pay, unless otherwise required by law, the employee will be billed for medical and life insurance premiums. Failure to pay such premiums during the months in which the employee is billed may result in cancellation of insurance.
- E. The maximum length of the short-term medical leave without pay, combined with sick leave and annual leave, shall be six months, with a possible one-time extension up to six additional months with certification by a licensed medical practitioner. No further extension will be granted.
- F. At the end of a medical leave without pay in which the total time away

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has not exceeded six months, the employee may return to the original position or one of equal rank, if funds are available and if such a position is available at the time within the employing administrative unit.

3.08 Maternity/Paternity Leave

- ~~A. Illness due to pregnancy is treated as any other short term disability.~~
- ~~B. When requested by the employee, and where alternatives already exist or accommodations can be made, transfer will be granted by the department to less strenuous or safer duties as recommended by the physician.~~
- ~~C. Female staff members shall not be penalized in their condition of employment because they require time away from work for childbearing purposes. In requesting maternity leave, safety and childbearing shall be considered as justification for leave of absence for a female employee for a reasonable length of time, and for reinstatement following childbirth without loss of seniority or accrued benefits.~~
- ~~D. The necessary time away from work for safety and childbearing purposes shall be determined by a physician in accordance with the Family and Medical Leave Act and this sick leave policy and will include sick leave with pay, annual leave with pay, compensatory leave with pay (if applicable), and leave without pay.~~
- ~~E. A parent meeting the eligibility criteria under the Family and Medical Leave Act may, upon application, use up to five days accrued sick leave for the qualifying event of birth or adoption of his or her child. The twelve month employment requirement of the Family Medical Leave Act will not apply. Additional accrued leave can be used, as applicable under the conditions in OSU Policy and Procedures.~~

A. Employees eligible for leave under the Family Medical Leave Act are entitled to leave for the birth of a child, care for a newborn child within one year of birth, or for a period of incapacity due to pregnancy or for prenatal care. For information regarding maternity/paternity leave, please see Oklahoma State University's Family and Medical Leave Act policy.

B. Employees who do not qualify for Family and Medical Leave will be permitted to

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use sick leave when there is medical justification for the employee's absence only. The option of whether to grant additional leave, beyond that which has been determined as medically justifiable for the employee's absence, will be at the discretion of the supervisor. Additional leave, if granted, will be either annual leave or leave without pay.

C. Employees shall not be penalized in their condition of employment because they require time away from work for maternity/paternity leave purposes.

4.01 Extended Sick Leave Account

- A. As of July 1, 2003, amounts of sick leave that accrue each pay period that are in excess of the 1600 hour maximum for regular sick leave will be transferred to an Extended Sick Leave Account.
- B. Amount forfeited prior to July 1, 2003, will be estimated from prior payroll records and the amounts applied to the Extended Sick Leave Account. Such estimates will be logically determined by payroll records for all employees during the past ten year period.
- C. Employees who became members of the Oklahoma Teachers' Retirement System (OTRS) prior to July 1, 1992, may be able to apply unused sick leave to receive additional service credit for OTRS retirement benefits.
- D. This possibility of additional service credit is governed by rules and regulations of OTRS and is not awarded or regulated by Oklahoma State University. OSU facilitates the possibility of additional service credit by maintaining centralized records of sick leave accrual.
- E. When requested by OTRS, OSU will verify the accrued amount of sick leave to include both the regular sick leave amount and the extended sick leave amount.
- F. The Extended Sick Leave Account will be reported to employees as part of the Annual Total Compensation Report.
- G. The Extended Sick Leave Account will have no cash or actual sick leave value other than as indicated for OTRS purposes above.

5.01 Oklahoma State University reserves the right to change this Policy and Procedure Letter or any portion thereof at any time and without prior notice.

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5.02 This policy replaces applicable portions of 3-0705 Attendance and Leave for Classified Staff adopted July 1, 1970, with latest revision October 1988 and 3-0725 Attendance and Leave for Administrative/Professional Staff adopted September 1972 with latest revision October 1988.

Revised: June 2004
October 2005

DRAFT

Appendix B

Oklahoma State University Policy and Procedures

FAMILY AND MEDICAL LEAVE ACT

3-0708
ADMINISTRATION
& FINANCE
February 2008

PURPOSE

1.01 The Family and Medical Leave Act of 1993 (FMLA) gives certain job protections to employees when balancing work responsibilities with the demands of personal illness or injury or in caring for family members.

1.02 This policy sets forth the essential provisions of FMLA. In the event that additional clarification is needed, the actual Act and regulations issued by the federal government implementing the Act shall prevail.

1.03 Depending on individual circumstances of the leave, faculty and staff may also be concurrently eligible for paid sick leave benefits under Policy and Procedures 3-0716 (Sick Leave for Staff) or Policy and Procedures 2-0113 (Faculty Sick Leave).

SCOPE

2.01 This policy applies to all OSU campuses and any other locations where business of the University is conducted.

2.02 To be eligible for FMLA leave, an employee must have been employed by the University for twelve months, which need not be consecutive, and must have worked at least 1,250 hours within the previous 12 months as of the date the leave commences.

POLICY AND PROCEDURES

3.01 Qualifying Event

An eligible employee will be provided up to 12 weeks of family medical leave for a qualified event:

- A. For the birth and care of a child or placement of a child with you for adoption or foster care. Such leave must be taken within 12 months immediately after birth or within 12 months after placement. Leave may begin prior to birth or placement;
- B. For care of a family member (as defined in 3.03) with a serious health condition. The employee must be needed to care for basic needs, psychological comfort, filling in for others, or making arrangements for the relative; or

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- C. Because an employee's own serious health condition makes the employee unable to do his or her job due to illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatments.

3.02 Definition of Serious Health Condition

- A. Under FMLA, a serious health condition is an illness, injury, impairment, or physical or mental condition that requires either inpatient care or continuing treatment by a health care provider. A more complete definition can be found as part of the Certification of Health Care Provider form at the end of this policy.
- B. Serious health condition would not include short-term conditions, which require brief treatment and recovery, such as common colds or flu, stomach viruses, non-migraine headaches, and routine pregnancy, or voluntary or cosmetic treatments not considered medically necessary. The above list is not exclusive. Questions regarding specific conditions that would meet the FMLA definition can be referred to OSU Human Resources.

3.03 FMLA Definitions of Family

- A. Spouse means a husband or wife as defined or recognized under State law for purposes of marriage.
- B. Parent means a biological parent or an individual who stands or stood in the place of a parent to an employee when the employee was a child. This term does not include parents "in law."
- C. Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent, who is under age 18, or incapable of self-care because of a mental or physical disability.
- D. FMLA definitions of family differ from OSU Sick Leave Policy definitions as found in Policy and Procedures 3-0716 (Sick Leave for Staff) section 3.03a and Policy and Procedures 2-0113 (Faculty Sick Leave) section 3.01e. Because OSU provides an extended definition of "family," an employee may qualify for sick leave but not Family Medical Leave.

3.04 National Defense Authorization Act Amendment

- A. A spouse, son, daughter, parent, or next of kin may take up to 26 workweeks of leave to care for a member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or on the temporary disability retired list, for a serious injury or illness.
- B. The serious injury or illness is one that was incurred in the line of duty while on active duty.

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C. The next of kin is the nearest blood relative of the injured/sick service member.

3.05 Employee Notice and Certifications

- A. The employee must provide 30 days advance notice when the leave is "foreseeable." On rare occasions, advance notice might not be possible. These situations will be evaluated on a case-by-case basis.
- B. Medical certification may be required prior to approval of leave indicating the employee is needed to provide care or unable to perform his/her job.
- C. Continued medical certification will be required if the situation warrants, but not more frequently than every 30 days unless the department has reason to believe the employee is able to return to work.
- D. Forms for medical certification are available from the local personnel office or OSU Human Resources and are attached to this policy. This form is also acceptable for documentation of sick leave under Policy and Procedures 3-0716 (Sick Leave for Staff) section 3.03f.
- E. Leave may be denied if the employee fails to provide the required medical certification.

3.06 Maximum Leave Entitlement

- A. Up to 12 weeks of absence from assigned duty may be requested within a 12-month period except as noted in section 3.04 above.
- B. In the event both spouses are employed by Oklahoma State University, maximum leave for each eligible spouse is 12 weeks.

3.07 Intermittent and Reduced Leave Schedule

- A. In the event of employee or immediate family member illness only, an employee may request a reduced work schedule. Necessity for the leave must be such a medical need that can best be accommodated through an intermittent or reduced leave schedule. Employees needing intermittent FMLA leave or leave on a reduced leave schedule must attempt to schedule their leave so as not to disrupt OSU's operations.
- B. Oklahoma State University may transfer an employee to an alternative position with equivalent pay and benefits in order to accommodate the request when such a reassignment is available and expedient for the department in question.

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- C. Leave taken on an intermittent or reduced schedule will be calculated on a pro rata or proportional basis comparing the employee's new schedule to his or her prior schedule.

3.08 Concurrent Use of Accrued Paid Leave

- A. FMLA leave is taken concurrently with, other OSU leave policies. The employee should be so notified of the leave. Any paid leave remaining after exhaustion of Family and Medical Leave would be taken in accordance with applicable OSU leave policies.
- B. An employee with accrued compensatory, annual, or sick leave will take all applicable leave prior to unpaid leave. Paid sick leave is granted only when conditions in OSU Policy and Procedures for such leave are met.
- ~~C. A parent meeting the eligibility criteria under the Family and Medical Leave Act may, upon application, use up to five days accrued sick leave for the qualifying event of birth or adoption of her or her child. The twelve-month employment requirement of the Family Medical Leave Act will not apply. Additional accrued leave can be used, as applicable, under the conditions in OSU Policy and Procedures.~~

3.09 Continuation of Benefits during Leave

- C. An employee's coverage in a group health plan will continue under the same conditions that existed prior to family/medical leave. Employee medical will be paid by OSU if the employee is enrolled in medical coverage at the time the leave is requested.
- D. Employee life insurance and all optional benefits regularly paid by the employee will be paid by the employee while on leave.
- E. Dependent coverage of existing benefits would continue to be paid by the employee as under normal circumstances.
- F. Employee contributions will be made by the employee through the Bursar's Office on a timely basis.
- G. In the event an employee elects to cancel insurance coverages, such cancellation will be effective the end of the month after written notice to OSU Human Resources. No partial premiums will be calculated.
- H. If an employee fails to return to work from unpaid leave, except where health conditions will not permit or death, the employee will be required to reimburse Oklahoma State University for premiums paid on behalf of the employee during the family/medical leave. The employee will be billed through the Bursar's Office.

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3.10 Restoration of Employment

- C. Upon return from FMLA leave, an employee will be restored to his/her original or equivalent position with equivalent pay, benefits, and other terms of employment.
- D. An employee may not be restored to an original or equivalent position if such position has been eliminated through a reduction in force program or if the original terms of appointment expired during the leave.
- E. Key employees ranking in the top 10% of the highest paid employees at OSU may be excluded from the job guarantee provision if there are reasons justifying such an action.
- F. If the reason for leave is personal illness or injury of the employee, medical proof of fitness to return to work will typically be required indicating the employee is able to perform the essential functions of the job.
- G. Time on leave of absence without pay may not count toward credited service for Oklahoma Teachers Retirement (OTR) purposes. The rules of the Oklahoma Teachers Retirement System (OTRS) prevail.

3.11 Restoration of Benefits

- C. OSU paid benefits such as OSU paid health care and life insurance will be restored to the employee once returning from leave and will be equivalent to what the employee would have had without taking the leave. If the employee does not want the insurance during this leave, s/he should cancel the insurance and upon return to work should notify OSU Human Resources of his/her desire to reinstate the benefits. If the insurance is reinstated the day the employee returns, proof of insurability will not be required and no pre-existing condition clauses will apply.
- D. Benefits normally paid for by the employee such as dependent coverage, long-term disability, etc. would also be reinstated.
- E. Health and dependent care reimbursement accounts will be reinstated once the employee is back on pay status if s/he was enrolled at the time of his/her leave.

3.12 Notice to Employees

- C. Notice of the Family and Medical Leave Act is posted in designated buildings on campus. Departments are responsible for ensuring such notification exists.
- D. Copies of this policy and procedure should be made available to employees upon their request.

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- E. When leave is requested, the department head is required to respond in writing to the employee specifying the rules for eligibility, 12-month period used, medical certification requirement, required substitutions of leave, rules on payment of benefit premiums, liability of employee for repayment, medical certification requirements for return to work, status as a key employee, and right to restoration of original or equivalent position. Forms suitable for this response are available from OSU Human Resources.

3.13 Recordkeeping

- C. Departments will maintain adequate up-to-date records for each staff member that accurately reflect the rate and the amount of leave taken, the dates when such leave is used, and the current untaken leave balance.
- D. Departments will generate appropriate forms on any leave taken under FMLA.
- E. Departments will maintain accurate leave balances on the Human Resource System. Leave used will be reported on the confirmation payroll or biweekly time report.
- F. Documentation for use of leave will be maintained by the department for three years.

3.14 Exhaustion of Family and Medical Leave

- C. Once an employee has exhausted the 12 work-week eligibility under this policy and other paid leave does not apply, the employee must return to work immediately or pursue a personal leave of absence.
- D. If no other leave is approved, the employee will be terminated.

3.15 COBRA

- C. If an employee does not return to work after FMLA leave, OSU will offer COBRA as required under the Consolidated Omnibus Benefits Reconciliation Act.
- D. The qualifying event that will trigger an offer of COBRA continuation of coverage occurs on the last day of the employee's FMLA leave. The last day of FMLA leave is the earlier of (1) the date the employee gives termination notice or (2) the last scheduled day of the FMLA leave.
- E. Length of the COBRA coverage is measured from the day of the qualifying event.

EXCEPTIONS TO POLICY AND PROCEDURES

4.01 The authority to grant exceptions to one or more of these policies and procedures is vested in the Office of the President of the University, as stated in Policy and Procedures Letter 3-0701, section 3.03.

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4.02 Oklahoma State University reserves the right to change this Policy and Procedures Letter or any portion thereof at any time without prior notice.

NOTE: Family and Medical Leave (FMLA) forms are now located on the HR website at http://www.okstate.edu/osu_per/ Click on the FMLA link on the right side of the page to find all FMLA forms and information.

Adopted: September 1995
Revised: May 2001, June 2004
February 5, 2008

DRAFT

Recommendation No. 20150610PBB-38

Moved By: Policy, Budget, & Benefits Committee

Passed Tabled Failed

Title: OSU Policy 3-0331 Administration & Finance May 2008

The Staff Advisory Council Recommends to President Hargis that:

A review of OSU Policy and Procedure *Collections, Deposit and Control of Cash or Checks Received in the Name of Oklahoma State University, 3-0331*, Section 1.03 (attached) be conducted to verify that the policy dated February 17, 1984 quoted in this section is still in effect.

If it is, then SAC would like Administration to consider a revision/clarification of the verbiage requiring employees ‘to take annual leave each year in a manner that at least five continuous working days be taken at one time’.

Rationale:

As written Section 1.03 of *Collections, Deposit, and Control of Cash or Checks Received in the Name of Oklahoma State University, 3-0331* makes no exceptions for employees (faculty &/or staff) assigned in non-leave earning positions in which annual leave is not available; employees on or returning from military leave if he/she has already been away from his/her job assignment for five continuous working days; and/or employees absent due to major illness for five continuous working days; or employees that have limited or no annual leave available to fulfill the annual leave requirement; finally, the status of how temporary or student employees can fulfill the annual leave requirement is not provided.

As written, Departments are forced to defer job responsibilities to employees that have annual leave available, thereby potentially limiting the separation of job duties necessary to prevent fraud. If interpreted strictly, the policy’s language: “shall be required, *without exception*, to take *annual leave* each year,” all departments that allow the handling of cash by student employees, employees in non-leave earning positions, and employees without the annual leave to cover five continuous working days off are in violation of this policy as it is written.

Attached: *Collections, Deposit, and Control of Cash or Checks Received in the Name of Oklahoma State University, 3-0331 Administration & Finance May 2008*

Oklahoma State University Policy and Procedures

<p style="text-align: center;">COLLECTIONS, DEPOSIT AND CONTROL OF CASH OR CHECKS RECEIVED IN THE NAME OF OKLAHOMA STATE UNIVERSITY</p>	<p>3-0331 ADMINISTRATION & FINANCE May 2008</p>
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POLICY AND STATE LAW

1.01 All collections made or receipts received in the name of Oklahoma State University (OSU) by an officer or employee of Oklahoma State University shall be deposited with the Oklahoma State University Office of the Bursar into a properly designated account on the same banking day as received. (Title 62, Oklahoma State Statutes, Section 7.1, C, 1 2000 Supplement). If collections are received during a weekend or holiday, the monies will be kept in a secured environment and must be deposited with the Oklahoma State University Office of Bursar on the ensuing working day.

1.02 Title 62, Oklahoma State Statutes 1971 as amended by Laws 1981, Section 7.1, First Regular Session 1981, Supplement 2000-sets out:

- A. There is hereby created in the official depository in the State Treasury an agency clearing account for each state officer, department, board, commission, institution or agency of the state, hereinafter referred to collectively as state agencies.
- B. It shall be the duty of each state agency, officer or employee, to deposit daily (see section 1.01 for weekend and holiday directives) in the agency clearing account, or agency special account, established under Section 17 of this act, all monies of every kind, including, but not limited to:
 1. Tax revenues;
 2. Receipts from licenses, examinations, per diem and all other reimbursements, fees, permits, fines, forfeitures and penalties; and
 3. Income from money and property, grants and contracts, refunds, receipts, reimbursements, judgments, sales of materials and services of employees, and non-revenue receipts, received by a state agency, officer or employee by reason of the existence of and/or operation of a state agency.

- C. All such monies collected pursuant to this policy shall be deposited as follows in the agency clearing account or agency special account established therefore:
 - 1. Receipts of One Hundred Dollars (\$100.00) or more shall be deposited on the same banking day as received.
 - 2. Each department that has custody of cash, checks, or other such receipts or funds must provide for adequate safekeeping of the funds and maintain documented internal control policies.
 - 3. No disbursements may be made from the funds until the funds have been deposited.
 - 4. All checks received must be restrictively endorsed immediately upon receipt.
- D. The State Treasurer, or Oklahoma State University on behalf of the State Treasurer, is authorized to accept deposits directly into the State Treasury, or designated agency fund account, consisting of cash, bank drafts, bank cashier's checks, federal treasury checks and other forms of remittance which are uniformly honored for payment. All checks, drafts, orders and vouchers, upon deposit, shall be credited and cleared at par value. Should payment be refused on any such check, draft, order or voucher, or should the same prove otherwise worthless, the amount thereof shall be charged by Oklahoma State University, as designated by the State Treasurer, against the account previously credited or an account designated by Oklahoma State University.
- E. Oklahoma State University shall not accept any warrant, check, order or voucher drawn against any state fund or account in favor of any individual or other person except the state officer, department, institution or agency for which the account or fund the deposit is made. A student enrolled at Oklahoma State University may endorse a warrant, check, or voucher drawn against a state fund to Oklahoma State University as payment of any fees or other accounts due the University. An employee of Oklahoma may endorse a warrant, check, or voucher drawn against a state fund to Oklahoma State University as payment of any fees or other accounts due the University.
- F. Oklahoma State University shall transfer monies deposited into the University's agency clearing accounts into the State Treasurer accounts. Unless otherwise directed by the State Treasurer, no money may be disbursed from the agency clearing account for any other purpose, except in refund of erroneous or excessive collections and credits.

1.03 Effective February 17, 1984 the Oklahoma State University Board of Regents approved the following policy:

"All personnel receiving cash, depositing cash over the counter, through the mail, and/or recording or accounting for cash transactions shall be required, without exception, to take annual leave each year. Leave is granted as provided in leave policies of the respective institutions and/or the Board of Regents and provided further that such employees be required to take annual leave each year in a manner that at least five continuous working days be taken at one time."

PROCEDURES

2.01 Accepting checks, negotiable paper, or electronic payment transactions on behalf of the University:

- A. Cash - Any cash received should be evidenced by the issuance of a receipt to the person or persons relinquishing cash to Oklahoma State University. One copy of the receipt is to be given to the payor and one copy shall be retained by the department, and kept within the department, to identify the cash received.
- B. Checks -
 - 1. All checks received should be carefully examined for complete information. The amount (both numerical and written) and signature of the payor must be correct, match, and be present. If the payee space on the check has not been completed, Oklahoma State University should be entered immediately. Checks made payable to "cash" should not be accepted.
 - 2. Checks received as a result of grant awards or contract reimbursements should be transmitted directly to the Office of Grants and Contracts for deposit preparation.
 - 3. All checks to be deposited by the department are to be endorsed with a restrictive endorsement. The department is to maintain a documentation of received checks when a cash register is not used.

2.02 Endorsements:

A. The individual receiving the check, immediately upon receipt, should place a restrictive endorsement on the check. The endorsement should be as follows:

For University Departments:	For Student Organizations:
For Deposit Only	For Deposit Only
Oklahoma State University	Oklahoma State University
Department Name	Organization Name
FRS Account Number	Account Number

- B. Each department must maintain documentation of all checks received by the department when a cash register is not used.
- C. Two-party checks should be accepted only in payment of fees, goods, insurance settlements, or services provided by the University.
- D. The department should require the restrictive endorsement listed below by the payee for all two-party checks accepted.

Pay to Oklahoma State University
(Signature of Payee)

2.03 International drafts, checks, and money orders - The Office of the Bursar will accept funds drawn on any U.S. bank, payable in U.S. currency and written in English; or the item may be sent for collection. Canadian drafts, checks or money orders can be accepted, but they must be payable in U.S. currency and drawn on any U.S. bank. Otherwise Canadian and other foreign items must be sent through as a collection item. A discount or service charge will be absorbed by the department sending the item for collection. Any questions about international checks or drafts should be directed to the Office of the Bursar.

2.04 Cashing or accepting checks drawn against any state fund or account in favor of any individual or other person:

- A. Checks drawn against any state fund or account payable to any individual or other person are not to be cashed or accepted for deposit or in payment of any OSU account, except in the following cases:
1. Checks drawn in favor of Oklahoma State University, the finance officer or a department of this institution are to be accepted for deposit only to the proper University account;
 2. Checks drawn in favor of a bona fide student enrolled at Oklahoma State University when such check is endorsed and applied to payment of any fee or other account due Oklahoma State University;
 3. Checks drawn in favor of an employee of Oklahoma State University when such check is endorsed and applied to payment of any fee or other account due Oklahoma State University.

2.05 All mail that can be identified as checks by the University Post Office is delivered to the Office of the Bursar. The Office of the Bursar will deposit these checks or authorize another department to do so. Funds that cannot be identified are deposited by the Office of the Bursar until proper identification can be made or funds are returned to the maker.

2.06 Returned checks and charge cards - The Office of the Bursar has the responsibility of collecting all returned checks written to the University. Normally this will require the establishment of a returned item receivable account for the customer. Additionally, a returned item fee will be assessed on all returned checks. Periodically, uncollected returned items may be referred to a collection agency or District Attorney's Office for collection. Once a returned item is termed "uncollectible" it will be charged back to the department or organization accepting the payment. Credit card payments returned by a bank will be automatically charged back to the originating department.

2.07 Charge Cards (i.e. Visa and MasterCard)

- A. The use of bankcards, commonly referred to as credit cards or debit cards, is a common and widely accepted practice of conducting payment transactions. Oklahoma State University allows and encourages departments within the University to establish themselves as credit card merchants to more fully participate in e-commerce at OSU. A credit card payment, when possible, should be signed by the payor. Authorization codes must be pursued immediately upon receipt of the credit card payment.

- B. Regardless of the method of accepting credit card transactions, the following is the minimum information required for processing the transaction:
1. Card Number
 2. Expiration Date
 3. Card Holder name
 4. Card Holder address (only required when not using a point of sale cashing system)
 5. Card Holder phone number (only required when not using a point of sale cashing system)
 6. Amount of Purchase
 7. Sales Tax Amount (if applicable)
 8. Total amount charged
 9. Student or Customer account number (only required when a payment is for a specific customer or student account.)
- C. All credit card transactions must be tallied, settled, and closed at the end of each business day. Departments that use websites for accepting payments must use a protocol that will tally, settle, and close daily business at least once every 24-hour cycle. See P&P 3-0336 Electronic Commerce at Oklahoma State University for further guidance. Exceptions may be extended for weekend or holiday processing.
- D. When the credit card transactions are settled at the end of each day's business, the credit card processor authorizes cash to be electronically transferred to the Oklahoma State University bank. However, the cash deposited is not recognized as belonging to a department until the department delivers deposit information to the Office of the Bursar. Departments that receive payments through credit card transactions must deliver the deposit to the Office of the Bursar within 24 hours. Upon delivery, the department will receive proper credit for the sales.
- E. If a customer disputes a credit card sales transaction, the department that generated the sale must participate in the resolution of the dispute. The department will be required to produce original records that verify the transaction and/or produce other supporting documentation. When necessary, the department may be required to contact the credit card processor, the customer, or other related parties. If the dispute remains unresolved, the department will be required to reverse the credit card sale.
- F. Every department that is established as a credit card merchant, or receives benefit from the use of credit card services, will be assessed a processing fee. The credit card processor charges fees as a percentage of each transaction.
- G. See P&P 3-0336 Electronic Commerce for further requirements.

2.08 Departments establishing themselves as Credit Card Merchants

- A. This policy is applicable to University departments wishing to conduct e-Commerce by the Internet, automated telephone processes, freestanding kiosks, or person-to-person using an e-commerce application such as credit/debit/smart cards. See P&P 3-0336 Electronic Commerce at Oklahoma State University for further guidance.

- B. The Office of the Bursar has been designated as having oversight responsibility for the administration of bankcard commerce.
- C. University departments that wish to establish themselves as a credit card merchant must make a formal request to the Office of the Bursar's credit card administrator. A "request for authorization" application may be obtained at www.okstate.edu/bursar/forms.html.
 - 1. Upon approval, the credit card administrator will contact the department and establish the credit card merchant service. If the department wishes to utilize a website for credit card sales, the department must have the website certified as "secure" by Oklahoma State University's Information Technology Division and meet all e-commerce and security requirements of the Information Technology Division. The use of the website must meet with University standards for electronic commerce. (See e-Commerce @ OSU P&P 3-0336.)
 - 2. For security purposes, customer credit card numbers or other personally identifiable information must not be retained on University web servers. If needed for a business purpose, then this information must be maintained in a confidential, secure storage area with limited access.

2.09 Making the Deposit:

- A. If monies are accepted at campus departments, it is the department's responsibility to ensure internal controls and segregation of duties are in place and followed. Internal Audit and the forensic accountant will be notified by the Office of the Bursar if irregularities are suspected.
- B. For example, to maintain proper accountability and sufficient internal controls, the responsibility for preparing and actually making the deposit with the Office of the Bursar should be assigned to an employee other than the one assigned the responsibility for receiving the funds (i.e. opening the mail), inspecting the checks, restrictively endorsing the checks, and maintaining the check log.
- C. Utilization of the electronic departmental deposit module via AIRS (Administrative Information Reporting System) is required to process Financial Records System (FRS) deposits. Departments are responsible for establishing procedures for the review of funds prior to input into AIRS and for ensuring employees are adequately trained and comply with those procedures.
 - 1. The funds for deposit should be carefully reconciled and analyzed as to the FRS account to be credited. Information concerning the FRS account numbers may be obtained from the University Accounting Office.
 - 2. The employee assigned the responsibility for deposit preparation will electronically prepare the official OSU deposit transmittal form in AIRS.

3. The department will maintain documentation of the employee delivering the funds to the bursar office with a date/time of departure for departmental internal control purposes.
4. For training on the AIRS electronic departmental deposit module, contact the Bursar Coordinator of Teller Operations.

2.10 Delivering the Deposit

- A. Checks should be bundled with two corresponding adding machine tapes equaling the amount of the bundled checks.
- B. Credit card settlements should be bundled with two corresponding adding machine tapes equaling the amount of settlement total.
- C. Currency:
 1. All bills should be face up the same direction.
 2. Bills should be in bundles and paper clipped. Bundles should be as follows:

<u>Denomination</u>	<u>Quantity</u>	<u>Amount</u>
Ones	25	\$25
Twos	25	\$50
Fives	20	\$100
Tens	10	\$100
Twenties	5	\$100

D. Coin:

1. Enter the total of all silver. Foreign coins will not be accepted.
 - (a) Coins should be rolled -

Pennies - \$0 .50	Quarters - \$10.00
Nickels - \$2.00	Halves - \$10.00
Dimes - \$5.00	
 - (b) Coin rollers may be obtained at the Office of the Bursar.
 - (c) Write the department's/organization's name on each roll.
 - (d) The bursar teller has the responsibility of verifying the accuracy of the monies listed on the deposit and physically included with the deposit.

2.11 Verifying the Deposit

- A. The receipt provided by the bursar teller identifies the teller, time, and date, and will be used to verify the chain of custody of the funds. This receipt is to be retained by the department. The department will monitor teller receipt's date and time by using the documentation referenced in 2.09.C.3 and investigate any delays in deposit of funds.
- B. A timely electronic approval and certification via AIRS is required by the department head or designee to authenticate the deposit. This includes verifying the bursar teller receipt and appropriate disposition of the funds. This shall be a different individual than the person assigned the responsibility for deposit preparation.

2.12 Drop off Deposit

- A. Departments have the option to participate in "drop off" depositing. The drop off service requires the department to purchase two locking bank bags. The depositing department will prepare the deposit per above requirements and deliver a locked bank bag to the Office of the Bursar. The bursar teller will verify the contents of the bank bag and receipt the funds. If there is any discrepancy in the funds reported and received, the department will be notified immediately and a resolution determined. If the discrepancy cannot be resolved immediately, a line item on the form will be adjusted to match the funds received.

- 2.13 The Office of the Bursar must approve any exceptions to this policy. Internal Audit and the forensic accountant will be notified by the Office of the Bursar if irregularities are suspected.

April 2008



STAFF ADVISORY COUNCIL

Oklahoma State University

BYLAWS

"The council that's working for you."

CURRENT VERSION	PROPOSED DRAFT
<p>I. PURPOSE The Board of Regents has designated the President of the University as the chief executive officer of all University departments. Incident to the discharge of such responsibilities, 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:</p> <ul style="list-style-type: none"> 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. <p>Pursuant to the authority vested in the Staff Advisory Council constitution, as approved by the Board of Regents, 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.</p> <p>II. MEMBERSHIP The minimum number of representatives on the Council shall be twenty-one; the maximum number shall be twenty-seven. The University</p>	<p>I. PURPOSE The Board of Regents has designated the President of the University as the chief executive officer of all University departments. Incident to the discharge of such responsibilities, 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:</p> <ul style="list-style-type: none"> 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. <p>Pursuant to the authority vested in the Staff Advisory Council constitution, as approved by the Board of Regents, 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.</p> <p>II. MEMBERSHIP Representatives on the Council shall be allocated as follows:</p>

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<p>President, Vice-Presidents, Associate Vice Presidents, Assistant Vice Presidents, faculty members, contractual labor, or student employees (including GRAs and GTAs) of the University shall not be eligible for election to the Council. Representatives on the Council shall be allocated as follows:</p> <ul style="list-style-type: none"> A. Nine non-exempt (administrative/professional) members. B. Nine exempt (classified) members. C. Nine at-large (non-exempt and/or exempt) members. <p>An updated list of seats and the members occupying those seats will be maintained by the Chair of the Rules and Procedures Committee with a second copy in the possession of the Secretary of the Council.</p>	<p>A. Nine (9) non-exempt ("classified") members.</p> <p>B. Nine (9) exempt ("administrative/professional") members.</p> <p>C. Nine (9) at-large (non-exempt and/or exempt) members.</p> <p>Membership categories are based on OSU Policy #3-0713 Attendance and Leave for Staff which can be accessed at https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Attendance%20and%20Leave%20for%20Staff.pdf</p> <p>An updated list of seats and the members occupying those seats will be maintained by the Chair of the Rules and Procedures Committee and the Secretary of the Council.</p>
<p>III. NOMINATION PROCEDURES</p> <ul style="list-style-type: none"> 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. 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. D. Self-nominations shall be accepted and shall be validated by the signature of the nominee and the nominee's supervisor. E. Nominations shall be submitted on the form provided by the Council to each eligible voting staff employee. 	<p>III. NOMINATION PROCEDURES</p> <ul style="list-style-type: none"> A. Nominations shall be submitted on the form provided by the Council to each eligible voting staff employee. B. Self-nominations shall be accepted and shall be validated by the signature of the nominee and the nominee's supervisor. C. 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. D. 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.

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<p>F. 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.</p> <p>G. 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.</p>	
<p>IV. ANNUAL ELECTIONS</p> <p>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.</p> <p>B. A voting period of two weeks shall be set by the Rules & Procedures Committee with the approval of the Council.</p> <p>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.</p> <p>D. The Council shall provide to each eligible staff employee a list of nominees for all positions with instructions about how to complete the ballot during the voting period.</p> <p>E. There shall not be alternates for any membership position on the Council.</p>	<p>IV. ANNUAL ELECTIONS</p> <p>A. One-third of the membership shall be elected each year consisting of three (3) exempt staff, three (3) non-exempt staff, and three (3) at-large staff (may be either exempt or non-exempt.)</p> <p>B. The annual election shall be conducted under the jurisdiction of the Council's Rules and Procedures Committee.</p> <p>C. The Council shall provide to each eligible staff employee a list of nominees for all positions with instructions about how to complete the ballot during the voting period.</p> <p>D. A voting period of two (2) weeks shall be set by the Rules & Procedures Committee with the approval of the Council.</p> <p>E. The Rules & Procedures Committee will resolve tie votes by lot, and certify the results to the Council at the Council's regular meeting in May.</p>
<p>V. ASSUMPTION OF OFFICE</p> <p>A. Council members shall assume their duties at the beginning of the first regularly scheduled Council meeting in June.</p> <p>B. The officers of the Council shall be elected from the membership of the Council at the regular June meeting of</p>	<p>V. ASSUMPTION OF OFFICE</p> <p>A. Council members shall assume their duties after being sworn in during the first regularly scheduled Council meeting in June.</p> <p>B. The officers of the Council shall be elected from the membership of the Council at the</p>

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<p>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.</p>	<p>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.</p>
<p>VI. TERM OF OFFICE</p> <p>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.)</p> <p>B. Members of the Council may be elected to no more than two terms in succession; however,</p> <ol style="list-style-type: none"> 1. A member may serve any number of disconnected terms after a break in service. 2. Elected terms of less than three (3) years shall count as a three-year (3-year) term. 3. Positions filled by appointment will not count as an elected term. 	<p>VI. TERM OF OFFICE</p> <p>Members of the Council may be elected to no more than two (2) terms in succession; however,</p> <ol style="list-style-type: none"> 1. A member may serve any number of disconnected terms after a break in service. 2. Elected terms of less than three (3) years shall count as a three-year (3-year) term. 3. Positions filled by appointment will not count as an elected term.
<p>VII. VACANCIES AND REMOVAL</p> <p>A. Officer vacancies:</p> <ol style="list-style-type: none"> 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. <p>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.</p>	<p>VII. REMOVAL FROM OFFICE</p> <p>A. Executive Officer: By a two-thirds (2/3) vote of the representatives present at any meeting of the Council, the name of an Executive Officer may be placed on the agenda for removal from office at the next meeting.</p> <p>The officer in question must be notified by the Executive Team at least fourteen (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 officer.</p> <p>The officer 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 (1) meeting following the originally scheduled dismissal action. The officer in question shall be allowed to speak to the Council at the next meeting.</p>

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<p>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).</p> <p>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.</p>	<p>Dismissal action shall be by paper ballot and shall be by two-thirds (2/3) of the representatives present. An officer that has been removed from office under this provision retains his/her position on the Council.</p> <p>B. Standing Committee Chair By a two-thirds (2/3) 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.</p> <p>The chair in question must be notified by the Executive Officers at least fourteen (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.</p> <p>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 (1) meeting following the originally scheduled dismissal action. The chair in question shall be notified to speak to the Council at the next meeting.</p> <p>Dismissal action shall be by paper ballot and shall be by two-thirds (2/3) of the representatives present. A chair that has been removed from office under this provision retains his/her position on the council.</p>
<p>VIII. FILLING OF VACANCIES</p> <p>A. Whenever a position vacancy occurs, the Chair shall request 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 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.</p>	<p>VIII. FILLING OF VACANCIES</p> <p>A. Officer Vacancies:</p> <ol style="list-style-type: none"> 1. Vacancies in the position of Chair shall be filled by the Vice-Chair who shall serve out the term.

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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.

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2. Vacancies in the Office of Vice-Chair, Secretary or Treasurer shall be filled by an election of the Council.

B. Member Vacancies:

1. Whenever a member vacancy occurs , the position shall be filled by the procedure outlined in Article II, Section 4 of the Constitution.

2. A Council member whose seat has been declared vacant by the Executive Team (see Constitution Section 3-C) may petition to be reinstated to his or her seat by submitting a written request for reinstatement to the Executive Team. If the Executive Team concurs with the request for reinstatement, the request must be sustained by a three-fourths (3/4) vote of approval of the 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 Article II, Section 4 of the Constitution.

IX. MEETINGS

A. The August meeting shall be on the first Wednesday of the month.

B. Additional regular meetings or non-standard meeting dates may be scheduled by the Chair. Notices of such meetings shall be furnished to members five (5) working days prior to the meeting. The reason for a non-standard meeting date must be stated on the agenda.

C. Each member of the Council shall be furnished a copy of each meeting agenda at

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<p>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.</p> <p>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.</p> <p>E. Any regular or special meeting of the Council shall be open to the public.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>	<p>least three (3) working days prior to the Council meeting.</p> <p>D. The order of business for each Council meeting generally should include:</p> <ul style="list-style-type: none"> • Call to Order • Roll Call • Approval of Minutes • Approval of Agenda • Presentations/Guest Speakers • Treasurer's Report • Branch Campus Reports • Report of Standing Committees • Report of University Committees • Officer Reports • Unfinished Business • New Business • Announcements • Adjournment <p>E. 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 Council Chair to be placed on the agenda for the next Council Meeting. All such requests must specify the subject matter to be addressed and must be received by the Secretary at least five (5) working days prior to the Council meeting.</p> <p>F. 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.</p> <p>G. 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 state their position in</p>

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<p>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 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.</p>	<p>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.</p>
<p>X. BRANCH CAMPUS (EX-OFFICIO MEMBERSHIP)</p> <p>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.</p> <p>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, 30th of each year.</p> <p>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.</p> <p>D. Ex-officio members shall have no official voting status on the Stillwater Council.</p>	<p>X. BRANCH CAMPUS (EX-OFFICIO MEMBERSHIP)</p> <p>E. The presiding officer of the staff council/association of each branch campus shall notify the OSU Council Chair of their ex-officio appointment immediately following the branch campus annual meeting. The term on the Stillwater Council will end May 31st of each year.</p> <p>F. Ex-officio members shall not carry faculty status at their assigned campus. Successive ex-officio appointment may not exceed six (6) years representation on the Stillwater Council.</p> <p>G. Ex-officio members shall have no official voting status on the Stillwater Council.</p>

XI. MEETING AGENDA

The order of business for each Council meeting generally should include:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes
- D.

Approval of Agenda

- E. Presentations/Guest Speakers
- F. Treasurer's Report
- G. Branch Campus Reports
- H. Report of Standing Committees
- I. Report of University Committees
- J. Officer Reports
- K. Unfinished Business
- L. New Business
- M. Announcements
- N. Adjournment

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 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.

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 listserv list currently in use or one that is developed to communicate with the staff.
6. Prepares an annual report, which sets out recommendations made to the President or other designated University Administrators, and their response.

XI. DUTIES OF OFFICERS AND MEMBERS OF COUNCIL

A. Council Chair

- Shall fulfill all duties of their office specified in the Constitution.
- Shall forward resolutions approved by the Council to the President or other designated University Administrator within fifteen (15) days following Council approval. The Chair must inform 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.
- Shall ensure 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.
- Shall nominate representatives to University-level standing committees or councils that allow staff participation; consultation with the Council on these occasions precedes nominations.
- Shall prepare all meeting agendas.
- Shall maintain any listserv list currently in use or one that is developed to communicate with the staff.
- Shall prepare an annual report, which sets out recommendations made to the President or other designated University Administrators, and their response. Disseminates information contained in the report to all university exempt and non-exempt staff.

B. Vice-Chair

- Shall fulfill all duties of their office specified in the Constitution.
- Serve as the chair of the Distinguished Service Award Subcommittee
- Serve as chair of the Scholarship Subcommittee.

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<p>7. Disseminates information contained in the annual report to all University Exempt and Non-exempt staff.</p> <p>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.</p> <p>B. Vice-Chair</p> <p>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.</p> <p>2. The Vice-Chair will serve as the chair of the Distinguished Service Award Subcommittee and the Scholarship Subcommittee.</p> <p>3. Other duties shall be directed to the Vice-Chair at any time by the Chair.</p> <p>C. Secretary</p> <p>1. Composes full minutes, resolutions and/or proceedings of regular and special meetings and routes them to the Chair.</p> <p>2. Keeps attendance records of all members at meetings of the Council.</p> <p>3. Certifies that a quorum is present in order to conduct the official business of the Council.</p> <p>4. Arranges for meeting rooms for all Council related meetings.</p> <p>5. Compiles a list of names, addresses, and telephone numbers of Council members.</p> <p>6. Conducts correspondence as directed by the Chair.</p>	<p>C. Secretary</p> <ul style="list-style-type: none"> • Shall fulfill all duties of their office specified in the Constitution. • Shall arrange for meeting rooms for all Council related meetings. • Shall compile a list of names, addresses, and telephone numbers of Council members. • Shall assist the Chair with maintaining any listserv list currently in use or one that is developed to communicate with the staff. <p>D. Treasurer</p> <ul style="list-style-type: none"> • Shall fulfill all duties of their office specified in the Constitution. • Shall disperse funds as authorized by the Council and Executive Team. • Shall follow all University Accounting policies and procedures. <p>E. Council Members</p> <ul style="list-style-type: none"> • Shall attend monthly meetings • Shall attend and participate on assigned standing committee: • Shall agree to chair a standing committee if asked by the Council Chair. • Shall forward constituent concerns to the Council Chair for review and discussion by the Council. • Shall attend and participate on special committee(s) when assigned and/or volunteered. • Shall assist with special functions sponsored by the Council. • Optional: Shall serve as a 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. • Optional: Shall attend Faculty Council meetings (as assigned by the SAC President) and provide a report at the next Staff Advisory Council meeting.

CURRENT VERSION	PROPOSED DRAFT
<p>7. Assist the Chair with maintaining any listserv list currently in use or one that is developed to communicate with the staff.</p> <p>D. Treasurer</p> <p>1. Is entrusted with custody of Council funds.</p> <p>2. Disburses funds as authorized by the Council and Executive Board.</p> <p>3. Makes a full financial report annually.</p> <p>4. Makes interim reports as directed by the Council or Executive Board.</p> <p>5. Follows all University Accounting policies and procedures.</p> <p>6. Payment of Council invoices shall be approved by the Treasurer and /or Chair.</p> <p>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.</p> <p>F. Parliamentarian The Chair of the Rules and Procedures Committee of Council shall function in the role of the Parliamentarian during regular 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.</p>	
<p>XIV. STANDING COMMITTEE - POLICIES</p> <p>A. Standing committees assist the Council with its functions.</p> <p>B. The Chair of each standing committee will present an oral and written annual report at the June Council Meeting.</p>	<p>XII. STANDING AND SPECIAL COMMITTEES – POLICIES</p> <p>A. Standing committees assist the Council with its functions.</p>

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<p>C. Standing committees may be established or abolished by a two-thirds vote of the Council.</p> <p>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 may have the option to serve on a standing committee.</p> <p>E. Each member of a standing committee shall be a member of the Council.</p> <p>F. The term of membership on a standing committee shall begin in July and shall continue for one year. Members of committees may succeed themselves upon reappointment by the Chair.</p> <p>G. The Chair of each standing committee shall be appointed by the Chair of the Council with the advice of the Executive Committee.</p> <p>H. Each standing committee may select a secretary for the committee from its membership.</p> <p>I. All standing committee members shall be subject to the call of their respective Chair.</p> <p>J. There shall be an equal division of member representatives on a standing committee.</p> <p>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.</p> <p>L. Standing committees that have deliberated and reached conclusions to issues and/or topics will present their results to the Council for acceptance and authorization.</p> <p>M. Standing Committees shall maintain a record of committee meetings. This record should be made available to each successive committee chair.</p>	<p>B. Standing committees may be established or abolished by a two-thirds (2/3) vote of the Council.</p> <p>C. Each member of the Council, with the exception of the Executive Officers, shall serve on at least one standing committee. The officers of the Council have the option to serve on a standing committee.</p> <p>D. Each member of a standing committee shall be a member of the Council.</p> <p>E. 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.</p> <p>F. Standing committees that have deliberated and reached conclusions to issues and/or topics will present their results to the Council for acceptance and authorization.</p> <p>G. The Chair of each standing committee will present an oral and written annual report at the June Council Meeting.</p> <p>H. Standing Committees shall maintain a record of committee meetings. This record should be made available to each successive committee chair.</p> <p>I. 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.</p> <p>J. Membership of special committees shall consist of, but are not limited to, one member of the Council.</p>

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<p>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.</p> <p>XV. STANDING COMMITTEES 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:</p> <ol style="list-style-type: none"> 1. Reviewing of the bylaws at the July Council meeting. 2. Preparing amendments to the Council Constitution and Bylaws. 3. Preparing regulations for elections and the conducting and supervising of such elections. 4. Recommending the creation or abolishment of standing and special committees. 5. Recommending procedures for staff participation in the government of the University. <p>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:</p> <ol style="list-style-type: none"> 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. 	<p>K. Reports of special committees shall be made to the Council for action.</p> <p>XIII. STANDING COMMITTEES</p> <p>A. 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.</p> <p>This committee shall be responsible for Council policy and input as needed in the interim between Council meetings.</p> <p>B. Rules and Procedures Committee The functions of this committee shall include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1. The Chair shall function in the role of the Parliamentarian during regular 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. 2. Reviewing the Bylaws with Council members at the July Council meeting. 3. Preparing amendments and revisions to the Council Constitution and Bylaws. 4. Preparing regulations for elections and the conducting and supervising of such elections.

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<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:</p> <ol style="list-style-type: none"> 1. Keeping the University community informed of all activities of the Council through whatever channels of communication are deemed necessary. 2. Maintaining the Council web page. <p>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:</p> <ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 5. Recommending the creation or abolishment of standing and special committees. 6. Recommending procedures for staff participation in the government of the University. <p>C. Staff Policies, Benefits, and Budget Committee The functions of this committee include, but are not necessarily limited to:</p> <ol style="list-style-type: none"> 1. Reviewing current fringe benefit and personnel policies. 2. Making recommendations for policy changes that affect staff employees. 3. Proposing new benefits and personnel policies that would be beneficial for staff employees. <p>D. Communications Committee The functions of this committee include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Keeping the University community informed of all activities of the Council through whatever channels of communication are deemed necessary. 2. Maintaining the Council web page. 3. Posting pertinent information to social media sites. <p>E. Awards and Recognition Committee The functions of this committee include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Developing and implementing policies and procedures related to the presentation of annual awards and recognition of staff members of Oklahoma State University. 2. Administering the nomination and selection process for such awards.

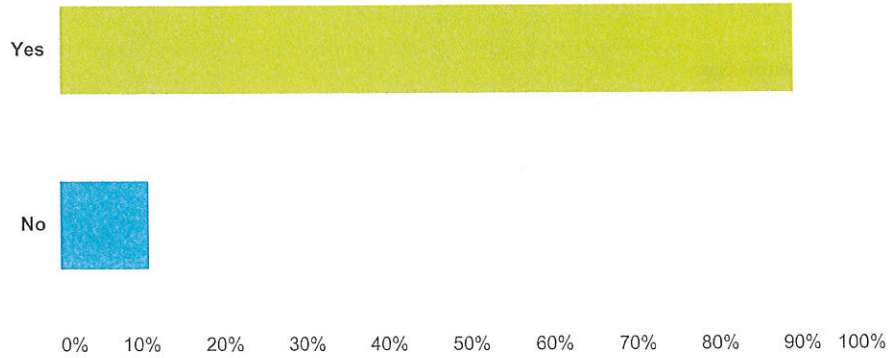
CURRENT VERSION	PROPOSED DRAFT
<p>each of the standing committees of the Council. The Vice-Chair shall serve as Chair of this subcommittee.</p> <p>b. Scholarship Subcommittee: This subcommittee is responsible for activities associated with the Council scholarship. Membership shall consist of the Vice-Chair 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:</p> <p>i. Drafting scholarship application forms – the application form used shall be submitted for review and approval by the May meeting of the Council.</p> <p>ii. Advertising the scholarship – advertising of the scholarship’s availability shall begin no later than July 1 of the calendar year.</p> <p>iii. Administering the scholarship award – the subcommittee shall determine eligibility</p>	<p>3. Conducting the awards presentations.</p> <p>4. Responsibility for other awards and recognition of staff as such arises.</p> <p>F. Fundraising Committee The functions of this committee include, but are not limited to:</p> <p>1. Developing and implementing fundraising projects for specific Council functions and projects.</p>

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<p style="text-align: right;">criteria, confirm eligibility of the applicants, select recipients, and supervise the dispersal of monies.</p> <p>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 Council policy and input as needed in the interim between Council meetings.</p> <p>XVI. SPECIAL OR AD HOC COMMITTEES</p> <p>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.</p> <ol style="list-style-type: none"> 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. 	<p>XIV. AD HOC COMMITTEES</p> <p>A. Distinguished Service Award Committee</p> <ol style="list-style-type: none"> 1. This committee is responsible for the nomination process and selection of the Distinguished Service Award Recipients. 2. Membership shall consist of the Council Vice-Chair, the Chair of the Awards & Recognition Committee and one (1) member from each of the standing committees of the Council. 3. The Vice-Chair shall serve as Chair of this subcommittee. <p>B. Scholarship Subcommittee:</p> <ol style="list-style-type: none"> 1. This subcommittee is responsible for activities associated with the Council scholarship program. 2. Membership shall consist of the Council Vice-Chair, one (1) member from each of the standing committees of the Council, and any outside, non-council members the Vice-Chair deems reasonable. 3. The Vice-Chair shall serve as Chair of this subcommittee.

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<p>XVII. 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.</p>	<p>4. The duties of this subcommittee shall include but are limited to:</p> <ul style="list-style-type: none"> a. Drafting scholarship application forms – the application form used shall be submitted for review and approval by the May meeting of the Council. b. Advertising the scholarship – advertising of the scholarship’s availability shall begin no later than July 1 of the calendar year. c. Administering the scholarship award – the subcommittee shall determine eligibility criteria, confirm eligibility of the applicants, select recipients, and supervise the dispersal of monies. <p>XV. 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.</p>

Q1 Did you attend this year's Staff Appreciation Lunch at Boone Pickens Stadium? If "NO" , please go to question #7.

Answered: 247 Skipped: 15



Answer Choices	Responses	
Yes	89.07%	220
No	10.93%	27
Total		247

Q2 What type of food would you like to see served at the event in the future?

Answered: 167 Skipped: 75

#	Responses	Date
1	BBQ	5/28/2015 11:19 AM
2	Not burgers and hot dogs	5/28/2015 11:17 AM
3	something better then cold hot dog with cold buns	5/28/2015 10:31 AM
4	Pork, Brisket, Beans, Potato Salad	5/28/2015 10:25 AM
5	sandwiches	5/28/2015 10:01 AM
6	Mexican - taco bar	5/28/2015 9:35 AM
7	BBQ, cole slaw, potato salad	5/28/2015 7:48 AM
8	Bbq	5/27/2015 6:08 PM
9	BBQ-- it is more flavorful	5/27/2015 5:00 PM
10	Spaghetti, salad and breadsticks Cookies and/or fruit for dessert	5/27/2015 4:56 PM
11	What we had was fine. My hamburger was very good.	5/27/2015 4:08 PM
12	hamburgers and hot dogs are fine	5/27/2015 4:04 PM
13	I like the hot dog & hamburger choices.	5/27/2015 3:49 PM
14	BBQ	5/27/2015 3:33 PM
15	Barbeque is good.	5/27/2015 3:18 PM
16	chicken	5/27/2015 3:01 PM
17	Barbecue.	5/27/2015 2:35 PM
18	tabouli and salad	5/27/2015 2:35 PM
19	Chicken	5/27/2015 2:29 PM
20	BarbQ? but hamburgers and hotdogs are great!	5/27/2015 1:58 PM
21	Barbecue	5/27/2015 1:44 PM
22	Bring back the canned soft drinks, perhaps some grilled chicken, pasta salad and bagged chips.	5/27/2015 1:41 PM
23	BBQ would be a nice change.	5/27/2015 1:22 PM
24	barbeque or fried chicken	5/27/2015 1:04 PM
25	BBQ brisket or chicken	5/27/2015 12:57 PM
26	Hot food	5/27/2015 12:42 PM
27	No preference	5/27/2015 12:04 PM
28	Pulled pork and/or hamburgers	5/27/2015 12:00 PM
29	Bar-B-Que	5/27/2015 11:56 AM
30	I loved the hot dogs, this year	5/27/2015 11:42 AM
31	Keep the vegetarian options. They were awesome! It's hard to get vegetarian food at OSU, but you all did it!	5/27/2015 10:57 AM
32	hamburger, hotdog--food this year very good; so similar; liked the lemonade--different menu item.	5/27/2015 10:46 AM

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33	Hamburgers/ BB-Q are always a hit!	5/27/2015 10:39 AM
34	Different choice of meats each year.	5/27/2015 10:30 AM
35	BBQ buffet	5/27/2015 10:21 AM
36	Italian or even cold cuts	5/27/2015 10:11 AM
37	A salad option would be great!	5/27/2015 10:02 AM
38	The selection was fine but the food was COLD	5/27/2015 9:41 AM
39	Some thing with a higher perceived value and much better logistics to get people through line-or have set shifts. Wait was way too long	5/27/2015 9:38 AM
40	sandwich	5/27/2015 9:29 AM
41	Anything better than this year.	5/27/2015 9:27 AM
42	grilled chicken salad veggies	5/27/2015 9:23 AM
43	hamburgers and hot dogs are fine	5/27/2015 9:17 AM
44	BBQ	5/27/2015 9:16 AM
45	Burgers are fine for me.	5/27/2015 9:15 AM
46	hamburger, potatoe salad, beans	5/27/2015 9:14 AM
47	ham, bisquit fried chicken Beans, tater salad and coleslaw or pasta salad.	5/27/2015 9:14 AM
48	Different dessert. Maybe cake or pies. Cookies were awful	5/27/2015 9:09 AM
49	Fruit	5/27/2015 8:59 AM
50	The barbecue meal from Freddie Paul's was the best meal that we've had at the Staff Appreciation Lunch. Let's do that one again next year!	5/27/2015 8:53 AM
51	BBQ, baked beans, potato salad, desert	5/27/2015 8:43 AM
52	BBQ	5/27/2015 8:32 AM
53	I didnt get notice of it	5/27/2015 8:26 AM
54	Not OSU Catering food. It was gross.	5/27/2015 8:26 AM
55	Food was good this year and last year. No preference.	5/27/2015 8:24 AM
56	burger	5/27/2015 8:23 AM
57	I think the hamburgers and hot dogs were perfect for the lunch.	5/27/2015 8:21 AM
58	BBQ beef sandwiches, chips, much better when Freddy Paul's catered	5/27/2015 8:13 AM
59	Chicken and more of a selection	5/27/2015 8:10 AM
60	Same but add fruit and raw veggies	5/27/2015 8:10 AM
61	The food was fine however; there should have been more lines to get the food. I did expect something different than Celebrations for the Appreciation Lunch since staff can eat Celebrations any time on campus.	5/27/2015 8:10 AM
62	BBQ - pulled pork?	5/27/2015 8:08 AM
63	BBQ	5/27/2015 8:07 AM
64	B/Q	5/27/2015 8:05 AM
65	Food that had allergen information. Fruit, healthier options.	5/27/2015 8:01 AM
66	Hamburgers, hotdogs, BBQ, or chili.	5/27/2015 8:00 AM
67	BBQ sandwiches	5/27/2015 8:00 AM
68	How about they not run out of food like they did this year?? Went through the line and had a burger...but they ran out of chips.	5/27/2015 7:53 AM

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69	hot Potato Salad was disgusting...big chunks of cold potato with little flavoring.	5/27/2015 7:49 AM
70	no preference	5/27/2015 7:44 AM
71	Burger (more service line).	5/27/2015 7:42 AM
72	pizza	5/27/2015 7:40 AM
73	hamburgers, bbq	5/27/2015 7:25 AM
74	same	5/27/2015 7:19 AM
75	Anything BUT cold burgers and dogs. Brisket. Brats. Grilled burritos.	5/27/2015 4:57 AM
76	Bbq	5/26/2015 8:02 PM
77	B.B.Q Rib	5/26/2015 7:53 PM
78	BBQ was better than the hamburgers and hot dogs. Sandwiches would also be good..	5/26/2015 7:24 PM
79	hot food	5/26/2015 7:24 PM
80	Selection was fine, just wasn't warm.	5/26/2015 5:37 PM
81	vegetables and light fare (light on the fats and carbs)	5/26/2015 5:29 PM
82	Taco bar or maybe some of the different food trucks in Stillwater and people can choose which one they want to try. Make people RSVP ahead of time and then purchase "x" number of meals from the food truck selected. Have to have a ticket for that particular food truck to eat.	5/26/2015 5:17 PM
83	bar, pork	5/26/2015 5:16 PM
84	The hamburgers etc were fine with some exceptions. The hamburgers were cold. Ran out of chips and would not get more. The lines were horrible and took forever to get through. I would suggest a different caterer.	5/26/2015 5:01 PM
85	grilled chicken sandwich	5/26/2015 4:56 PM
86	BBQ sandwiches are really good or even a sloppy joe would be good.	5/26/2015 4:55 PM
87	CHICKEN	5/26/2015 4:47 PM
88	Pulled pork sandwiches	5/26/2015 4:46 PM
89	Mexican - fajitas, enchiladas, nachos	5/26/2015 4:45 PM
90	Barbeque	5/26/2015 4:44 PM
91	Something with flavor, hot (temperature)	5/26/2015 4:43 PM
92	Hamburgers are fine :)	5/26/2015 4:43 PM
93	Brisket	5/26/2015 4:41 PM
94	Food with more taste.	5/26/2015 4:35 PM
95	Barbeque	5/26/2015 4:33 PM
96	pasta salad	5/26/2015 4:33 PM
97	mexican!	5/26/2015 4:32 PM
98	BBQ	5/26/2015 4:32 PM
99	pizza	5/26/2015 4:31 PM
100	grilled chicken, fruit, salad or salad bar barbeque pork, chicken or brisket	5/26/2015 4:29 PM
101	I thought the food selection was great.	5/26/2015 4:28 PM
102	Hot food	5/26/2015 4:28 PM
103	BBQ, chicken	5/26/2015 4:28 PM
104	hamburgers are great!	5/26/2015 4:26 PM

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105	pizza	5/26/2015 4:24 PM
106	Same type of food. The veggie choices are appreciated too!	5/26/2015 4:23 PM
107	maybe BBQ, brisket and and sides	5/26/2015 4:23 PM
108	Steak and baked potatoes	5/26/2015 4:21 PM
109	I liked what was provided	5/26/2015 4:20 PM
110	I liked what was available.	5/26/2015 4:19 PM
111	Chipotle. (On the next question, I would say neither, but there is no option for that.)	5/26/2015 4:18 PM
112	The barbecue from last year was very good, so that would be a great thing to bring back.	5/26/2015 4:17 PM
113	Food was fine.	5/26/2015 4:17 PM
114	good, warm food	5/26/2015 4:17 PM
115	good food	5/26/2015 4:16 PM
116	Warm	5/26/2015 4:15 PM
117	same	5/26/2015 4:15 PM
118	Mac and cheese. Vegidogs.	5/26/2015 4:15 PM
119	The food was fine it was just cold by the time we made it through the line.	5/26/2015 4:12 PM
120	Hamburgers and hot dogs was fine.	5/26/2015 4:12 PM
121	Something healthier, possibly tacos or something? I can't have hamburgers or hotdogs and had to have a veggie burger.	5/26/2015 4:12 PM
122	Something that stays warm or that doesn't need to be hot/warm. Definitely don't serve the hot dogs, this years were like biting into mush	5/26/2015 4:10 PM
123	Same type	5/26/2015 4:09 PM
124	Food was fine. Lines just could have been better managed.	5/26/2015 4:09 PM
125	I was pleased with the food choices offered this year.	5/26/2015 4:06 PM
126	Healthier food - maybe salads, fresh fruit	5/26/2015 4:06 PM
127	Hamburgers and Hot Dogs were just fine	5/26/2015 4:06 PM
128	BBQ	5/26/2015 4:05 PM
129	BBQ, Chicken dishes,	5/26/2015 4:05 PM
130	BBQ	5/26/2015 4:04 PM
131	Taco Bar from Mexico Joes	5/26/2015 4:03 PM
132	BBQ beef, chicken, and beans for the vegans.	5/26/2015 4:02 PM
133	Barbeque sandwiches	5/26/2015 4:02 PM
134	barbeque	5/26/2015 4:01 PM
135	what you had was great.	5/26/2015 4:00 PM
136	hot	5/26/2015 3:53 PM
137	I liked the pulled pork that we have had in the past.	5/26/2015 3:53 PM
138	Eskimo Joes	5/26/2015 3:53 PM
139	Something quick to move the line. BBQ went fast last year.	5/26/2015 3:51 PM
140	salads and fruit not only cookies	5/26/2015 3:49 PM
141	The food this year was great	5/26/2015 3:49 PM

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142	Bbq	5/26/2015 3:49 PM
143	Don't care as long as it tastes good and is of high quality	5/26/2015 3:49 PM
144	BBQ would be great	5/26/2015 3:48 PM
145	Chicken, brisket	5/26/2015 3:47 PM
146	BBQ	5/26/2015 3:47 PM
147	More side options. The potato salad was good, but maybe offer 1 more side, like a pasta salad or something	5/26/2015 3:47 PM
148	Hot dogs	5/26/2015 3:47 PM
149	Not hot dogs, or at least not the same brand you served this year. BBQ would be good. you could add veggie burgers,	5/26/2015 3:47 PM
150	The Hamburgers were cold, potatoes needed to cook longer	5/26/2015 3:47 PM
151	Food that shows that the staff really are appreciated	5/26/2015 3:46 PM
152	BBQ Sandwiches, Hamburgers, Smoked Sausage, etc.	5/26/2015 3:46 PM
153	BBQ	5/26/2015 3:46 PM
154	I liked the hamburgers/hot dogs!	5/26/2015 3:45 PM
155	BBQ	5/26/2015 3:44 PM
156	Grilled chicken, salads, and fruit to support a healthy campus!	5/26/2015 3:44 PM
157	barbeque	5/26/2015 3:44 PM
158	bbq	5/26/2015 3:43 PM
159	More salads	5/26/2015 3:43 PM
160	I enjoyed what I had. Perhaps some fruit in place of the cookies	5/26/2015 3:41 PM
161	Taco bar!	5/26/2015 3:41 PM
162	Burgers were fine	5/26/2015 3:41 PM
163	Maybe box lunches might be easier?	5/26/2015 3:41 PM
164	Italian	5/26/2015 3:41 PM
165	something hot, ham and cheese sandwich chips	5/26/2015 3:41 PM
166	BBQ	5/26/2015 3:41 PM
167	The same things or BBQ or Subs.	5/26/2015 3:40 PM
168	Barbecue, grilled chicken	5/26/2015 3:40 PM
169	Anything is fine	5/26/2015 3:40 PM
170	Mexican	5/26/2015 3:40 PM
171	It was delicious	5/26/2015 3:40 PM
172	Hamburgers/Hot dogs nice change from BBQ.	5/26/2015 3:40 PM
173	Sandwiches	5/26/2015 3:40 PM
174	Hot dogs, burgers, and veggie burgers were fine.	5/26/2015 3:40 PM
175	BBQ	5/26/2015 3:40 PM
176	BBQ	5/26/2015 3:40 PM
177	something hot, fresh, and with some flavor	5/26/2015 3:39 PM
178	Burgers and hotdogs are good, but they should have been warmer.	5/26/2015 3:39 PM

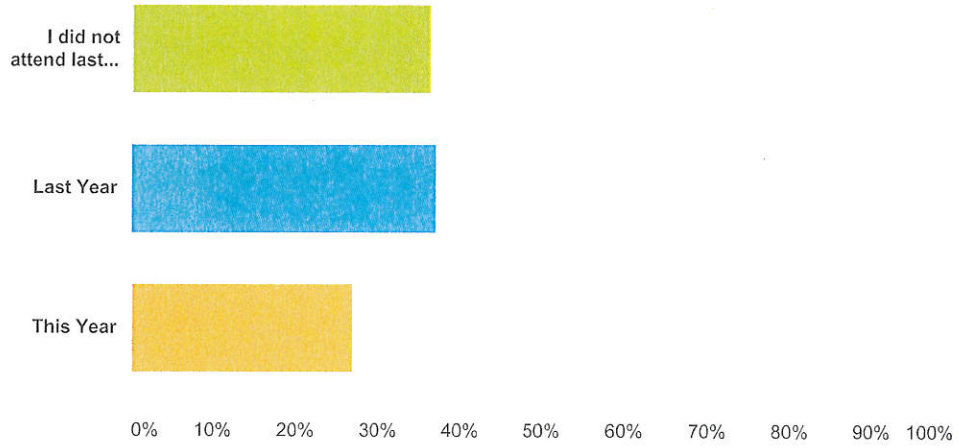
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179	Barbeque sandwiches as have been served in the past.	5/26/2015 3:39 PM
180	BBQ	5/26/2015 3:39 PM
181	BBQ	5/26/2015 3:39 PM
182	BBQ	5/26/2015 3:39 PM
183	brisket	5/26/2015 3:39 PM
184	bar b que	5/26/2015 3:39 PM
185	Italian	5/26/2015 3:38 PM
186	FASTER Food	5/26/2015 3:38 PM
187	more hamberger lines to go quicker	5/26/2015 3:38 PM

Q3 Did you prefer the meal this year or last year?

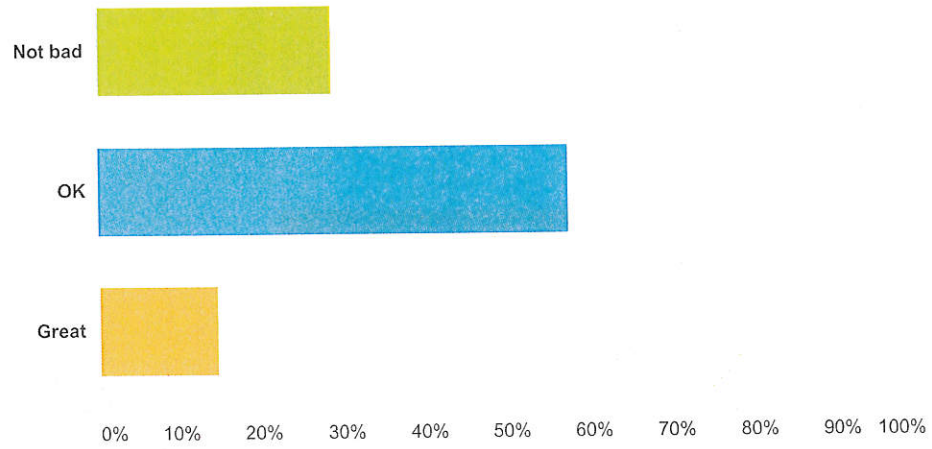
Answered: 224 Skipped: 38



Answer Choices	Responses	
I did not attend last year	36.16%	81
Last Year	37.05%	83
This Year	26.79%	60
Total		224

Q4 How was the meal?

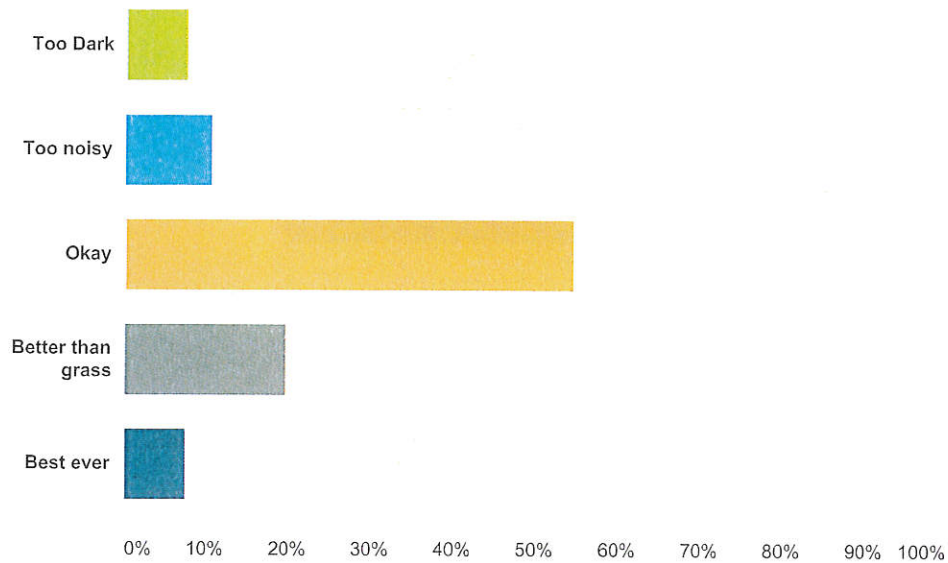
Answered: 222 Skipped: 40



Answer Choices	Responses	
Not bad	28.38%	63
OK	57.21%	127
Great	14.41%	32
Total		222

Q5 How was the location?

Answered: 224 Skipped: 38



Answer Choices	Responses	
Too Dark	7.59%	17
Too noisy	10.71%	24
Okay	54.46%	122
Better than grass	19.64%	44
Best ever	7.59%	17
Total		224

#	Other (please specify)	Date
1	A cold north wind whipping down the "tunnel" made it very uncomfortable.	5/28/2015 10:01 AM
2	Boone Pickens Stadium is perfect for this event!!!	5/27/2015 4:56 PM
3	The location is good because you are out of the sun.	5/27/2015 3:18 PM
4	There was very little space for the entrance and food service areas. It made no sense to come in where ever you wanted and then have to switch lines to get the food you wanted.	5/27/2015 1:44 PM
5	I like the location because it is covered and provides protection from rain or too much heat.	5/27/2015 1:22 PM
6	to dark and cold, because of the weather	5/27/2015 11:42 AM
7	the buffet line set up was terrible making the line miserably long	5/27/2015 10:21 AM
8	cold	5/27/2015 10:11 AM
9	I like having the luncheon at the stadium. A whole lot better than on the lawns.	5/27/2015 9:34 AM
10	Same as last year and I find it good and flat and easy parking there	5/27/2015 9:14 AM

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11	Boone Pickens stadium is convenience, the buffet style to feed the people could have been set up better, for a smoother walk through. No signs or communication on which serving line was either hamburger, hotday, or other. I know we can control the weather, but it was very cold to eat our lunch. Hopefully all will work out.	5/27/2015 8:59 AM
12	It was really cold under the stadium because the wind was blowing. Other than that, the location was fine.	5/27/2015 8:53 AM
13	Location is fine. This year it was chilly. The music is always a little too loud.	5/27/2015 8:24 AM
14	Cold	5/27/2015 8:10 AM
15	Location was great but a different set up would be ideal for the future (food, giveaways).	5/27/2015 8:10 AM
16	Cold	5/27/2015 8:01 AM
17	Dark, noisy, not enough seats,	5/27/2015 7:53 AM
18	could not choose "bad" for previous question	5/27/2015 4:57 AM
19	Except with the temps and dampness it was actually pretty chilly. Had to wear a jacket.	5/26/2015 5:01 PM
20	n/a	5/26/2015 4:49 PM
21	Cold and windy	5/26/2015 4:47 PM
22	Cold	5/26/2015 4:43 PM
23	Seems gloomy	5/26/2015 4:41 PM
24	It was a little chilly but a great location and didn't have to worry about rain or wet ground	5/26/2015 4:28 PM
25	It was a little chilly, but I would take this location over wet grass any day. It's a little noisy in there and hard to hear if someone is trying to announce over the speakers, which apparently is how they were announcing prizes.	5/26/2015 4:28 PM
26	Outdoors is nice, but the weather is too unpredictable in May, so best to keep this indoors.	5/26/2015 4:23 PM
27	Hate having to go to the stadium, too crowded, dark, and stuffy	5/26/2015 4:17 PM
28	First time to attend as a new employee - great setup	5/26/2015 4:15 PM
29	I wasn't there....	5/26/2015 4:14 PM
30	It was not very inviting. Of course, the weather was cooler than anticipated. I would have liked more of an open feel.	5/26/2015 4:12 PM
31	Too cold	5/26/2015 4:09 PM
32	Save stadium location in case of bad weather - otherwise utilize outside locations like the Union Plaza	5/26/2015 4:09 PM
33	Very unpleasant, why not have a picnic outdoors under a tent, or in the student union	5/26/2015 4:06 PM
34	too chilly. Many were commenting on being cold.	5/26/2015 4:00 PM
35	Cold	5/26/2015 3:59 PM
36	Meal was not good, location was ok.	5/26/2015 3:53 PM
37	Last year I took it back to my office. This year I stayed. The weather was perfect for eating outside.	5/26/2015 3:49 PM
38	We actually sat in the stadium and LOVED it! The concourse/entrance area is always too dark and noisy.	5/26/2015 3:47 PM
39	A little breezy, but that couldn't be helped	5/26/2015 3:47 PM
40	Probably same as the last time. Too dark and noisy and crowded and cramped.	5/26/2015 3:46 PM
41	to cold!	5/26/2015 3:46 PM
42	Cold	5/26/2015 3:44 PM
43	Noisy, but much better than wet/muddy grass!	5/26/2015 3:41 PM
44	very noisy	5/26/2015 3:41 PM
45	N/A	5/26/2015 3:40 PM
46	cold	5/26/2015 3:40 PM

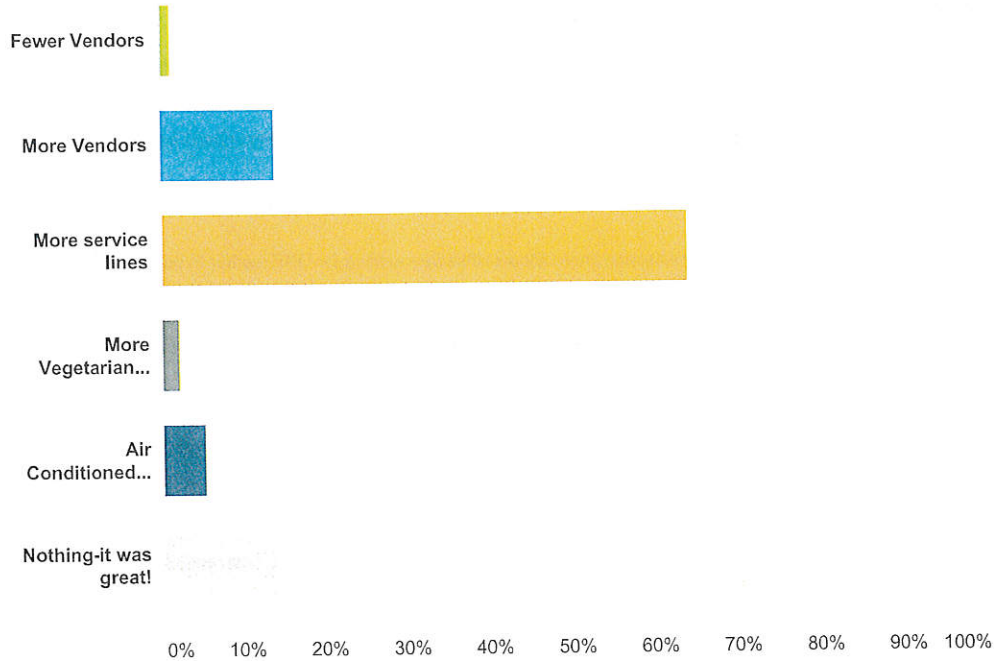
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47	It was VERY cold.	5/26/2015 3:40 PM
48	It was chilly so we sat outside the stadium in the sun	5/26/2015 3:40 PM
49	Great Location	5/26/2015 3:40 PM
50	Windy and cold	5/26/2015 3:39 PM

Q6 What can your SAC do to make the Staff Appreciation Lunch experience better for you?

Answered: 249 Skipped: 13



Answer Choices	Responses	
Fewer Vendors	1.20%	3
More Vendors	14.06%	35
More service lines	63.86%	159
More Vegetarian meals	2.01%	5
Air Conditioned Location	5.22%	13
Nothing-it was great!	13.65%	34
Total		249

#	Other (please specify)	Date
1	not necessary for more lines but better to have a line that serves both hot dogs and hamburgers	5/28/2015 10:31 AM
2	A location that is not so susceptible to weather.	5/28/2015 10:01 AM
3	longer lunch hour Staff being able to attend	5/28/2015 9:35 AM
4	More vendors, more service lines	5/27/2015 5:00 PM
5	Wish the campus could close for the event. Some of us have go to pick up the food and return to cover office. Do not have chance to seat and relax or cruise the vendor stuff.	5/27/2015 3:19 PM
6	Definitely need more food lines.	5/27/2015 3:18 PM

7	A little more food.	5/27/2015 2:35 PM
8	no complaints really.	5/27/2015 1:58 PM
9	This should be a question where I can select as many as apply. There should be more service lines but it would be great if there were more community vendors as well.	5/27/2015 1:44 PM
10	The number of vendors was about right. Have you tried pulling in local businesses like restaurants, artisans and crafters, sports clothing or suppliers, bookstores, etc?	5/27/2015 1:22 PM
11	You asked earlier if I liked the lunch this year or last year better. They were both good.	5/27/2015 12:57 PM
12	Space the vendors out where people can go around and see them all. With the way it was set up if one person stops to ask about something or look at a product the whole line stopped.	5/27/2015 11:56 AM
13	Maybe have a sign directing people to the vegetarian line, so that those selecting that dining option can go right to the table.	5/27/2015 10:57 AM
14	Schedule on another day of the month	5/27/2015 10:28 AM
15	Have all food options available at ALL the serving lines. Allow self serve - waiting for ONE worker to put a hamburger on a bun & having that same person serve the beans on the plate made for a very, very, very, very, very long line! Also, make the condiments grab & go - such as bags of chips instead of standing in line waiting for the person in front of you to dish up chips with a scoop, pick up one slice of cheese, grab 3 pickle slices, etc. For the volume of people, the set up was not made for efficiency at all.	5/27/2015 10:21 AM
16	bigger portions	5/27/2015 10:11 AM
17	Need more lines, we stood in line for 30 minutes, food was extremely cold	5/27/2015 9:41 AM
18	Better quality food and faster service.	5/27/2015 9:38 AM
19	The hamburger line was the most popular so it would have been nice to have another line. Last year there were more service lines and the lines went through quicker and smoother.	5/27/2015 9:34 AM
20	This was the worse that I have attended. The lines way too long and moved very slowly. The food not the best. The people serving not very friendly and rather rude. It seemed to be less vendors than in the past.	5/27/2015 9:27 AM
21	The hamburger buns were cold. It would have been nice to have a can of pop or a bottle of water instead of a cup. Would like more vendors also. The service lines would have been fine if you could go on both sides. The cookies were good.	5/27/2015 9:17 AM
22	better food hamburger was so cold, received to fork full of beans and the potatoes were not cooked all the way, broke fork. This was the second worst one, right behind the one with no condiments and moldy bread	5/27/2015 9:14 AM
23	but it went well	5/27/2015 9:14 AM
24	Better dessert, More Vendors, more service lines especially for the hamburgers	5/27/2015 9:09 AM
25	More Venders, there were no OSU bags, or any bags this year. Better location, inside location if possible, it was cold eating our lunch. The seats are terrible to sit in. More serving lines. More communication on which line is serving what foods. Better drinks, a lot of people don't like lemonade.	5/27/2015 8:59 AM
26	The line for the vendors is always so long. Why don't you set it up so people could go on both sides of the tables for the vendors? There seems to be plenty of room for this setup.	5/27/2015 8:53 AM
27	more vendors	5/27/2015 8:43 AM
28	Let us know about it	5/27/2015 8:26 AM
29	Lines were the longest I've seen them.	5/27/2015 8:13 AM
30	and more service lines	5/27/2015 8:10 AM
31	Such a long line for vendors. More educational vendors maybe from various departments. Involve extension in vendors/booths.	5/27/2015 8:10 AM
32	MORE SERVICE LINES! Especially for what you anticipate to be the more popular food items. I waited in line for 45 minutes before receiving my food. For those who have a strict lunch hour would not have been able to enjoy the lunch.	5/27/2015 8:10 AM
33	My Hot Dog was cold and so was the bun. Did not like the taste of the hot dog	5/27/2015 8:05 AM

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34	More service lines, not having to wait 45 minutes for a meal takes 5 minutes to eat. Larger portions, improved logistical preparation, and more seating.	5/27/2015 7:53 AM
35	Line moved so slow by the time you ate there was no time to walk through the vendor exhibits.	5/27/2015 7:49 AM
36	maybe make more than one line for more popular food. I wanted a hamburger but the line was so long I just went with the short hot dog line.	5/27/2015 7:44 AM
37	In this survey, number 4, add other options for "terrible" and "bad". My choice would have been "bad". Also for number 3, add option "never liked food served at event".	5/27/2015 7:42 AM
38	Can only choose one?? Who set up this survey? You aren't getting accurate information from these answer choices...	5/27/2015 4:57 AM
39	2 hamburger lines	5/26/2015 8:02 PM
40	Make sure the food is hot. Cold burgers are not good. If they are going to let it get cold, have them serve fried chicken.	5/26/2015 7:24 PM
41	I wasn't there. Your Survey has an error	5/26/2015 6:23 PM
42	No vendors Better food More lines Keep all management away. (They ruin everything they touch)	5/26/2015 5:26 PM
43	Definitely needed more service lines, stood in line for 35-40 minutes to be served. I think this is the longest since I've been attending these. People also RSVP'd so knew how many attending but when we went through, there were no chips. Later saw people with chips again.	5/26/2015 5:17 PM
44	You should allow us to choose more than one of the above. More Service lines.	5/26/2015 5:01 PM
45	I appreciate the vendors, but I also feel for them. They are using a lot of the advertising dollars to come to the Picnic, and I don't feel that enough people appreciate what they bring. I've noticed that most of the time, staff don't even visit with the vendors that have come. Most are just going to see what they can pick up for free!!	5/26/2015 4:55 PM
46	n/a	5/26/2015 4:49 PM
47	Keep the hot food hot (burgers and beans were cold)	5/26/2015 4:37 PM
48	I get there late so I appreciate just being able to come in around 1 and get a lunch on my way back to work	5/26/2015 4:35 PM
49	More lines serving food, no long lines.	5/26/2015 4:33 PM
50	not wait in line for 45 minutes.	5/26/2015 4:33 PM
51	I was in line for 45 minutes! By the time I got my food (had to skip the drink line), I had to rush back to my office and didn't get a chance to actually eat it until after 2 PM. It's just not always ok to be away from your desk/office for that long. I didn't get to enjoy the freebies either.	5/26/2015 4:32 PM
52	More time. Our lunch hour does not give us time to eat and go through the lines.	5/26/2015 4:30 PM
53	How come you can only choose one from above?	5/26/2015 4:28 PM
54	The lines this year seemed longer to get through then in the past	5/26/2015 4:24 PM
55	Vendors were confused about set-up time (9am or 10am). Those who were told 9am had the advantage of choosing prime spots. I would NOT recommend pre-assigning vendor tables, but do give everyone the same set-up start time so advantages go to those who arrive at the start of the official vendor set-up time.	5/26/2015 4:23 PM
56	Mark the food choices at the front of the line. it was stated that there were 3 separate (types of food) lines till you got up there. If you did not like it you had to try and switch. Not a very good system.	5/26/2015 4:20 PM
57	Didn't even go through the vendor line because it was so backed up.	5/26/2015 4:19 PM
58	Healthier options for food.	5/26/2015 4:18 PM
59	The location is great, and I enjoyed the photo booth! The food was not very good, and the line was crazy long for hamburgers, so I opted to eat a veggie burger just so I didn't have to wait in line, which was not very appetizing. Having more lines for food would be ideal. The free meal is definitely appreciated, but it just was not very good this year. I have attended the last two years and it has been great!	5/26/2015 4:17 PM
60	The food line bottleneck seemed to be at the sides part. It would be a hassle, but maybe instead of putting everything on one table (hamburgers, beans, salads, lettuce/tomatoes/pickles/onions) maybe it could be separated (two tables of hamburgers and beans as was set up, and four tables of the self-serve items).	5/26/2015 4:17 PM

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61	As my staff go in shifts it is hard to have time to stand in line, get food, eat and have any time to go thru the vendors	5/26/2015 4:17 PM
62	more vendors, more activities, more service lines, better location	5/26/2015 4:16 PM
63	I wasn't there....	5/26/2015 4:14 PM
64	Really yummy lunch. Hard to do with so many to serve, I totally understand.	5/26/2015 4:12 PM
65	A different location may be better. I spent most of my time standing in lines - for food and for vendors.	5/26/2015 4:12 PM
66	If you didn't attend, please skip to 7. But 6 is required! So the answer I gave is irrelevant.	5/26/2015 4:11 PM
67	I did not attend.	5/26/2015 4:11 PM
68	More vendors and service lines	5/26/2015 4:08 PM
69	The line to get in and have hamburgers was ridiculously long. By the time I waited in line over half an hour, I had to wolf down the lukewarm food and hurry back to work. Remember that staff only have one hour for lunch. Many of us have supervisors that are not flexible in that regard. I doubt if I will even go next year. What a waste of time!	5/26/2015 4:06 PM
70	I guess it was great--I wasn't in attendance. However, I have one request for the door prizes. Plants and flats of flowers used to be given as door prizes several years ago. How about going back to that? We are an Ag school, and do have green houses and a great Horticulture department. A small flat of flowers or herbs would be amazing as door prizes.	5/26/2015 4:03 PM
71	Working people need a meal not a snack.	5/26/2015 4:02 PM
72	The line for food was way too long. I was handed a hamburger while standing in line and held onto it for 10 minutes before could even get to the condiment table. Needless to say, the burger was COLD!!	5/26/2015 4:01 PM
73	I preferred having the cans of soda and bottled water than having the little cups of tea or lemonade.	5/26/2015 3:59 PM
74	We need more food lines and more vendors. This was not a good experience.	5/26/2015 3:53 PM
75	I would really like to see diet dr pepper there.	5/26/2015 3:53 PM
76	"Vendors" so they can try to sell us things we don't really want and ply us with cheap stuff. Right. Maybe it needs more things like amusement park rides like taking us all to Frontier City or something, instead of getting jammed in like cattle and then sold stuff.	5/26/2015 3:46 PM
77	More Vendors More Service Lines	5/26/2015 3:46 PM
78	Needed at least 3 more lines to accommodate the crowd, like last year.	5/26/2015 3:46 PM
79	The hamburger I ate was very cold when it was served to me, it also was not cooked all the way through. The lines were so long that it took 45 minutes from the time that I got in line to the time I had my food. As an hourly employee with only one hour for lunch, that is really difficult. Luckily, I was able to microwave my burger when I got back to my office.	5/26/2015 3:45 PM
80	Better food. #4 didn't give the option of not good at all.	5/26/2015 3:44 PM
81	none	5/26/2015 3:43 PM
82	We were quite near the front of the line when we arrived but probably took another 30-45 minutes before we got into the stadium. Being able to go down a table both sides would be more helpful. Or more tables setup.	5/26/2015 3:41 PM
83	the meal would have been nice, it it could have been hot when i received it.	5/26/2015 3:41 PM
84	N/A	5/26/2015 3:40 PM
85	Better food. Question 4 does not give an option for sub-par food, which is what was served to us. I gave it a not bad, but it was below that.	5/26/2015 3:40 PM
86	More serving lines. Also, better configuration to view vendors as only one line took forever to see them. It is awkward as there were a couple that I was interested in but didn't feel I could 'cut' in line to see them.	5/26/2015 3:40 PM
87	The lines were long but what do you expect when you are feeding 2,000 people!	5/26/2015 3:40 PM
88	service was slow, by the time we got there, the food was cold	5/26/2015 3:39 PM

Q7 If you did NOT attend the Staff Appreciation lunch, what is your reason for not attending?

Answered: 35 Skipped: 227

#	Responses	Date
1	I had planned to attend but was home ill that day.	5/28/2015 11:45 AM
2	Bad timing	5/27/2015 2:06 PM
3	NA	5/27/2015 1:41 PM
4	On years that I did not attend it was because I was out of town.	5/27/2015 1:22 PM
5	I was able to attend, however I know that only 3 others in my college able to attend. Bosses/supervisors won't allow additional time to attend. Typical response is "Certainly, attend as long as back in one hour" (normal allotted time for lunch). In my opinion since this is Staff Appreciation, then staff should be given time to drive over,park, eat.	5/27/2015 10:46 AM
6	Conflicting schedule, bad weather	5/27/2015 10:30 AM
7	I had a professional association meeting that afternoon (the association meets every third Thursday of the month each month)	5/27/2015 10:28 AM
8	N/A	5/27/2015 9:09 AM
9	didn't get notice until afterward	5/27/2015 8:26 AM
10	Not enough time.	5/27/2015 8:19 AM
11	Too busy at work	5/27/2015 6:50 AM
12	The lines were too long	5/27/2015 6:07 AM
13	Because I had to work through Lunch #RESLIFEPROBS	5/26/2015 6:23 PM
14	Previous experiences were not worth the time. It seems like high school, but not as enjoyable.	5/26/2015 5:29 PM
15	Last few years have been lame and not worth going to. BAD FOOD and even worse people.	5/26/2015 5:26 PM
16	Schedule conflict. Also not on main campus and parking is a pain.	5/26/2015 4:49 PM
17	I was not in town for it.	5/26/2015 4:44 PM
18	n/a	5/26/2015 4:33 PM
19	N/A	5/26/2015 4:26 PM
20	I couldn't get there before 1:30 PM.	5/26/2015 4:15 PM
21	a. Sub Par Food in past events. b. Hard to get to venue from my office. c. Forgot about it until the day - So. Many. Emails. I. Don't. Read. Them.	5/26/2015 4:14 PM
22	Lunch in past has been so-so. Had deadlines to work on here in the office.	5/26/2015 4:12 PM
23	Location, not enough time for a 30 minute lunch	5/26/2015 4:11 PM
24	I do not do well in large echoey spaces with enormous groups of people. Our department is kind enough to take the opportunity to treat us to lunch at a quiet restaurant instead, as I am not the only staff member in our department with this issue.	5/26/2015 4:11 PM
25	Working for catering	5/26/2015 4:04 PM
26	Vacation, and not in town.	5/26/2015 4:03 PM
27	Husband ill. needs liver transplant. so we were at the hospital	5/26/2015 3:59 PM

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28	n/a	5/26/2015 3:48 PM
29	I began working for OSU on 5/18 and did not know anything about it.	5/26/2015 3:47 PM
30	did not eat.	5/26/2015 3:47 PM
31	Stopped being worth the trouble. Seeing a vegetarian line that served beans with PORK in them was enough to say "no more". That, and being there for the sole purpose of exposing us to vendors that hand out trinkets or mine us for personal data.	5/26/2015 3:46 PM
32	I didn't know about it	5/26/2015 3:44 PM
33	na	5/26/2015 3:43 PM
34	Too small of portions of food. I once asked for an extra roll and was promptly told NO, I'm not appreciated enough for an extra roll I guess	5/26/2015 3:41 PM
35	Just not something I enjoy doing and was busy with my job.	5/26/2015 3:40 PM

Q8 Is there anything else you would like to share with the Staff Advisory Council?

Answered: 103 Skipped: 159

#	Responses	Date
1	Not at this time.	5/28/2015 11:45 AM
2	The lines for the different foods were very confusing. It would be more useful to have people enter through different gates depending on what type of food they want.	5/28/2015 11:19 AM
3	thanks for all you do	5/28/2015 10:31 AM
4	Movement of the food lines would be helped if there were more lines and if the lines were doubled sided.	5/28/2015 10:25 AM
5	Great Job! Loved the photo lab!	5/28/2015 9:35 AM
6	Thank you for providing a nice lunch, good music, lots of informational vendors & fun freebies. You guys did a great job!!!	5/27/2015 4:56 PM
7	The photo booth was great! I had the burger and it was a little on the cold side. There were plenty of sides. That was nice. Would like to see soda return. The beverage cups were too small and had to return a couple of times for more.	5/27/2015 4:14 PM
8	I appreciate what you do and pleasing everyone is impossible.	5/27/2015 3:18 PM
9	Not to have people serving the food ,walk thru the waiting line's. Set up was'nt good.	5/27/2015 2:35 PM
10	I don't know who was in charge of setting up the food, but the lines were horrendous. Last year, we were able to walk right up, serve ourselves and move on. The service set up this year was terrible.	5/27/2015 1:44 PM
11	No	5/27/2015 1:41 PM
12	OSU claims to be the healthiest campus, you could build on that idea and incorporate related activities: a 3-mile walk on campus; volleyball, badminton or basketball "tournaments," to name a few. I realize these kinds of activities would require more time than a lunch hour allows and that upper administration would have to approve. The purpose of adding activities would be to continue promoting the good will that SAC has established and to build on the healthiest campus theme.	5/27/2015 1:22 PM
13	No.	5/27/2015 1:04 PM
14	Great job, I have enjoyed the lunch the past two years that I have attended.	5/27/2015 12:04 PM
15	Thank you for all the time and work put in to the event.	5/27/2015 11:56 AM
16	loved the picture booth	5/27/2015 11:42 AM
17	Thank you so much for this morale boosting, thoughtful, fun and community-building event! It is much appreciated.	5/27/2015 10:57 AM
18	Nothing related to Staff Appre. Day. But would like to thank you for having our back on issues around OSU that effect us.	5/27/2015 10:46 AM
19	no	5/27/2015 9:29 AM
20	The burgers were cold. The warming dishes were not keeping them not.	5/27/2015 9:24 AM
21	It was better last year. I would appreciate it if Pistol Pete would not shoot his gun in there; way too loud in an enclosed space. And I do not appreciate that the response options to Q4 were only "not bad, OK, and great". The meal was horrible. We waited forever and then were told there were 3 separate lines. So to get in the line for the food we wanted we had to merge with another line, that was awkward. Then they started handing out plates with burgers on them and yelled at us to get in the vegetarian line for condiments, just as more people arrived to actually get a vegetarian option and got mad at us because we were "cutting". So back to the burger line to wait some more. When I finally got to the condiments I was rushed along. Finally got to sit down to my cold burger on a hard bun. I didn't feel appreciated at all.	5/27/2015 9:16 AM

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22	do not feel appreciation with bad food.	5/27/2015 9:14 AM
23	I enjoy it every year and the service is always great	5/27/2015 9:14 AM
24	Great Job!!! Thanks!	5/27/2015 9:09 AM
25	I know i said a lot about our Staff Appreciation Luncheon. I do want to say "Thank You" for all the time work that was put into the luncheon.,	5/27/2015 8:59 AM
26	Thank you for this event!	5/27/2015 8:53 AM
27	Thank You to Staff Advisory Council for all your hard work. I enjoy going to the Staff Appreciation lunch.	5/27/2015 8:43 AM
28	yes please let everyone know	5/27/2015 8:26 AM
29	Thanks for doing this every year for us. It is always enjoyable. I'm sure it requires a lot of work and effort from the SAC. We appreciate you!	5/27/2015 8:24 AM
30	Someone started handing out hamburgers in the lines in an attempt to speed things up. This did not make things any faster, only gave people cold hamburgers by the time they were through the line. I like the idea of the picnic lunch, nothing elaborate is needed in my opinion, the get together over lunch and the vendors make for a fun time.	5/27/2015 8:21 AM
31	Thank you for putting on this event!	5/27/2015 8:13 AM
32	a clarification on if we are to clock out or not for this event	5/27/2015 8:10 AM
33	Why was the water not set up with the lemonade and tea? It was behind a pillar and we did not notice it until after our meal. Also, it was not taken out of the cases so there were some spills trying to get it out. It seemed like an afterthought.	5/27/2015 8:10 AM
34	I have several food allergies and was not able to eat. I had to select that meal was not bad because there wasn't any other option.	5/27/2015 8:01 AM
35	I did not get to have lunch and see the vendors in my lunch hour. Even if I was served lunch in under 30 minutes, there was an actual line to pass through the vendors instead of being able to walk up to the vendor I wanted to visit. This was the first staff appreciation lunch I've attended, so I'm not sure if it's customary to have one long line parade by the vendors.	5/27/2015 8:00 AM
36	I think they do a great job!	5/27/2015 8:00 AM
37	Not very good this year. Better coordination and planning suggested in the future.	5/27/2015 7:53 AM
38	On a positive note the staff working were very friendly and helpful pointing people to the other lines. Should have had three gates open one for each menu choice and maybe even two lines for the non vegetarian things would have moved a lot faster.	5/27/2015 7:49 AM
39	Thank You for what you do!	5/27/2015 7:44 AM
40	Please do not make attendees print out the tickets if you don't check it on the lines. I just wasted good paper.	5/27/2015 7:42 AM
41	We are cooped up in our offices all day. I think the stadium is dark and dreary even on a sunny day. Personally, I like being out on the lawn. At the stadium, you wait in terrible lines for food and vendors. I have not really enjoyed our picnic since we moved it to the stadium.	5/27/2015 7:41 AM
42	Great Job! I enjoyed it! Thank you!	5/27/2015 7:35 AM
43	Thank you for having it! We appreciate your hard work.	5/27/2015 7:14 AM
44	They should allow us to stay clocked in for the lunch	5/27/2015 6:07 AM
45	Make your survey worth doing by allowing respondents a chane to answer honestly.	5/27/2015 4:57 AM
46	I was disappointed with the vendors.	5/26/2015 7:24 PM
47	Nope	5/26/2015 6:23 PM
48	Could not understand announcer calling names for prizes. Vendors were out of the way, which was nice. The photo booth was great fun!	5/26/2015 5:37 PM
49	I think having different food trucks would be great as suggested in box above. Would give people opportunity to perhaps try new food and supports the local community food trucks.	5/26/2015 5:17 PM

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50	This was a little disappointing. Has been better in the past.	5/26/2015 5:01 PM
51	If you design a survey that says to skip to question 7 if you answer "no" to question 1, you probably shouldn't require an answer to question 6.	5/26/2015 4:49 PM
52	I appreciate your service. The lines were extremely long for hamburgers. I prefer where they have multiple tables with the same food items.	5/26/2015 4:45 PM
53	The lines were too long and the food wasn't very warm!	5/26/2015 4:43 PM
54	I was one of the first 30 served and the food was already cold.	5/26/2015 4:41 PM
55	More lines for the hamburgers. I wanted a hamburger but the line was too long, so opted for a hot dog that I did enjoy. I like the new potato salad very much, but the potatoes needed to be smaller wedges.	5/26/2015 4:41 PM
56	have more lines for food so it moves faster	5/26/2015 4:33 PM
57	I was a great event. It had been several years since I had attended the Staff Appreciation Day event and look forward to attend again. In the past they had ran out of food and where the vendors were located it was very crowded. I stopped going, but this year it was a great change.	5/26/2015 4:28 PM
58	There needs to be several lines for the food. I waited 40 minutes for a hamburger. It was not that good for that long of a wait. At the very end of my wait, they finally figured out that they could put some beef burgers in the same line with the veggie burgers and that would help the line out. Also, I hear you gave away some prizes that were really old, like a 2011 media guide??? What? Really?	5/26/2015 4:28 PM
59	Great Job!	5/26/2015 4:26 PM
60	I liked the tubs of water bottles and drinks better last year	5/26/2015 4:24 PM
61	This picnic is a very nice event for staff. SAC onsite volunteers were helpful. This year, I think the photo booth was the most popular attraction. The food was good and it was great to visit with so many staff.	5/26/2015 4:23 PM
62	I appreciate your service.	5/26/2015 4:19 PM
63	I had a good time!	5/26/2015 4:18 PM
64	This survey was very poorly put together which made answering incredibly frustrating. Choices were limited and a little ridiculous. For food, what does "not bad" even mean? Is that better or worse than "OK?" And "Best ever" for location? In the future it would be better to make the scales closer to a true Likert scale (1-5). You will get much better data and it will be much less frustrating for those of us who take time to answer. Thank you!	5/26/2015 4:17 PM
65	Can't think of anything. I won a raffle drawing so I was thrilled!	5/26/2015 4:17 PM
66	I appreciate the effort you put into planning this event. Just wish everyone was able to enjoy it.	5/26/2015 4:17 PM
67	This celebration day wasn't much of a celebration. It did not make me feel appreciated.	5/26/2015 4:16 PM
68	Faster lines more give aways	5/26/2015 4:15 PM
69	Great job - thanks for providing an outing for lunch. This was a very nice event.	5/26/2015 4:15 PM
70	Quit making all the questions required when you told me to skip 2-6	5/26/2015 4:14 PM
71	I appreciate all the work you do and feel well-represented. Oh, and the survey told me to go to question #7, but now it requires me to answer #6 before it will let me out. NOW it requires that I pick one of the choices, I cannot merely write in "Other" to get out. So I'm picking an answer in 6 which is not pertinent.	5/26/2015 4:12 PM
72	Having Pistol Pete and the President and First Lady were fine, but I was frankly disappointed. I did not feel particularly appreciated. I felt like a part of the herd being funneled through. Make it more lively with lawn games. Give it more of a carnival feel.	5/26/2015 4:12 PM
73	I appreciate all you do, and I understand that many staff members enjoy the large gathering. I hope this didn't come across as critical. I know it's a daunting task to create a treat for such a varied group.	5/26/2015 4:11 PM
74	No	5/26/2015 4:06 PM
75	Need more serving lines	5/26/2015 4:04 PM
76	Worst lines in fifteen years.	5/26/2015 4:02 PM

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77	This picnic is planned EVERY YEAR. Setting up a single table for each food choice (ie: hamburger, hot dog) is Terrible planning, knowing how many people turn out for this event.	5/26/2015 4:01 PM
78	I really enjoyed the photo booth.	5/26/2015 3:59 PM
79	This was the worst one I have ever attended. We did not get the "appreciated" feeling with the crappy food and not hardly any vendors.	5/26/2015 3:53 PM
80	Thank you!	5/26/2015 3:49 PM
81	Nope. It was great.	5/26/2015 3:48 PM
82	The prizes this year were too few and not very good.	5/26/2015 3:47 PM
83	My coworkers and I really enjoyed sitting in the stadium seats (and we wondered if others knew they could do this). We got a picture with Pistol Pete and it's posted in our office. More people might come if they knew they could have a burger in the stadium for free! Also: Great job! Always enjoy this event!	5/26/2015 3:47 PM
84	It would be cool if next year there were food trucks from the town. Each attendee could be given a ticket and you could use the ticket for food at one of the food trucks. Then there could be a dessert table set up by the SAC	5/26/2015 3:47 PM
85	Fix your survey. It made me answer questions 2-6 despite my answer to #1 saying I should skip to #7. Great job.	5/26/2015 3:46 PM
86	Go back to Freddy Paul's as the caterer...I much preferred the year before last...the food was cold and blah and the lines were super long this year.	5/26/2015 3:46 PM
87	The photo booth was great.	5/26/2015 3:46 PM
88	Thank you for the free lunch and your hard work!	5/26/2015 3:44 PM
89	no	5/26/2015 3:44 PM
90	Maybe you should work with OSU Communications on getting it in the Headlines emails and also on the University calendar.	5/26/2015 3:44 PM
91	na	5/26/2015 3:43 PM
92	I did not go, nor ever will	5/26/2015 3:41 PM
93	Thanks for all YOUR hard work!	5/26/2015 3:41 PM
94	Due to the lack of service lines; it took a good 30 minutes before I ever got seated. In the future it would be helpful if more service lines were open.	5/26/2015 3:41 PM
95	Please evaluate planning for food. The lines were horribly long compared to last year. It was a result of assumptions that there would be an equal demand for each food item.	5/26/2015 3:41 PM
96	I would prefer the money go towards salaries.	5/26/2015 3:40 PM
97	the wait to get our food was to way long.	5/26/2015 3:40 PM
98	Have more lines, better food options. Did not make us feel very appreciated.	5/26/2015 3:40 PM
99	Lines seemed slow this year.	5/26/2015 3:40 PM
100	If we are America's Healthiest Campus, I would like to have Administration's support to be able to exercise during work hours (within reason).	5/26/2015 3:40 PM
101	Close campus for the two hours given for the event. If you work hourly you are only allowed a one hour lunch. I would prefer not to spend 45 minutes of that time standing in line waiting (wasting my time).	5/26/2015 3:40 PM
102	I thought it was great and the food was amazing compared to years past.	5/26/2015 3:40 PM
103	You did a great job pulling that off. It was a big task. Thank you.	5/26/2015 3:39 PM