



# Staff ADVISORY COUNCIL

## OSU STAFF ADVISORY COUNCIL MINUTES

December 10, 2014 – 412 SU

*"The council that's working for you."*

**Guests:** V. Burns Hargis, President, OSU; Lorinda Schrammel, Bonnie Hess, Liz Tarbutton and Shelby Morris, Human Resources; Robert Raab, Education Research; Mary Talley, Dept. of Wellness and Sarah Stacy.

Nathan Moorman, Chair, called the meeting to order at 1:16 pm and the roll call was completed. Drew Hill, Institution for Teaching and Learning Excellence, was approved and appointed as a new member for the Exempt 2014-17 position.

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

**Approval of Agenda:** The agenda was approved with the following changes to Faculty Council report given by Darlene Croci and Facebook vote added to "New Business".

### **Guest Speakers:**

**V. Burns Hargis**, OSU President, reported the state of our University, including the other OSU branch campuses is good. He noted this year's freshman class is the second largest in the history of OSU enrollment. He also provided the Council members with updates on various developments being made around campus. A few examples include the new Business Building construction which will begin in January, as well as the new addition to the Human Sciences Building. Kerr Drummond will be up for another year and will then be taken down. President Hargis mentioned they are in the process of raising more scholarship money for needs-based scholarships. A list of all the scholarships will soon become available for the students to view online.

**Treasurer's Report: Donna Whitmore** - No report.

### **Branch Campus Reports**

**OSU-Tulsa/CHS:** No report.

**OSU-OKC: Chris Malcom** – No report.

### **OSU-IT: Claudette Butcher**

Claudette reported they will be having their 199<sup>th</sup> graduating class this Friday. The holiday reception for all employees will be taking place December 16, 2015. They will also be changing the formal entrance to campus along with adding a 12 foot statue of Pistol Pete.

### **Report of Standing Committees**

**Rules & Procedures: Melanie Bayles** - No report.

### **Policies, Benefits, and Budget: Meghann O'Harrar**

Meghann reported she met with Dr. Rita Miller, Chair of Faculty Council's R&FB Committee, and they are continuing to address the sick leave policy and eventually tuition for dependents. Terrin Williams is reviewing pay issues and Darlene Croci is researching AED machines and campus-wide CPR training initiatives.

**Public Relations: Ray Catalino** – No Report

### **Awards & Recognition: Toby Tucker**

Toby reported that invitations to the staff picnic have been sent to President Hargis, and Sr. Vice-Presidents Gary Clark and Joe Weaver. Invites to the staff will be sent out closer to the event date.

### **Fund Raising (Special Committee): Jovette Dew**

Jovette presented the Harvest II trophy to the representative in the Council, Theresa Duston.

### **Report of University Committees**

#### **Faculty Council Report: Darlene Croci**

Darlene reported during the November meeting, Dr. Sandefur went over the Faculty Council recommendations sheet (Attached). Darlene Hightower, Information Technology, was also there to discuss the new Banner Program that is currently being implemented on campus (See Attached). Sharon Toy and Kathy Elliott were there to present OK Corral information. They

noted this program has saved OSU 10 million dollars since it was first implemented. Nick Materer mentioned they are looking at an accumulative review policy to try to raise salaries for the full-time professors on campus.

**Department of Wellness: Mary Talley**, Manager, Wellness Center, went over the Wellness handouts (Attached). She noted the Colvin and Wellness Center will be closed over break and will reopen on January 5, 2015.

**Officer's Reports**

**Secretary's Report: Mickey Gregg** – No report.

**Vice Chair's Report: Sue Goad**

Sue reported the DSA trophies and checks have been ordered and will be handed out at Staff Development Day. She also noted they continue to receive good reports regarding the MTM Service Award Recognition Program.

**Chair's Report: Nathan Moorman** – No Report

**Unfinished Business** – None

**New Business**

**Lorinda Schrammel**, Human Resources, reported Staff Development Day will be Wednesday, February 25, 2015. The speaker will be Jim Morris. They have sent out requests for bids for food vendors. There will also be a food sampling in January to ensure the quality of the food. Lorinda noted Staff Development Day will not be open to the public this year.

**Nathan Moorman** reported he has been given approval to proceed with the development of the SAC Facebook page from VP Joe Weaver. The Council voted and moved to continue with the creation of the SAC Facebook page.

**Announcements** - The next meeting will be January 14<sup>th</sup> @ 1:15 pm in 412SU-Council Room.

The meeting was adjourned at 2:19 pm.

Respectfully submitted,

*Mickey Gregg*

**Staff Advisory Council 2014-15**

**ATTENDANCE REPORT**

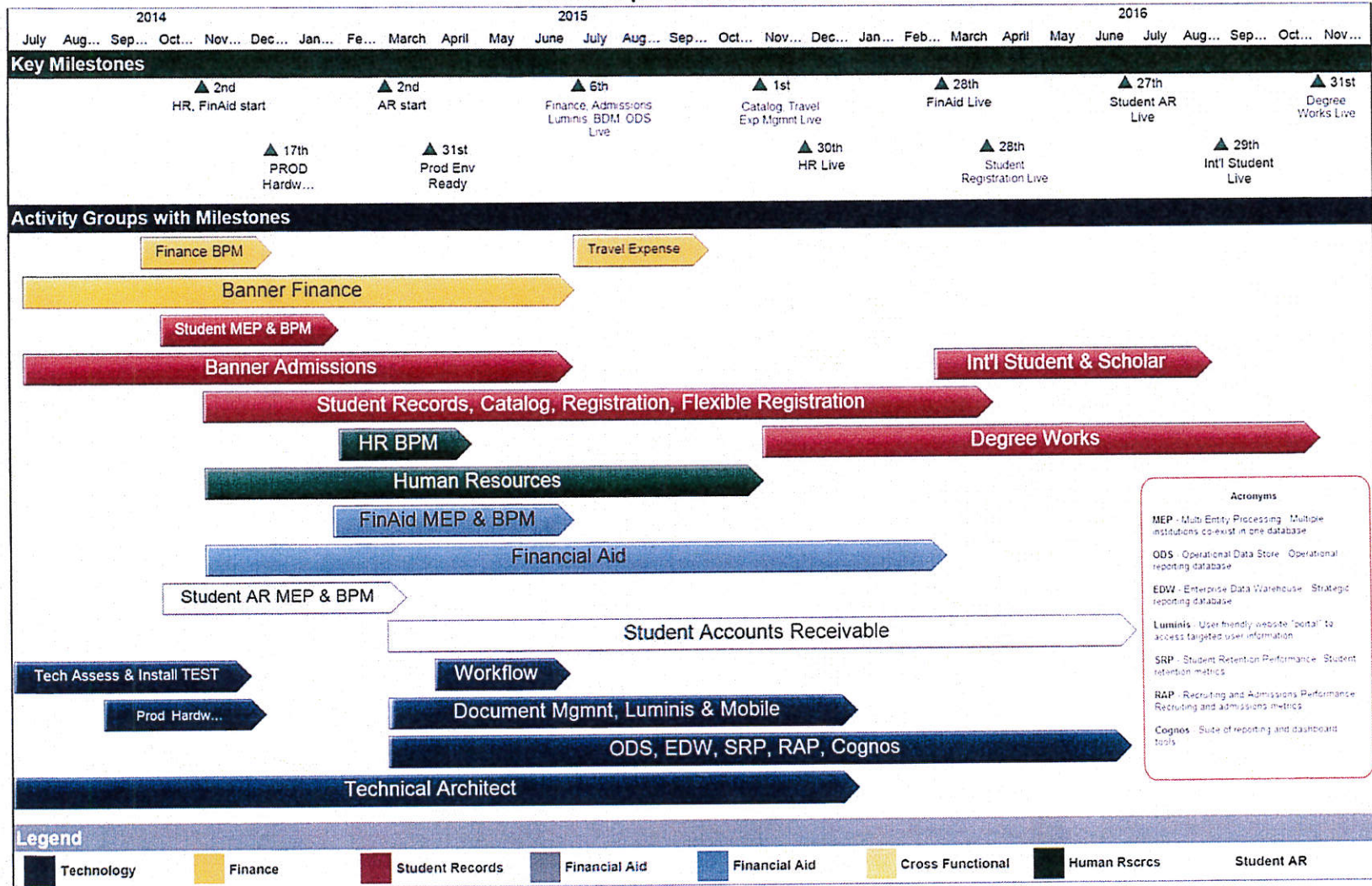
|                   |                   | J | J             | A             | S | O             | N | D              | J | F | M | A | M | J | TOTAL    |
|-------------------|-------------------|---|---------------|---------------|---|---------------|---|----------------|---|---|---|---|---|---|----------|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

## Faculty Council Recommendations

| Rec. No.                                   | Title   | Recommendation Summary   | Responsible Person | Status   | Administration's Response |
|--|---|--|--------------------|--|---------------------------|
| <b>RECOMMENDATIONS UNDER CONSIDERATION</b> |   |  |                    |  |                           |
| 14-05-01-Faculty                           | <i>Revisions to P&amp;P 2-0112: Annual Faculty Appraisal &amp; Development Policy</i>   | <i>Modifications reinforce that A&amp;Ds are to be conducted for every faculty member annually based on written standards within each unit, specify the written standards must align with those established for reappointment, promotion, and tenure, and clarify the relationship of 2-0112 with other, established policies.</i>   | Gary Sandefur      | <i>A subcommittee of deans and Faculty Council representatives are discussing modifications proposed by the Faculty Committee.</i>   | Pending                   |
| 14-09-01-ASP<br>14-09-01-ASP<br>Revised    | <i>Revisions to P&amp;P 2-0822: Academic Integrity Policy</i>                           | <i>Modifications bring the Academic Integrity policy in line with other policies. As the AI process has evolved over the years, these modifications are necessary to keep the policy current in terminology and deadlines. Proposed changes will streamline the process to include fewer forms, make due dates more consistent, and increase the number of panel members to hear the growing number of appeal cases.</i> | Gary Sandefur      | <i>Additional modifications to the policy were suggested by Legal Counsel, and accepted by the ASP subcommittee and Faculty Council. Related modifications to University Academic Regulation 6.12, listed in the OSU Catalog, are now under review by the ASP subcommittee and the Faculty Council. It is expected the Council of Deans will review and approve modifications to the policy and regulation at their meeting in January 2015.</i> | Pending                   |
| 14-10-01-ASP                               | <i>Modifications to P&amp;P 2-0820: Academic Forgiveness for Undergraduate Students</i> | <i>Modifications to the P&amp;P Letter 2-0820 and University Academic Regulation 6.13 will bring OSU's policies in line with the State Regents' policy on Academic Forgiveness.</i>  | Gary Sandefur      | <i>Modifications to the Academic Forgiveness policy and UAR have been reviewed by the Student Academic Services Directors and Instruction Council. The Council of Deans approved the revisions at their November 13, 2014, meeting.</i>  | Accepted.                 |
| 14-11-01-ASP                               | <i>Modifications to P&amp;P 2-0220: Awarding Honorary Degrees</i>                       | <i>Modifications were needed to clarify and update the policy statement to more accurately reflect the working timeline of the committee and the processes for recommending nominees to the President, including how long a nominee would remain on the approved/active list.</i>  | Gary Sandefur      | <i>Proposed modifications were shared with the Honorary Degree Committee for review and an additional modification to Section 3.03 was suggested. FC Chair, N. Materer, and ASP Chair, C. Jones, discussed the modification and determined the change to be minor. The modified policy will be shared with the Council of Deans for consideration.</i>   | Pending                   |



## OSU/A&M System Banner Implementation Timeline



# The Department of Wellness

## Wellness Wednesday

### Jump Start Your Garden

Jan. 21

Noon - 12:50 p.m.

Seretean Wellness Center

Learn how to plan for three seasons of production in your vegetable garden and which crops can be pushed to produce outside of the traditional planting time.



## Cowboy Boot Camp

### Push the Limits of metabolic conditioning

Jan. 6 - Apr. 30

M/W/F - 5:45 a.m. & 6:45 a.m.

T/TH - 5:30 pm

The Colvin Center - Inside 4 Gym North

Come enjoy high intensity bodyweight strength & polymetric exercise.



Phone 405-744-WELL (9355)

Web [wellness.okstate.edu](http://wellness.okstate.edu)

Email [wellness@okstate.edu](mailto:wellness@okstate.edu)

## Cowboy Cooking School

### Get Ready for Mardi Gras with a delicious Gumbo recipe

Jan. 30

Noon - 12:50 p.m.

Seretean Wellness Center

#### Menu:

Gumbo with Shrimp and Chicken

Crusty Artisan Bread

Banana Foster Crepes

## Wellness Wednesday

### Enhancing our Relationships

Feb. 18

Noon - 12:50 p.m.

Seretean Wellness Center

Dr. Brandt Gardner will discuss approaches to maintaining our marital & romantic relationships.

[Facebook.com/OSUWELL](https://www.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





- ✓ Keep joints flexible and muscles strong
- ✓ Sleep better
- ✓ Increase energy
- ✓ Improve your overall outlook



# Exercising with Arthritis

Classes start February 3  
Register today!

The Arthritis Foundation Exercise Program is a tailored, low-impact, group exercise, and education program designed specifically for people with arthritis and related diseases. The program will help participants to reduce pain and stiffness, and help maintain or improve mobility, muscle strength, and functional ability. Participants will learn a variety of exercises that can be performed while sitting or standing.



**Location:** Seretean Wellness Center (1st Floor, check-in)

**Date:** February 3 - March 10 (six-week class, every Tuesday)

**Time:** 12:10 p.m. - 12:50 p.m.

**Cost:** FREE for OSU faculty, staff, and students

**To register or for more information:**

Department of Wellness, Sponsored Programs

Phone: 744.9748

Email: [abletech@okstate.edu](mailto:abletech@okstate.edu)



DEPARTMENT OF Wellness

[wellness.okstate.edu/sponsored-programs](http://wellness.okstate.edu/sponsored-programs)