



"The council that's working for you."

Staff ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES

November 12, 2014 – 412 SU

Guests: David Henneberry, Associate VP of International Studies and Outreach; Rick Krysiak, Chief Facility Officer; Mike Buchert, Director of Long Range; Lorinda Schrammel, Human Resources; Daniel Alexander, Physical Plant; Paula Kendrick, CEAT; Jana Phillips, Long Range; Mary Talley, Dept. of Wellness and Sarah Stacy.

Nathan Moorman, Chair, called the meeting to order at 1:14 pm. The roll call was completed noting that Kathie Tanner has resigned her Exempt 2012-2015 position.

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

Approval of Agenda: The agenda was approved as presented.

Guest Speakers:

Mike Buchert, Director of Long Range Facilities Planning, introduced himself to the Council. Mr. Buchert gave a PowerPoint Presentation over various developments being made on our OSU campuses. A few examples of the many construction projects include a new Information Technology Building along with a Performing Arts Center and University Commons Residential Hall. (See Presentation Attached)

Rick Krysiak, Chief Facility Officer, introduced himself to the Council. Mr. Krysiak gave a PowerPoint Presentation over the new Next Level project which will take effect toward the beginning of 2015. This project will increase the quality and efficiency of our overall campus. (See Presentation Attached)

Dr. David Henneberry, Associate VP of International Studies and Outreach, introduced himself to the Council. Dr. Henneberry gave an overview of the international short and long term study abroad opportunities on campus. He informed the Council there will be a new software program called StudioAbroad. This is a plug-in to Banner to help OSU keep track of the various study abroad programs being offered. The software will also help record the students involved in the international studies courses. He also noted the English Language Institution will be expanding in order to increase the amount of students able to receive the ELL's services.

Treasurer's Report: Donna Whitmore

Donna noted she sent out an email showing reports on the SAC account funds. She reported a total of \$1,154 has been deposited from the recent fundraiser.

Branch Campus Reports

OSU-Tulsa/CHS: No report.

OSU-OKC: Chris Malcom

Chris reported their first fundraiser was a success and they were able to meet their goal of \$300,000. She also noted they are partnering with OSU to begin another transfer program for students who want to enroll in the Bachelor's of Nursing Science program.

OSU-IT: Claudette Butcher

Claudette gave a report on the Women in Technology event that took place November 7th and also informed the Council of the latest Veteran's Day Celebration OSU-IT is hosting.

Report of Standing Committees

Rules & Procedures: Melanie Bayles - No report.

Policies, Benefits, and Budget: Meghann O'Harrah

Meghann reported they are continuing to address the current pay issues as well as tuition for dependents. She is working on partnering with Faculty Council to address the tuition benefits for employees.

Public Relations: Ray Catalino

Ray gave an update on the creation of the new SAC Facebook page as well as the SAC website. The Facebook page is ready to be presented but is waiting on approvals (Draft-attached).

Awards & Recognition: Jennifer Craig

Jennifer noted the MTM catalog system is up and running. She also reported the Staff picnic invitations have already been sent out and the event will take place Thursday, May 21st at the Boone Pickens Stadium.

Fund Raising (Special Committee): Jovette Dew

Jovette announced the winners of the recent raffle. She also reported the Harvest II Fundraiser was a huge success, with a total of 10 departments participating. Information Technology came in first place with donating the most food and earned 2,379 points. The Wellness Department came in second place with 2,172 points.

Report of University Committees

Faculty Council Report: Melanie Bayles

Melanie reported that during the October meeting Faculty Council discussed ethnicity and diversity on campus. She noted the Alumni Association has a new "Tradition Keepers" program that will be for OSU students and potentially faculty and staff. This will be a booklet with information of the different things to do on campus while visiting OSU. They also plan to develop an App to help make the program more accessible. Melanie had nothing to report regarding the November meeting.

Department of Wellness: Mary Talley, Manager, Wellness Center, went over the Wellness handout (Attached).

Officer's Reports

Secretary's Report: Mickey Gregg – No report.

Vice Chair's Report: Sue Goad

Sue noted the DSA committee met and selected who will receive the Distinguished Service Award and the announcement will be made at Staff Development Day.

Chair's Report: Nathan Moorman

Nathan reported the University Awards Convocation is Tuesday, November 18th from 3:30-5:00. He noted VP Weaver was impressed with the Fundraiser Committee. Nathan also mentioned possibly making it a standing committee in the future.

Unfinished Business – None

New Business: - None

Announcements - The next meeting will be the December 10 @ 1:15 pm in 412SU-Council Room.

The meeting was adjourned at 3:09 pm.

Respectfully submitted,

Mickey Gregg

Staff Advisory Council 2014-15

ATTENDANCE REPORT

		J	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
		U	U	U	E	C	O	E	A	E	A	P	A	U	ABSENCES
		N	L	G	P	T	V	C	N	B	R	R	Y	N	
EXEMPT															
1	Andy Adsit	X	A	A	X	X	X								2
2	Kathie Tanner	X	X	X	A	A	X	Resigned 11/14							2
3	Sherry Stanley	X	X	X	X	X	A								1
4	Melanie Bayles	X	X	X	X	X	X								
5	John Stephens	X	X	X	A	X	X								1
6	Ray Catalino	X	X	X	X	A	X								1
7	Terrin Williams	X	X	X	X	A	X								1
8	Jim Gardner	X	X	X	X	Resigned 9/14									
	VACANT					-	-								
9	Margaret Denzler	X	X	A	X	X	A								2
NON-EXEMPT															
10	Darlene Croci	X	X	X	X	X	X								
11	Teresa Duston	X	X	X	X	X	X								
12	Meghann O'Harrah	X	X	X	X	X	X								
13	Shelley Potter	X	A	A	X	X	X								2
14	Emily Snow	A	A	Resigned 8/14											2
	Michelle Chitwood	-	-	-	X	X	X								
15	Aaron Moore	-	-	-	X	X	X								
16	Nathan Moorman	X	X	X	X	X	X								
17	Donna Whitmore	A	X	X	X	A	X								2
18	Jennifer Craig	X	A	X	X	X	X								1
AT-LARGE															
19	Mickey Gregg	X	X	X	X	X	X								
20	Sue Goad	X	A	X	X	X	X								1
21	Stephen Meyer	X	A	X	X	X	X								1
22	Matt Davis	A	Resigned 7/14												1
	Josh Barnard	-	X	X	X	X	X								
23	Shelby Sanders	A	X	X	X	X	X								1
24	Beth Petrashek	X	X	A	X	Resigned 9/14									1
	Joseph Dunnigan	-	-	-	-	X	A								1
25	Victoria Windiate	X	X	X	X	X	X								
26	Jovette Dew	X	X	X	X	X	X								
27	Toby Tucker	X	X	X	X	X	X								

OSU Staff Advisory Council
Treasurer's Report
October 31, 2014

SAC MAINTENANCE ACCOUNT

	<u>TOTAL</u>
Balance Forward 7/1/14	\$6,772.17
General Fund Salary	9,300.00
Gen Fund Maint Alloc	<u>41,793.00</u>
TOTAL REVENUES	57,865.17
EXPENSES	
Distinguished Svc Awards	30.03
SAC Shirts	159.81
TOTAL EXPENSES	<u>189.84</u>
ACCOUNT TOTAL	<u><u>\$57,675.33</u></u>

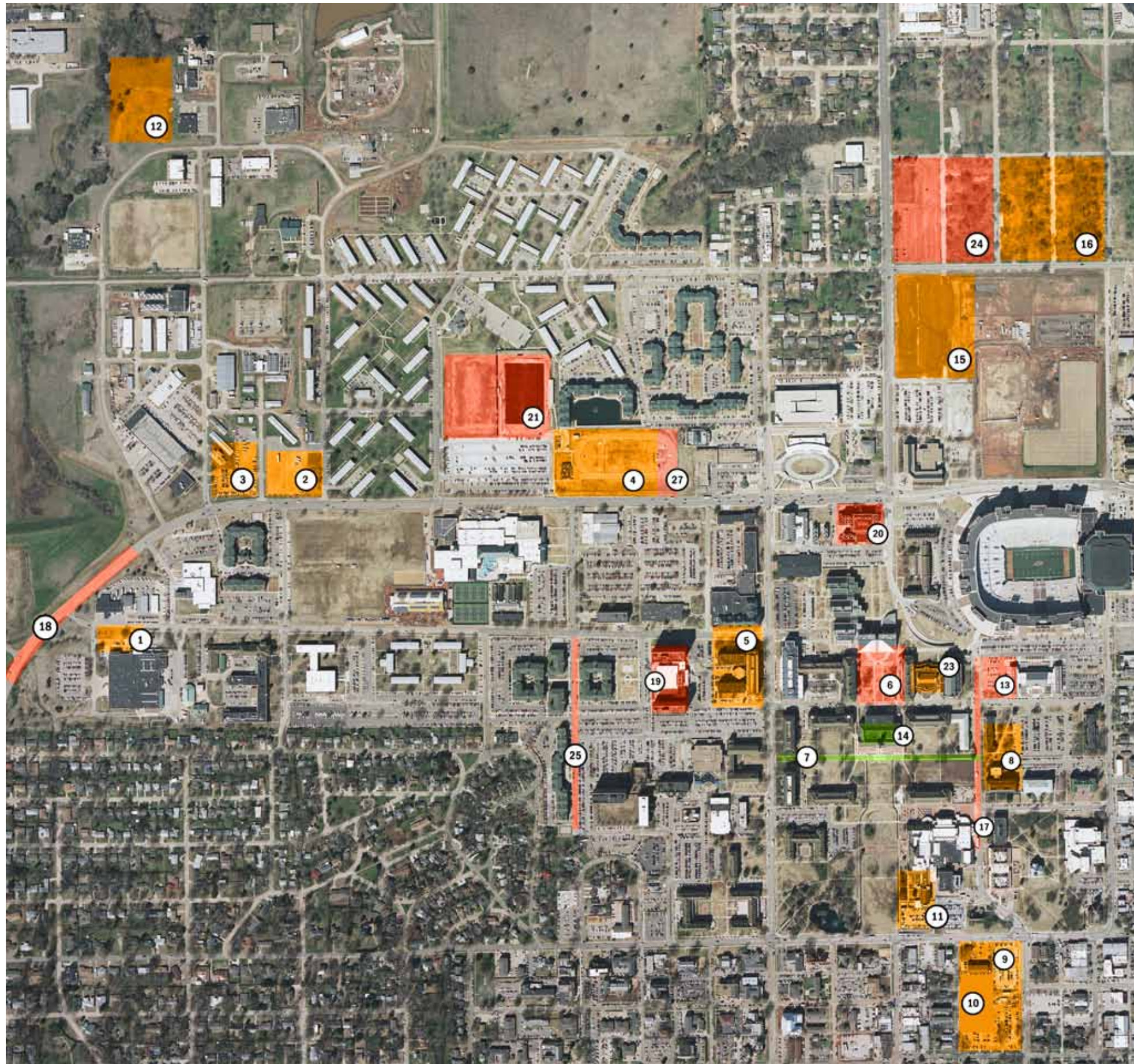
SAC FUNDRAISING ACCOUNTS

	<u>TOTAL</u>
INCOME	
Balance Forward	\$8,218.35
Homecoming Fundraiser	1,054.00
SAC Awards Catalog	30,000.00
SAC Celebration Vendor Tables	<u>25.00</u>
TOTAL REVENUES	39,297.35
EXPENSES	
TOTAL EXPENSES	<u>29,650.00</u>
ACCOUNT TOTAL	<u><u>\$9,647.35</u></u>



CURRENT AND FUTURE PROJECTS

**OKLAHOMA STATE UNIVERSITY
LONG RANGE FACILITIES PLANNING
NOVEMBER 2014**



COMPLETED, CURRENT AND PROJECTED PROJECTS

OSU STILLWATER - CAMPUS PROPER

- | | |
|----------|---|
| Current | 1. CVHS Academic Center |
| Current | 2. Information Technology Building |
| Current | 3. Library Auxiliary |
| Current | 4. Residential Hall - University Commons |
| Current | 5. College of Human Sciences |
| Future | 6. International Mall and Plaza |
| Complete | 7. Legacy Walk |
| Current | 8. Spears School of Business |
| Current | 9. Performing Arts Center |
| Current | 10. Performing Arts Center Parking Facility |
| Current | 11. Atherton Hotel Remodel |
| Current | 12. Bert Cooper Engineering Laboratory |
| Future | 13. CEAT Lab Building |
| Complete | 14. Math Learning Success Center |
| Current | 15. Tennis Center |
| Current | 16. New Outdoor Track Facility |
| Future | 17. Hester Street |
| Future | 18. Western Road |
| Future | 19. Demolish Kerr-Drummond |
| Future | 20. Steam Plant Rebuild/Relocation |
| Future | 21. New Soccer Complex |
| Future | 22. Equestrian Facility |
| Current | 23. ATRC First Floor Renovation |
| Future | 24. Baseball Stadium |
| Future | 25. Cleveland Street |
| Current | 26. Equine Education Program |
| Future | 27. North Dining Building |



CVHS Academic Center





Information Technology Center





Library Auxiliary





New Residential Hall - University Commons





North Dining Building





College of Human Sciences Expansion





Spears School of Business





Performing Arts Center





PAC Parking Facility





Atherton Hotel Remodel





Bert Cooper Engineering Laboratory





Western Road





ATRC First Floor Renovation





Baseball Stadium





International Mall and Plaza





Legacy Walk





CEAT Laboratory Building





Math Learning Success Center





Tennis Center





New Outdoor Track Facility





Hester Street





Demolish Kerr-Drummond





Central Plant Rebuild/Relocation





New Soccer Complex



®



Equestrian Facility

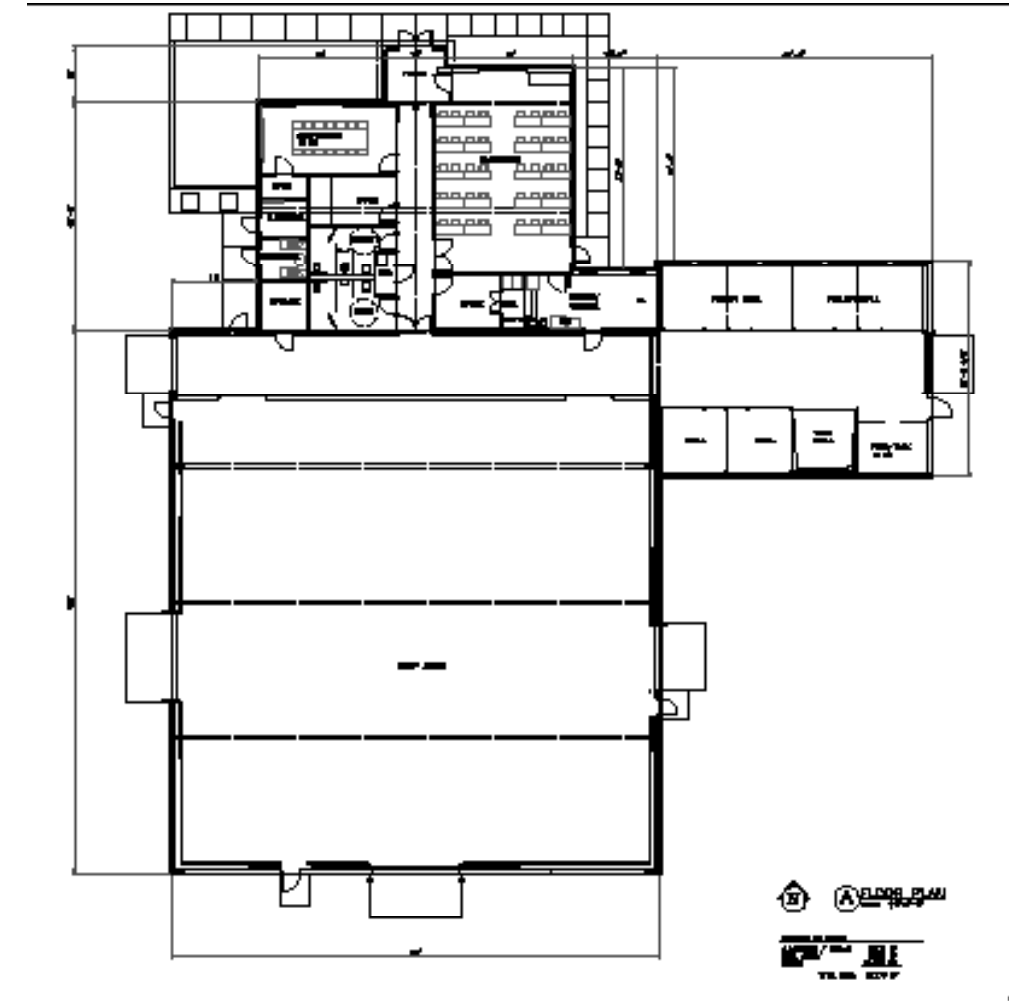




Cleveland Street



®



Equine Education Facility



- Animal Physiology
- Ag Master Plan
- Library Tower Renovation Roofs and Tower
- Engineering North Fourth Floor Renovation
- North Central Research Station - Lahoma OK
- Multi-Species Facility





CURRENT AND FUTURE PROJECTS

OTHER PROJECTS IN THE A&M SYSTEM





CHS Medical Academic Building OSU - Tulsa





Connors Port Campus Nursing & Allied Health





Connors Student Union & Waterline Replacement





NEO Robertson Stadium



- Langston Goat Research Facility
- Langston Physical Therapy Building
- OSU-OKC Health Sciences Building
- OSU-OKC Cooperative Ag Extension Classroom Building



SGA MEETING



NEXT LEVEL

- What Does It Mean
 - Improving Customer Service
 - Being More Efficient (Processes)
 - Utilizing Technology (AiM and Mobile Tech)
 - Developing Meaningful Budgets
 - Making the Physical Plant a Better Place to Work

We're taking the Physical Plant team to the "Next Level" ...

NEXT LEVEL

- It is about
 - Defining what is important for OSU
 - Defining what is important for our customers
 - Ensuring adequate resources
 - Measuring success
 - Focusing on service quality
 - Improving communications/feedback
-

NEXT LEVEL

- It is NOT an outsourcing initiative
 - It is NOT business as usual
 - It is NOT directed at one area
-

NEXT LEVEL

- How do we get there?
 - Get support from the top
 - Bring in outside experts to help
 - Determine our customer's expectations
 - Take a hard look at how we do business
 - Make appropriate changes
 - Measure our success
-

Executive Sponsor
Joe Weaver , Vice President for Administration & Finance

Leadership Team
Mary Bryans , Director of Budget Operations
Kathy Elliott , Associate Vice President & Controller
Darlene Hightower , Chief Information Officer
Rick Krysiak , Chief Facilities Officer
Adrian Self , Director of Facilities

Project Leader
Marla Boles

Huron
Consulting
Group

Customer
Satisfaction
Workgroup

Chairperson
Renee Smith

Members

Employee
Satisfaction
Workgroup

Chairperson
Joey Keel

Members

Organization
Workgroup

Chairperson
Ron Tarbutton

Members

AiM
Workgroup

Chairperson
James Rosner

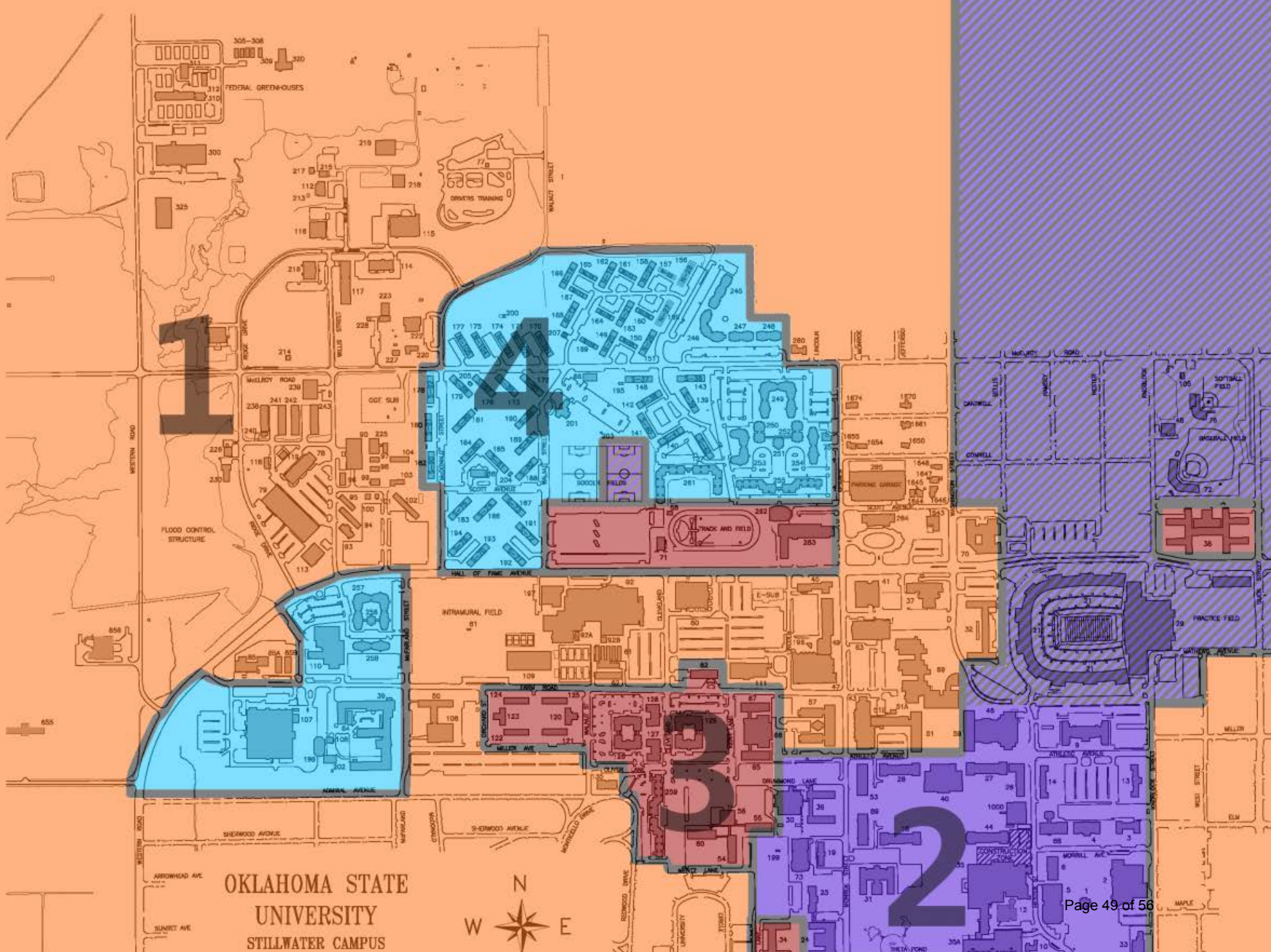
Members

NEXT LEVEL

- Benefits for customers?
 - On line work order submission/tracking
 - Guide to Services & Service Level Agreements
 - Better project estimates and cradle to grave management
 - Preventive versus reactive
-

NEXT LEVEL

- Benefits for employees?
 - Zone maintenance strategy
 - Work orders received and processed via mobile devices
 - Creates a clear path for progression
-



OKLAHOMA STATE
UNIVERSITY
STILLWATER CAMPUS



NEXT LEVEL

- What's next
 - Start communications with the campus Nov 17
 - Training employees and customers in Dec and Jan
 - Transition to zone maintenance on Jan 20, 2015
 - Measure success and adjust
-

Thank You!

Proposed Facebook Considerations for Staff Advisory Council

11/12/2014

Reason:

Use social media as an additional public relations channel to provide information that is important to staff as well as publicize meeting information, SAC activities, and accomplishments.

Purpose:

- Provide the OSU staff and public more information about the Staff Advisory Council activities
 - Harvest II campaign
 - Staff Development Day
 - Distinguished Service Awards
 - Staff awards – pins or catalog selection
 - Parking Raffle
 - Scholarships
 - Accomplishments
- Simple summaries of meetings (as opposed to meeting minutes) – within a week of the meeting – to provide current news to staff.
- Announce the meetings – speakers and topics that will be covered and invite staff to attend
- Provide a way for staff members can contact SAC more directly

Benefits:

- Put staff in touch with other support – such as Human Resources
- Keep staff informed
- Use FB page use activity as a meter to find out if SAC is reaching staff (at least through Facebook).

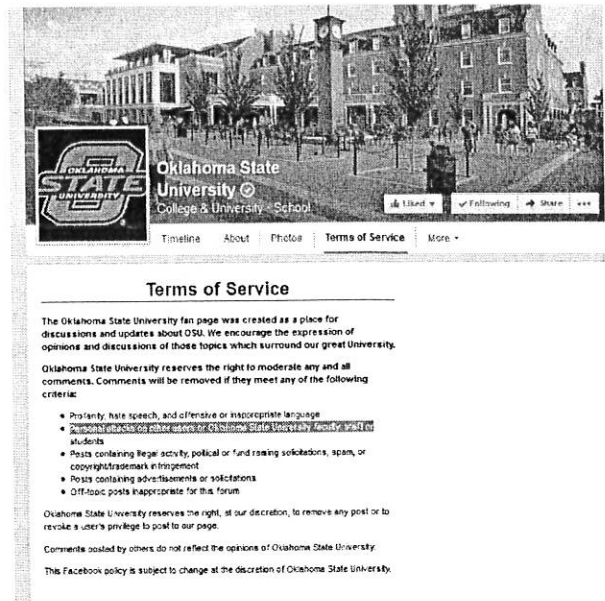
(From Facebook):

Who can create the pages for an organization?

Only official representatives can create a Page for an organization, business, brand or public figure. The Page creator can then assign roles to other people to help manage the Page.

What do we do about negative comments?

(From OSU Communications): Any posts that do not follow the page “Terms of Service” that is posted can have their comments removed. If they are somewhat negative but do not conflict with the page policy, then OSU Communications lets those comments “sink” to the bottom of the list of comments that come in.



(From Facebook):

What are the different Page roles and what can they do?

There are five different types of roles for people who manage Pages. Only an admin can change someone's role. The table below outlines the 5 Page roles (across) and what they're able to do (down):

	Admin	Editor	Moderator	Advertiser	Analyst
Manage Page roles and settings	✓				
Edit the Page and add apps	✓	✓			
Create and delete posts as the Page	✓	✓			
Respond to and delete comments and posts to the Page	✓	✓	✓		
Send messages as the Page	✓	✓	✓		
Create ads	✓	✓	✓	✓	
View insights	✓	✓	✓	✓	✓
See who posted as the Page	✓	✓	✓	✓	✓

What has been done so far on the Staff Advisory Council Facebook page?

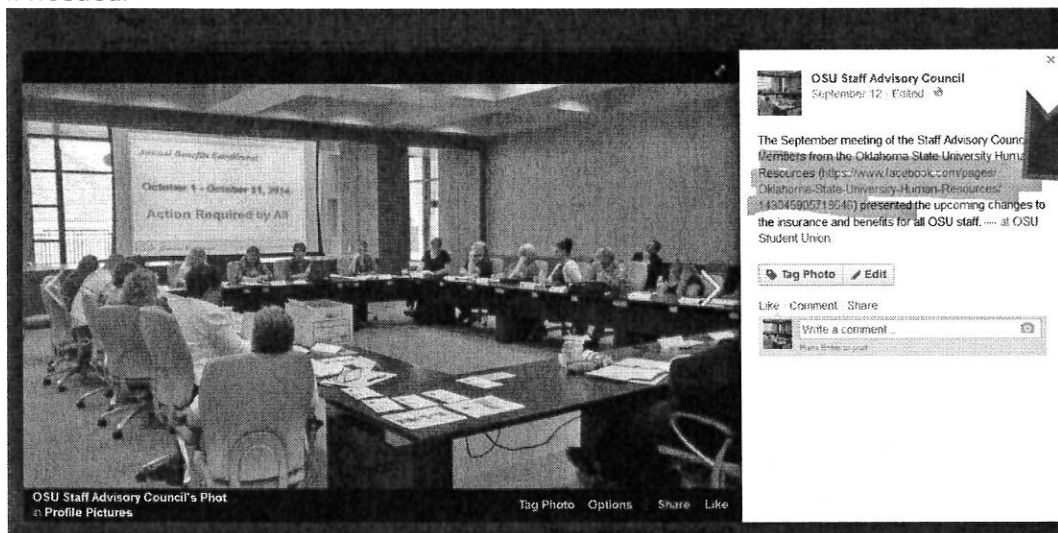
- Teresa started a Facebook site that is **currently unpublished** until approved by the Council.
- A few postings have been put in to show what can be done to promote SAC and
- The PR committee agreed on 11/11/2014 that Megan, Sarah, and Teresa start initially to work with the FB pages
- The PR committee agreed on 11/11/2014 that submissions from others can be sent to the administrators so that the contribution be edited for style, grammar, spelling, etc. Administrators can post from there.
- The PR committee agreed on 11/11/2014 that any negative comments to the page that have to be deleted be documented in case any questions comes up.

Items for SAC consideration:

- What kind of statement to post for the “About” and “Description sections?”
- In cases where certain SAC members do not want to be tagged, identify those people to protect their privacy, or consider what policies are needed for FB pages.
- If and when to publish the page

Example of one posting from September 12th:

Gives a great picture and a link to Human Resources so staff can browse over to their pages for help if needed.



Current unpublished SAC Facebook page:

The screenshot shows a Facebook page for the OSU Staff Advisory Council. At the top, the page name and navigation tabs (Page, Activity, Settings) are visible. A prominent banner at the top center states: "This page has not been published. Learn about unpublished pages and Publish this page when you are ready." A large black arrow labeled "Unpublished" points to this banner. On the right side, a "Page details" arrow points to a sidebar showing statistics: 0 Page Likes, UNREAD, 0 Notifications, and 0 Messages. The main content area features a cover photo of five staff members standing together. Below the cover photo is the page name "OSU Staff Advisory Council University" and buttons for "Follow", "Share", and a menu icon. The "Timeline" tab is selected, showing a post from "OSU Staff Advisory Council" dated "Yesterday". The post text reads: "We had a great day collecting the food donations for Harvest II on Friday, November 7th. Great participation from all of campus to help those in need." Below the text is a large photo gallery with four images: a group of people, a building, a large pile of food donations, and a close-up of food items. On the left side, there are sections for "PEOPLE", "ABOUT" (with a description of the council's role and the URL http://sac.okstate.edu), and "PHOTO'S".

The Department of Wellness

Women in Climbing

Every Thursday

Until Dec. 11

7 - 9 pm

Outdoor Adventure Rock Climbing Wall

No hassle climbing with other ladies,
no experience necessary.

B.A.S.E.M.E.E.

Jan. 20 - Apr. 24, 2015

Must register by Dec. 5

A 14 week program specifically
designed to help those at risk for
Metabolic Syndrome.

Apply today at:

wellness.okstate.edu/services/balance

Phone 405-744-WELL (9355)

Web wellness.okstate.edu

Email wellness@okstate.edu



Wellness Wednesday

Healthy Planet. Healthy People.

Nov. 19

Noon - 12:50 pm

Seretean Wellness Center

Lunch Menu:

Cowboy Black Bean Chili &
Green Chili Cornbread

Simply Nutrition

Dec. 2

5:30 - 6:30 pm

Willard

Healthy Restaurant Options, Cooking
Tips and Healthy Snacks

Facebook.com/OSUWELL

Twitter @OSUWELL

Instagram @OSUWELL

Wellness Workshops

Wellness Workshops are provided free of charge by the Department of Wellness and are perfect for staff meetings and in-service training sessions. A variety of topics are available, including:

Live the Active Life
Deskercise
Fitting in Fitness
Fitness Myths
Dining Out Survival Guide
Moving to Moderation
Mindful Eating
Serving up Healthy Meetings
Surviving & Thriving at Work & Beyond
Intro to MBSR
Welcome to Wellness