



"The Council that's working for you."

# Staff Advisory Council Minutes

February 14, 2018 @ 1:15 pm  
Room 412 SU - Council Room.

**Guests:** *Toby Tucker (HR), Liz Tarbutton (HR), Casey Keyser (FM Energy Management)*

**Call to Order:** *Sue Goad called the meeting to order*

**Roll Call:** *A quorum of members was present*

**Approval of Minutes:** *January 2018 minutes were approved*

**Approval of the Agenda:** *Agenda was approved as presented*

**Guest Speaker:** *Casey Keyser spoke about the Energy Management program. She gave a history and the department as well as its present initiatives. Questions were asked about knowing when to switch the heat off and turn the a/c on when seasons change and she said that actually the heat and the a/c are both on at all times keeping the rooms at the exact temp they are supposed to be. (also see attached)*

**Treasurer's Report:** *Sarah Axtell – see attached*

**Branch Campus Reports:**

**OSU-Tulsa/CHS:** *no report*

**OSU-OKC:** *no report*

**OSUIT-Okmulgee:** *no report*

**Reports of Standing Committees:**

**Rules and Procedures Committee:** *Paul Leverington*

- *Passed around a list of members whose terms are expiring and asked them to indicate if they are planning on running again*

**Policies, Benefits and Budget Committee:** *Kristi Wheeler*

- *No report*

**Communications Committee:** *Kaylie Wehr*

- *Newsletter deadline is February 23*

**Awards and Recognition Committee:** *Jenny Cundiff*

- *Gave an update on the DSA awards process*

**Fund Raising Committee:** *Michelle Chitwood*

- *Almost all of the first round of flower cards have been sold*

**Events Committee:** *Tashia Cheeves*

- *Blood Drive (American Red Cross)*
  - *February 19<sup>th</sup>*
  - *Student Union Ballroom*
  - *10:00am – 4:00pm*



1

Improve communications and representation

2

Increase SAC knowledge and knowledge of SAC

3

Increase fundraising

4

Increase diversity of candidates

- *Will need people to sign up between 9:00am (Set up) and 5:00pm (tear down/clean up from 4-5)*
- *Staff Development Day*
  - *March 7<sup>th</sup>*
  - *Online signup for helpers*

**Reports of University Committees:**

**Faculty Council Report:** *see attached*

**GPSGA:** *Luci Wilson – no report*

**Department of Wellness:** *Kim Beard – see attached, Olympics for Faculty & Staff are happening during Spring Break*

**Officer Reports:**

**Secretary:** *Melanie Bayles*

- *No report (absent)*

**Vice-Chair:** *Ashleigh Hall*

- *No report (absent)*

**Chair:** *Kristin Henderson*

- *No report (absent)*

**Unfinished Business:**

*None*

**New Business:**

*New member Kimberly Meints was seated to fill vacancy*

**Announcements:**

*Next Meeting – March 14, 2018 at 1:15 pm in 412 SU*

**Adjournment:** *Meeting was adjourned*

## OSU Energy Management Program

Casey Keyser, Sr. Energy Manager

### June 2007 - OSU launches the Energy Management Program

- ▶ Three Principal Energy Cost-Savings Methods
  - ▶ Install new, energy-efficient equipment
  - ▶ Negotiate new rates
  - ▶ Behavior-based conservation program
- ▶ Energy Management Policy 1-0520 Established
  - ▶ Campus energy guidelines also established
- ▶ Mission Statement
  - ▶ *To promote university-wide stewardship of resources by reducing energy consumption while maintaining a productive educational environment.*

### June 2007 - OSU launches the Energy Management Program (cont.)

- ▶ Create a Culture of Conservation
  - ▶ Energy Managers are responsible for performing building audits regularly
    - ▶ Work hours
    - ▶ After hours
    - ▶ Weekends
    - ▶ Holidays
  - ▶ Every person is expected to be an "energy saver" as well as an "energy consumer"
    - ▶ Faculty
    - ▶ Staff
    - ▶ Students

### 2009 - 2011 - Energy Management Program Matures and Expands

- ▶ 2009
  - ▶ SACUBO Grand Finalist Award
  - ▶ OSU becomes an Energy Star Partner with the EPA
- ▶ 2010 - 2011
  - ▶ OSU-Stillwater partners with Johnson Controls, Inc.
  - ▶ Added an additional energy cost-saving method
    - ▶ Lighting upgrade
    - ▶ Steam line insulation
    - ▶ Air handler upgrades
    - ▶ Building envelope
    - ▶ Others

### 2012 - 2014 - Savings Milestones in Buildings across Campus

- ▶ 2012 - Residential Life buildings earn Energy Star awards
  - ▶ Rating is relative to comparable buildings across the country
  - ▶ Must be in top 25% (rating of 75 or higher) to earn award
- ▶ 2013 - \$1 million savings verified
  - ▶ Advanced Technology Research Center
  - ▶ Boone Pickens Stadium
  - ▶ Wes Watkins Center
- ▶ 2014 - \$1 million savings verified
  - ▶ Oklahoma Animal Disease Diagnostic Lab
  - ▶ Engineering South

### 2013 - Cowboy Wind Farm

- ▶ 2012 - Construction begins for wind farm in Blackwell
- ▶ January 2013 - Wind farm goes online
  - ▶ Guaranteed to produce 67% of OSU-Stillwater's electric consumption
  - ▶ Averages over 70%
  - ▶ Greatly reduced OSU's carbon footprint
- ▶ Common misconceptions
  - ▶ Electricity travels directly to campus to be used
    - ▶ Electricity generated by wind is free
    - ▶ Electricity is continually generated by wind



## 2015 - 2016 - Continued Recognition

- ▶ 2015 - OSU finishes Top 10 in the Campus Conservation Nationals
  - ▶ Village C
  - ▶ Village D
  - ▶ Village CASNR
- ▶ 2015 - OSU recognized by EPA as Top Green Power Partner
- ▶ 2016 - OSU receives Henry Bellmon Sustainability Award for Responsible Economic Growth from Sustainable Tulsa
- ▶ 2016 - \$1 million savings verified
  - ▶ Bennett Hall
  - ▶ Edmon Low Library
  - ▶ Noble Research Center
  - ▶ Physical Sciences
  - ▶ Willard Hall
  - ▶ OSU-IT (Okmulgee) campus

## 2017 - 2018 - Recognizing Leadership across Campus

- ▶ 2017 - Energy Leadership Award introduced
  - ▶ Construction Specifications Institute
  - ▶ OSU Alumni Association
  - ▶ Purchasing Department
  - ▶ Engineering Distance Education
  - ▶ Engineering and Technology Management
  - ▶ Facilities Management Business Operations
- ▶ 2018 - Decade of Excellence Awards
  - ▶ Recognizing individuals across campus who have been instrumental in the program's success over the last 10 years
  - ▶ 20 individuals
  - ▶ 1 department

## Questions?

- ▶ energy@okstate.edu
- ▶ osugreen
  - ▶ Snapchat
  - ▶ Instagram
  - ▶ Twitter
  - ▶ Facebook



**OSU Staff Advisory Council  
Treasurer's Report  
January**

SAC MAINTENANCE ACCOUNT					
<b>1-128520</b>					
		Income	Total		
General Fund Salary		\$ 9,300.00			
Univeristy Allocation		\$ 21,793.00			
Balance Forward		\$ 18,302.27			
Budget Revenue Control		\$ (1,011.00)			
TOTAL REVENUES		48,384.27			
	Budget	Expense	Expense YTD	Total Left	
Carry over expenses	\$ 326.00		\$ 226.00	\$ 100.00	
Distinguished Svc Awards	\$ 10,000.00			\$ 10,000.00	
Staff Appriciation Day	\$ 18,000.00			\$ 18,000.00	
Office Supplies	\$ 100.00			\$ 100.00	
Other (trophy, etc.)	\$ 50.00			\$ 50.00	
Fundraising Supplies	\$ 1,800.00		\$ 1,800.00	\$ -	
Parking Raffle Sign	\$ 150.00			\$ 150.00	
SAC Shirts	\$ 200.00	\$ 205.18	\$ 205.18	\$ (5.18)	
Training Lunch in June	\$ 500.00			\$ 500.00	
End of Year Plaques	\$ 150.00			\$ 150.00	
Cushion Money	\$ 17,108.27			\$ 17,108.27	
TOTAL EXPENSES		\$ 48,384.27	\$ -	\$ 2,231.18	\$ 46,153.09
<b>ACCOUNT TOTAL</b>				<b>\$ 46,153.09</b>	
Expense Summary:					
1st round of shirt orders from					
EJ's					

SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT	
<b>1-995137</b>	
	TOTAL
INCOME	
Balance Forward	\$ 12,665.35
Deposits	\$ -
Fundraising	
<b>ACCOUNT TOTAL</b>	
	<b>\$ 12,665.35</b>
Expense Summary	

SAC SERVICE AWARD ACCOUNT (MTM)	
<b>1-128522</b>	
	TOTAL
Balance Forward	\$ 3,596.53
Funding	\$ 20,000.00
Supplies and Materials Adj.	\$ (650.00)
TOTAL REVENUES	
	\$ 22,946.53
MTM Service Awards	
	\$ 949.74
TOTAL EXPENSES YTD	
	\$ 13,305.62
<b>ACCOUNT TOTAL</b>	
	<b>\$ 9,640.91</b>

## Funds Deposited with OSU Foundation - January

OSU STAFF SCHOLARSHIP FUND	
<b>20-31100</b>	
<b>Cash</b>	
Balance Forward	\$ 26,085.16
Scholarship Dispersement	\$0.00
Deposit	\$380.00
Balance	\$ 26,465.16
<b>Endowment</b>	
Balance Forward 01/01/18	\$ 120,775.13
Deposit	\$ 25.00
Balance	\$ 120,800.13
<b>AVAILABLE ACCOUNT TOTAL</b>	<b>\$ 26,465.16</b>
<b>Expense Summary</b>	

OSU STAFF PROFESSIONAL DEVELOPMENT FUND	
<b>20-99530</b>	
<b>Cash</b>	
Balance Forward	\$0.00
Fiscal Year to Date Activity	(380.00)
Balance	-
<b>Endowment</b>	
Balance Forward 8/01/17	-
Fiscal Year to Date Activity	-
Balance	-
<b>ACCOUNT TOTAL</b>	<b>\$380.00</b>

**FACULTY COUNCIL MEETING**  
**3:00 p.m., Tuesday, February 13, 2018**  
**Board of Regents Room, 412 Student Union**

**AGENDA:**

1. Roll Call
2. Approval of the January 16, 2017 Minutes
3. Approval of Agenda
4. Special Report:
  - A. Chad Weiberg – Deputy Athletic Director
  - B. Pete’s Pet Posse
5. President Hargis – Remarks and Comments
6. Report of Status of Faculty Council Recommendations:  
President Hargis, Joe Weaver for Provost Sandefur, and/or Vice Presidents
7. Reports of Liaison Representatives –
  - A. Women’s Faculty Council – Shida Henneberry

Research Awards: WFC recorded a video with ITLE in December on how to submit a successful application. It is available on our website <https://womensfacultyCouncil.okstate.edu/successful-proposal-tips.html> Please contact Dr. Marianna Patrauchan ([m.patrauchan@okstate.edu](mailto:m.patrauchan@okstate.edu)) if you are interested in being a reviewer for the WFC undergraduate and graduate research awards.

WFC has sent out communication about the Research Award deadlines as well as the WFC undergraduate scholarship deadline. The deadline for 2018 WFC Student Research Awards are Thursday, March 1 and Ryder/Smith Scholarships February 15. Sponsorship list with pledges has been updated. Updates have been made on the WFC website, especially for applications for these awards. Record number of pledges have been received.

The WFC is sponsoring a session for Research Week:  
**Mitigating Implicit Bias in Faculty Hiring and Evaluation Processes**  
**Tuesday, February 20<sup>th</sup>, 12:30-1:30pm, 126 ITLE**

**Spring 2018 Women’s Faculty Council Events and Reminders:**

***Regular WFC meetings***

- 3<sup>rd</sup> Thursday of every month, 12:30-12:45, prior to any scheduled programming.

**Spring semester events, 12:30-1:30**

- Feb 20, 126 ITLE, Research Week, Mitigating Implicit Bias in Faculty Hiring and Evaluation Process, Dr. Bret Danilowicz

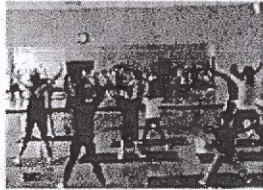


- March 15, SU Room 460, A neutral party: Getting to know your ombudsperson, Ombuds Officer Kenneth Bartels
- (April), Date/Time/Location TBD, WFC Research Awards

B. Wellness Center – Kim Beard

## The Department of Wellness EMPLOYEE PROGRAMS

### February 2018



#### FAMILY FIT / Saturdays, Jan. 20 -Apr. 21

Family FIT is a 12-week series of fun, family-friendly group exercise classes. A different class format will be offered each week, such as Yoga, Zumba, Pound and even climbing at the Climbing Wall. You and your children, age 6 years and older, can be active together, helping the whole family develop a healthy lifestyle.

No registration required. Full schedule available online.



#### Wellness Wednesday / Feb. 21, noon-12:50pm

Join Emily Roberts, Ph.D. and learn about Active Aging and how the trajectory of aging is impacted by healthy choices and behaviors across the life course.

Registration Deadline: Feb. 16 at noon.

To register call the Seretean Wellness Center 405.744.WELL (9355) Monday-Friday 8-5 p.m.



#### AHC WELLNESS INNOVATOR TRAINING

Innovators contribute to OSU - America's Healthiest Campus® - by communicating, engaging, and collaborating within their departments. Encouraging healthy lifestyles while at work - where we spend most of our time - benefits OSU's employees, students, and communities.

Application deadline: Feb. 23. Training: Feb. 28.

Complete the online application at [okla.sl/AHCInnovators2018](http://okla.sl/AHCInnovators2018)

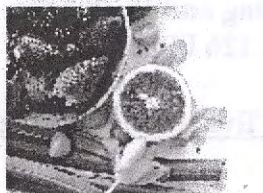


#### CERTIFIED HEALTHY DEPARTMENT

By becoming a Certified Healthy Department you are providing a healthy environment for faculty, staff, students, and visitors, thereby supporting the culture for an overall healthier OSU. By meeting most or all of the criteria to become Certified Healthy, your department provides an environment to foster healthy lifestyle choices while at work.

Application deadline: March 9

For more information contact: [Kimberly.beard@okstate.edu](mailto:Kimberly.beard@okstate.edu)



#### Wellness Wednesday / Mar. 14, noon-12:50pm

Join McKale Montgomery, PhD, RD, and learn scientific basis of some of the most popular diets in use today, the pros and cons of each of them and a practical approach to applying them in your daily life.

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  [wellness.okstate.edu](http://wellness.okstate.edu)
 [wellness@okstate.edu](mailto:wellness@okstate.edu)





C. Emeriti Association – Barbara Miller

The emeriti are concerned that they no longer have access to certain software they were supposed to have access too for certain research projects, and they are planning to follow up on this with appropriate administrators.

D. Staff Advisory Council – Kristin Henderson

- Distinguished Service Award will be presented at the Staff Development Day Luncheon on March 7<sup>th</sup>.
- Blood Drive
  - February 19<sup>th</sup> from 10-4 in the SU Ballroom
- Flower Cards are once again available
  - Please contact Michelle Chitwood or see a SAC representative to get your \$20 flower card for a years' worth of flowers (once a month bouquet)

8. Reports of Standing Committees:

a. Academic Standards and Policies: Scott Johnson – Update

We present two items for information:

First, we have been discussing the response rate of the online Student Survey of Instruction. Tom Wikle was able to gather some information for courses offered in Arts and Sciences (see attached tables). The response rate is significantly lower with the online assessment and majority of courses have a response rate below 50%. We are now working to gather more complete information about response rates across the university. Faculty Council members with comments or suggestions are invited to email Tom Wikle - [t.wikle@okstate.edu](mailto:t.wikle@okstate.edu).

Second, we approved a policy revision recommended by Amy Martindale, Assistant Dean College of Arts and Sciences. The policy changes number of credit hours required to attain sophomore and senior status. This policy is consistent with undergraduate degrees of 120 hours, block rate tuition, and the practice of most other Big 12 schools. The revised policy and justification is attached to this report.

- b. Athletics: Terry Collins – No Report
- c. Budget: Steve Wanger – No Report
- d. Campus Facilities, Safety, and Security: Erik Ekman – No Report
- e. Diversity: Justin Moss – No Report
- f. Faculty: Chris Richards – No Report
- g. Long-Range Planning and Information Technology: Nathan Walker – No Report
- h. Research: Andrew Doust – No Report
- i. Retirement & Fringe Benefits: Bobbikay Lewis – No Report
- j. Student Affairs and Learning Resources: Gina Peek – No Report

9. Old Business –
10. New Business –  
Rules and Procedures – Vice Chair nominations.
11. Adjournment

*Refreshments will be served at 2:45 p.m.*



OKLAHOMA STATE UNIVERSITY PRESENTS



**BOW WOW**  
**film festival**

Short Films For The Love Of Dog!



MARCH 8, 2018

Student Union Theatre

Meet & Greet P3 Pups at 6:00 pm

**TICKETS:**

\$5 Students

\$10 Adults

Available at [bowwowfilmfest.com](http://bowwowfilmfest.com)  
or at the door

Proceeds benefit Pete's Pet Posse, the nation's most comprehensive university pet therapy program featuring more than 50 dog/owner/handler teams across three OSU campuses.

 PetesPetPosse  Pets4Pete  Pets4Pete



*Pete's*  
**PET★POSSE**  
OKLAHOMA STATE PET THERAPY PROGRAM



**AMERICA'S**  
**HEALTHIEST**  
**CAMPUS®**





## Faculty Council Recommendations

Rec. No.	Title	Recommendation Summary	Responsible Person	Status	Administration's Response	Expected Implementation
<b>RECOMMENDATIONS UNDER CONSIDERATION</b>						
17-03-01-FAC-ASP	Revisions to P&P 2-0905 "Nomination & Appointment Process for Regents Professor"	Proposed edits clarify the title is honorary not a rank; the title is intended to recognize outstanding faculty therefore persons holding primarily administrative appointments should not be eligible; the procedures for obtaining confidential external letters; and the standards and evaluation processes.	Gary Sandefur & Sheryl Tucker	On Feb 8, the Council of Deans reviewed and approved the modifications to P&P 2-0905 recommended by the working group of FC and Deans' representatives. The revised P&P will now be sent to the Executive Committee for final review/approval.	Accepted	The revised policy will be effective July 1, 2018, for Regents Professor nominations submitted in Fall 2018.
17-03-02-FAC-ASP	Guidelines for Search & Screen Committee Best Practices	Proposed guidelines are intended to supplement materials currently available on the HR website to address faculty searches. Adoption will help to ensure consistency and fairness in faculty searches across OSU colleges and departments.	Gary Sandefur	Draft guidelines, previously reviewed by the Office of Affirmative Action/Equal Opportunity and Legal Council, were reviewed and approved by the Council of Deans at their Feb 8 meeting.	Accepted	The "Best Practices" document will be shared with Affirmative Action/Equal Opportunity to post on their <u>Faculty Recruitment</u> website.
17-11-01-Exec Comm 18-01-01-Exec Comm	Background checks for all faculty members and Graduate Assistants (teaching and research)	Background checks are standard for many employment opportunities, and for positions which include interactions with students, these checks are a critical part of due diligence. Background checks on faculty and graduate assistants should be performed to decrease the university's liability. It is recommended that effective March 1, 2018, background checks be required for all new tenure track and non-tenure track faculty and incoming grad and professional students with assistantship responsibilities.	Gary Sandefur & Joe Weaver	Drafts of a new Faculty Background Check Policy & Procedures Letter and a FAQ document were reviewed by the Council of Deans at their meeting on Feb 8. A few edits were recommended during discussion related to verification of academic credentials and terminology, i.e., "tenure-track and non-tenure track" rather than "full time, part time and adjunct." Modifications will be circulated to the deans via email for final approval.	Pending	Pending



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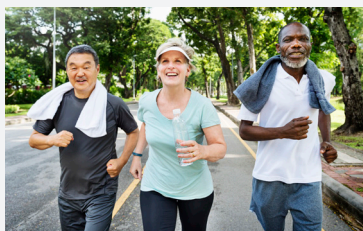
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DEPARTMENT OF  
Wellness