

Staff Advisory Council

OSU STAFF ADVISORY COUNCIL MINUTES

September 10, 2014 – 412 SU

Guests: Dr. Lee Bird, VP of Student Affairs; Jamie Payne, Assistant VP of Admin and Finance (HR); Christa Louthan, Holli Bonee, Liz Tarbutton, Jennifer Moody, Shelby Morris, Rindy Cook, Latricia Snider, Joey Keel, Coral White & Lorinda Schrammel, Human Resources; Mary Talley, Dept. of Wellness and Sarah Stacy.

Nathan Moorman, Chair, called the meeting to order at 1:17 pm. The roll call was completed noting that Beth Petrashek had resigned her At Large 2013-16 position. Aaron Moore, Facilities Management, and Michelle Chitwood, Family Resource Center, were appointed and approved as new members for Non-Exempt 2013-16 positions.

Approval of Minutes: The August 6, 2014 minutes were approved as presented.

Approval of Agenda: The agenda was approved as presented.

Guest Speakers:

Dr. Lee Bird, Vice President of Student Affairs, introduced herself to the Council. She noted this is the second largest freshman class as well as the highest overall student population at OSU. The retention rate for freshman and sophomores has increased to 82.3%. Dr. Bird also informed us there will be a Title IX training which is required for all students by October 15, 2014.

Jamie Payne, Assistant VP of Administration and Finance (HR), along with Holli Bonee and Christa Louthan introduced themselves to the Council. They gave a PowerPoint presentation discussing the upcoming changes in employee benefit choices. Everyone will also be receiving new BlueCross insurance cards which should be mailed out around December of this year. They pointed out the employee enrollment will be October 1-31, 2014. This is required from all employees to update/renew benefits.

Treasurer's Report: Donna Whitmore reported the only expenditure was the purchase of notebooks for the Distinguished Service Committee.

Branch Campus Reports

OSU-Tulsa/CHS: Angelyn Holmes – No report.

OSU-OKC: Chris Malcom reported on October 16th they will be celebrating their first event to raise scholarship money for their students, with a goal of \$300,000.

OSU-IT: Kevin Hulett – No report was available

Report of Standing Committees

Rules & Procedures: Melanie Bayles

Melanie gave a report the committee is working on definitions of excused and non-excused absences for attendance for Staff Advisory Council meetings.

Policies, Benefits, and Budget: Meghann O'Harrah

Meghann reported she met with Jamie Payne, HR, regarding gender identity and federal requirements. In the future HR plans to identify FMLA coordinators who would assist with FMLA related procedures. There will also be rewording of the maternity and paternity on policies to fix any confusion. The Staff Survey is being updated to increase the participation rate and will be sent out again. Employee wellness exams will be keeping the same coverage. Title IX will be covering all OSU sponsored events located on and off campus.

Public Relations: Ray Catalino

Ray gave an update on the newsletter that will be going out next week. He also told the members who had not had their picture taken, they could do so after the meeting. The SAC Facebook page was also discussed.

Awards & Recognition: Jennifer Craig

Jennifer reported they have agreed on the marketing pages for catalog. There is a meeting scheduled to start the Catalog training within the month. A DSA update was provided: there have been only a few staff employee applications. Flyers will be put up to make staff aware of the nomination deadline.

Fund Raising (Special Committee): Jovette Dew

Jovette announced the starting of the fall football raffle and gave the packets of tickets to each SAC member to sell. The drawing will be held October 10th.

Report of University Committees

Faculty Council Report: Melanie Bayles and Darlene Croci

August Meeting: Melanie informed the council that Curtis Mason, Director of Trademark and Licensing, encouraged people to check the marketing’s website for approved logos. Faculty Council discussed a new law that was passed and signed that will take effect in April. This law approves Military Leave of Absence Policies and Procedures that are to be put in place for students.

September Meeting: Darlene reported Physical Plant showed a presentation on the Work Order System related to Next Level. Changes will take effect January, 2015. The Faculty Council approved the recommendation for the Academic Integrity Policy. The Long-Range Planning and Information Technology Standing Committee will continue looking into revising the IT policies. Graduate Council discussed the ITA policy. Undergrad Services would like to give an award for excellent library skills. They will implement workshops in order to prepare and apply for the award.

Department of Wellness: Mary Talley, Manager, Wellness Center, went over the Wellness handout (attached). She pointed out the Wellness Wednesday deadline has been extended to September 12th at noon. She introduced the Colorful Choice Challenge. It is to encourage individuals to eat more fruits and vegetables. There is also the Live Active Challenge, which is a campus-wide physical activity challenge. This year OSU will be challenging Baylor University. Cowboy Cooking School is full. There will be a post card sent out with information on the Wellness Walk for United Way. The walk will be October 9th and the cost to participate is \$15.

Officer’s Reports

Secretary’s Report: Mickey Gregg – No report.

Vice Chair’s Report: Sue Goad noted the DSA committee had a meeting August 12th. The nomination announcement went out to Staff in August and the nomination process will take place this fall. Sue also gave an update on the Catalog Implementation Meeting. The next meeting to finalize implementation plans and train on how software works will be in a couple weeks. We need to include the Faculty Council List Serve with a DSA information email as well.

Chair’s Report: Nathan Moorman – No report.

Unfinished Business – None

New Business:

Melanie Bayles reported the Alumni Association is organizing a faculty and staff chapter on campus. The first meeting is this Thursday, September 11th.

Announcements

The next meeting will be the October 8 @ 1:15 pm in 412SU-Council Room.

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

The Department of Wellness

Wellness Wednesday Luncheon

Pet Health-

with Dr. Lara Sypniewski and Pete's Pet Posse
Sept. 17, noon - 12:50 pm, Seretean
Wellness Center
Free (no shows will be billed \$10)*



Yoga in the Garden

Every Thursday-
Sept. 4 - Oct. 30
OSU Botanic Gardens
5:45 - 6:45 pm

Hobby Classes

Fly Fishing 101-

Classroom Session starts Sept. 18,
5:30-7:30 pm.
Series includes classroom session and 2-1
hour private casting lessons at Boomer Lake.

\$45

Beginner Tennis Classes-

Mondays & Wednesdays, Sept. 22 - Oct. 15
5:30 or 6:45 pm

\$35

Wildlife Photography Classes-

Sept. 23 & 25, Camp Redlands, 5:30 - 6:30 pm
\$10



Colorful Choices

Eat Your Fruits & Veggies-

Adopt lasting and healthy eating habits in this
fun online program for OSU employees.
Registration opens August 25, program begins
Sept. 8 - Nov. 2
okstate.colorfulchoices.com

Veggie Cooking Classes-

Free taste testings, but full lunch not provided
Sept. 10, 15, Oct. 1, 8, and 31
12:15 - 12:45 pm
(no shows will be billed \$5)*

Live Active Challenge

Let's get moving Cowboys and compete
against Baylor in this 8 week
Live Active challenge.

Sept. 22 - Nov. 14

To register visit:

[https://wellness.okstate.edu/fitness/
live-active-challenge](https://wellness.okstate.edu/fitness/live-active-challenge)

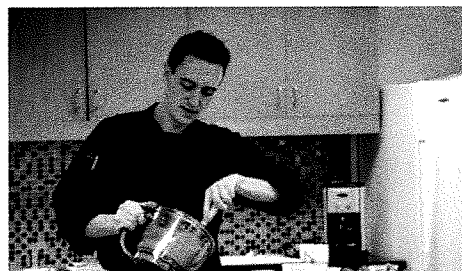


Cowboy Cooking School

With Kyle Hennessey-

Sept. 18, noon - 1 pm,
Seretean Wellness Center
\$20

(includes cooking demonstration, sampling
menu items and recipes)



Phone 405-744-WELL (9355)

Web wellness.okstate.edu

Email wellness@okstate.edu

Facebook.com/OSUWELL

Twitter @OSUWELL

Instagram @OSUWELL

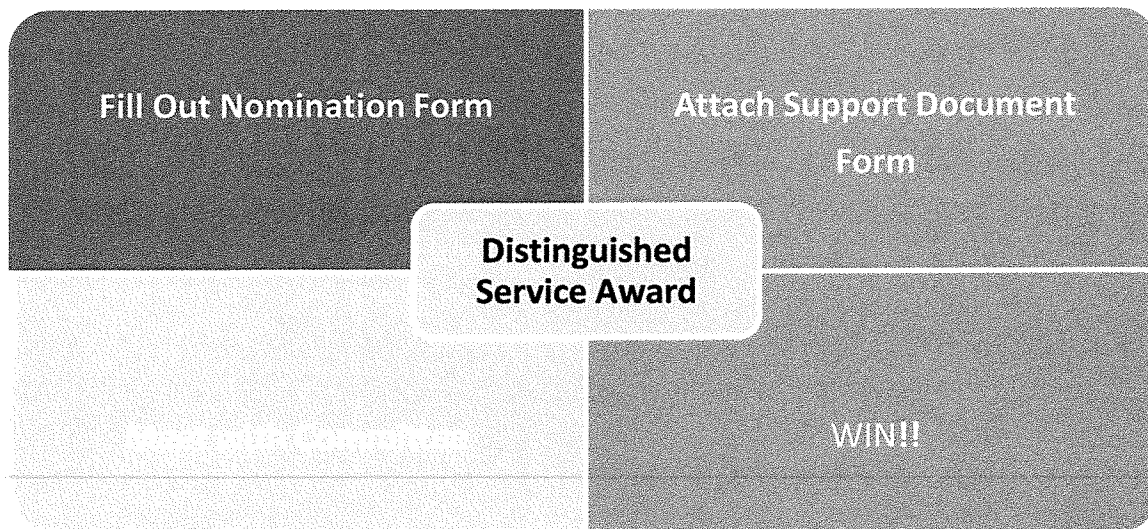


"The council that's working for you."

Call for Nominations – Staff Advisory Council Distinguished Service Award

The winners will be announced and presented with a plaque and monetary award at the Staff Development Day in the Spring.

Annually, the OSU Staff Advisory Council (SAC) recognizes outstanding contributions of OSU staff members by a Distinguished Service Award selection process. OSU's support staff provides an invaluable service to the University and its community. The SAC would like to recognize those contributions. Any employee may nominate a staff member from any department/unit. Each winning recipient and finalist will receive an engraved plaque or glass star and a monetary award based on their awarded categories.



NOMINATION PROCESS

- Nomination will be accepted through September 26, 2014.
- Nomination shall be submitted to the Vice Chair of the Staff Advisory Council, campus mail 325A Willard Hall.
- Nomination submissions must include one (1) nomination form and three (3) supporting document forms.
- Qualified nominees will be contacted for an informal meeting with the selection committee.

Winners will be selected by a committee chaired by the Staff Advisory Council Vice-Chair and composed of representatives from each of the SAC permanent committees. Decisions of the respective committee will be final.

The OSU Staff Advisory Council presents...
YOUR CHANCE TO WIN

THE ULTIMATE GAMEDAY EXPERIENCE HOMECOMING RAFFLE



Winner will receive

4 Football Tickets to the Homecoming Game

Donated by the President's Office

October 25, 2014

OSU vs West Virginia



**\$100.00 Gift
Certificate from
The Ranchers Club**



**Winner will
also receive a gift
basket of surprises.**



Raffle Tickets will be available from any Staff Advisory Council Member until October 10th. For a list of members visit: <http://sac.okstate.edu>