



"The Council that's working for you."

Staff Advisory Council Minutes

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

Guests: *Tim Sullivan (HR), Toby Tucker (HR), Kim Beard (Wellness), Todd Misener (Wellness), Liz Tarbutton (HR), Geron Jones (OSU-OKC), Jamie Payne (HR), Ken Bartels (Ombuds), Luci Wilson (GPSGA)*

Call to Order: *Kristen Henderson called the meeting to order at 1:15 pm*

Roll Call: *A quorum of members was present*

Approval of Minutes: *February 2018 minutes were approved*

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

Guest Speaker: *Ken Bartels talked about the purpose and role of the University Ombuds. His services are available for all faculty, staff, and students. The best way to contact him is via email at ombuds@okstate.edu. (see attached presentation)*

Treasurer's Report: *Sarah Axtell – see attached. She also reported that SAC was going to be on marketplace.okstate.edu so that we can sell raffle tickets, etc. online*

Branch Campus Reports:

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

OSU-OKC: *Geron Jones – introduced himself as the new rep for OSU-OKC. Their campus has a new president and their SAC is in the process of reorganizing and rebuilding their group. They have some interesting programs in the works including a bimonthly Welcome Wednesday to help new staff feel welcome on campus.*

OSUIT-Okmulgee: *Briana Johnson - no report*

Reports of Standing Committees:

Rules and Procedures Committee: *Paul Leverington*

- *Nomination process will be underway*
- *Current SAC members up for re-election need to only fill out the nominee information form*

Policies, Benefits and Budget Committee: *Kristi Wheeler*

- *No report*

Communications Committee: *Kaylie Wehr*

- *Working with Paul and Melanie to get information out about the nomination and election process*

Awards and Recognition Committee: *Jenny Cundiff*

- *See attached report*

Fund Raising Committee: *Michelle Chitwood*

- *Continuing to work on getting vendor tables for Staff Celebration Day*
- *Parking raffle tickets will be sold April 14 – May 23*



- 1 Improve communications and representation
- 2 Increase SAC knowledge and knowledge of SAC
- 3 Increase fundraising
- 4 Increase diversity of candidates

Events Committee: *Tashia Cheves*

- *Working on Staff Celebration Day*

Reports of University Committees:

Faculty Council Report: *see attached*

GPSGA: *Luci Wilson – reported on her trip to Washington, D.C. for Legislative Action Day, had the opportunity to talk about issues affecting graduate students and staff with our Senators and Congressmen.*

Department of Wellness: *Kim Beard – see attached, also introduced Todd Misener, Chief Wellness Officer who gave a brief introduction of what he does.*

Officer Reports:

Secretary: *Melanie Bayles*

- *Thank you to those who help with the AV for our meetings*

Vice-Chair: *Ashleigh Hall*

- *Presented spotlights on Shelby Sanders and Michelle Chitwood*

Chair: *Kristin Henderson*

- *Thanks for participating in Staff Development Day*
- *Thanks to the Awards & Recognition Committee for all their work with the Distinguished Service Awards*
- *EVERYONE needs to help in some capacity with Staff Celebration Day – it is all hands on deck time!!!*

Unfinished Business:

None

New Business:

None

Announcements:

Next Meeting – April 11, 2018 at 1:15 pm in 412 SU


Adjournment: *Meeting was adjourned at 2:39 pm*



**OFFICE OF THE
UNIVERSITY OMBUDS**

224 Student Union
ombuds@okstate.edu
405-744-6627


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Ombuds Office

- Office operations are based upon Code of Ethics and Standards of Practice of the International Ombudsman Association.
- <https://www.ombudsassociation.org>

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**Office of the University Ombuds
Established November 2013**

- Purpose:
 - The University Ombuds is intended to provide “Visitors” with a prompt and professional way to resolve concerns and complaints beyond turning to their unit supervisors or initiating formal dispute procedures.
 - Not meant to be a “money or time saver” to avoid formal disputes/


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Ombuds Office – Web Page



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OSU Ombuds Office

- Visitors
 - The University Ombuds is available to all faculty, staff, graduate, professional, and undergraduate students. Parental consultation is also available.
 - Undergraduates often work initially with their advisors or counseling services.
 - Services are available to OSU Stillwater, OSU Tulsa, and OSU Okmulgee and OSU OKC(?).
 - By appointment / appointments through **email** or telephonically.
 - Appointed as .5 FTE
 - Hourly compensation – Banner timeclock
 - No university benefits

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Ombuds Office – Web Page



OSU Ombuds Office


The OSU Ombuds Office was established by the Office of the President to promote a supportive learning and working environment at OSU. The office serves as a resource for all members of the OSU community on the Stillwater, OSU Tulsa and OSU IT in Okmulgee campuses. Services are provided for faculty, students, and staff, and offer a safe, CONFIDENTIAL place to talk about campus...

Meet the Ombuds Officer

Kenneth Bartels, professor emeritus in the OSU Center for Veterinary Health Sciences, is the university's ombuds officer. He is available to listen to concerns



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Ombuds – IOA Ethics

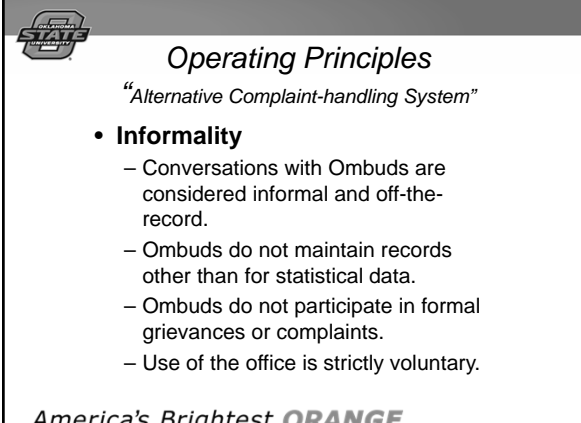
INTERNATIONAL OMBUDSMAN ASSOCIATION
IOA CODE OF ETHICS
PREAMBLE

The IOA is dedicated to excellence in the practice of Ombudsman work. The IOA Code of Ethics provides a common set of professional ethical principles to which members adhere in their organizational Ombudsman practice.

Based on the traditions and values of Ombudsman practice, the Code of Ethics reflects a commitment to promote ethical conduct in the performance of the Ombudsman role and to maintain the integrity of the Ombudsman profession.

The Ombudsman shall be truthful and act with integrity. shall foster respect for all members

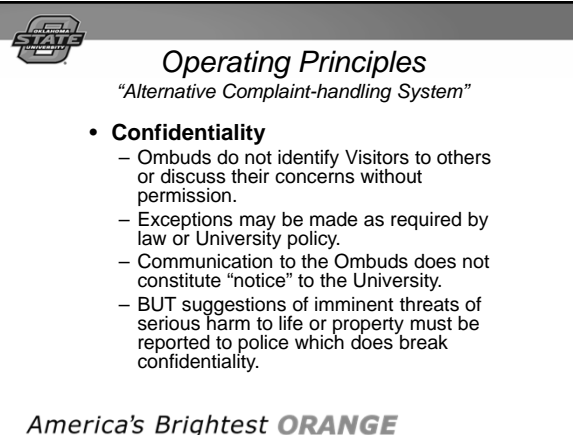
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Operating Principles
"Alternative Complaint-handling System"

- **Informality**
 - Conversations with Ombuds are considered informal and off-the-record.
 - Ombuds do not maintain records other than for statistical data.
 - Ombuds do not participate in formal grievances or complaints.
 - Use of the office is strictly voluntary.

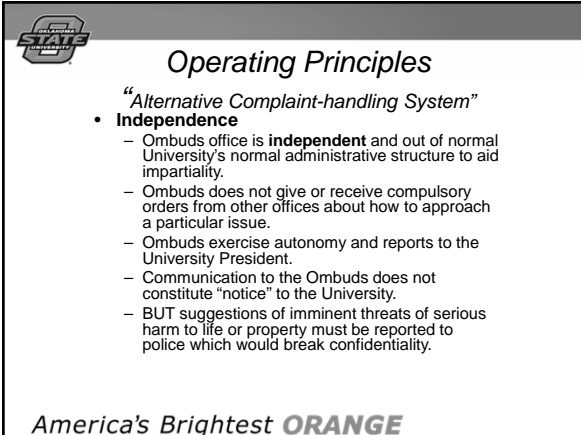
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Operating Principles
"Alternative Complaint-handling System"

- **Confidentiality**
 - Ombuds do not identify Visitors to others or discuss their concerns without permission.
 - Exceptions may be made as required by law or University policy.
 - Communication to the Ombuds does not constitute "notice" to the University.
 - BUT suggestions of imminent threats of serious harm to life or property must be reported to police which does break confidentiality.

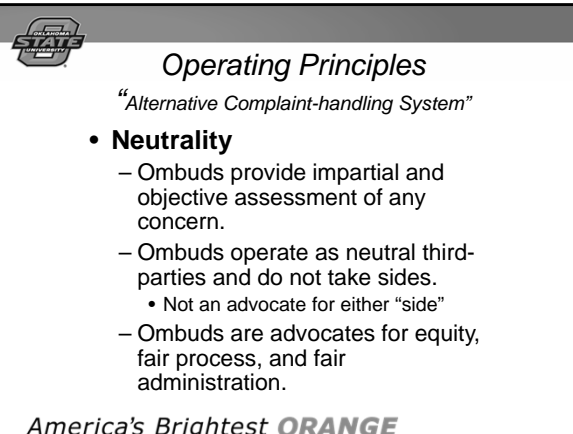
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Operating Principles
"Alternative Complaint-handling System"

- **Independence**
 - Ombuds office is **independent** and out of normal University's normal administrative structure to aid impartiality.
 - Ombuds does not give or receive compulsory orders from other offices about how to approach a particular issue.
 - Ombuds exercise autonomy and reports to the University President.
 - Communication to the Ombuds does not constitute "notice" to the University.
 - BUT suggestions of imminent threats of serious harm to life or property must be reported to police which would break confidentiality.

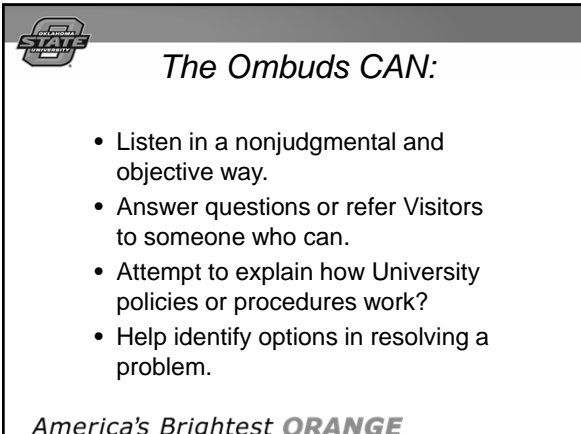
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Operating Principles
"Alternative Complaint-handling System"

- **Neutrality**
 - Ombuds provide impartial and objective assessment of any concern.
 - Ombuds operate as neutral third-parties and do not take sides.
 - Not an advocate for either "side"
 - Ombuds are advocates for equity, fair process, and fair administration.


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The Ombuds CAN:

- Listen in a nonjudgmental and objective way.
- Answer questions or refer Visitors to someone who can.
- Attempt to explain how University policies or procedures work?
- Help identify options in resolving a problem.


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The Ombuds CAN:

- Help evaluate options and possible next steps.
- Assist **informally** resolving a dispute or conflict by facilitating communication, coaching on conflict resolution, or mediating between **willing** parties.
- Refer individuals to the appropriate office should they wish to file a formal complaint.


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The Ombuds CANNOT:

- Provide legal advice.
- Provide psychological counseling or therapy.
- Participate in any formal grievance process.
- Conduct formal investigations.


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The Ombudsman CAN:

- Look into procedural irregularities in proposed grievance proceedings.
- Recommend changes to policies or procedures that are challenging or out-of-date.
- Inform University officials about significant trends, patterns of complaints, or problems that appear to be **systemic**.


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OMBUDS PROCESS SUMMARY

- Identify issues and options.
- Clarify desired **outcomes**.
- Strategize to whom and how to raise this issue or concern.
- Listen and think through difficult situations in a confidential, neutral setting.
- Facilitate understanding and resolution.
- Pursue organizational development or change if possible.


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The Ombuds CANNOT:

- Take sides or serve as an advocate for any party.
- Maintain official records.
 - Notes taken are shredded after "closure" of conversation with Visitor
- Unilaterally change rules or policies.
- Set aside a decision or supersede the authority of a University official.


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Examples of Concerns Brought to University Ombuds

- Questions or complaints about a University office, service, or decisions.
- Need for mediation help or facilitating communication.
 - RPT
 - Annual A&Ds
 - Staff Appraisals
 - Admonitions/Sanctions advice
- Perceived inequities in work or pay; unfair/inconsistent treatment.
- Interpersonal conflicts and problems with workplace climate.


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Examples of Concerns Brought to University Ombuds

- Concerns about career advancement & job satisfaction or security.
- Problems of institutional non-responsiveness and “red-tape.”
- Need for an impartial and confidential sounding board.
- Unsure where else to turn for help?


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Ombuds Report - Students

Sept. 2015 – August 2016 <ul style="list-style-type: none"> • Students (Graduate & Undergraduate) - 17 <ul style="list-style-type: none"> – Conflict with procedural or university guidelines: 8 – Communication of Ombuds with parents: 5 – Faculty treatment of students: 1 – Academic conflict with instructors: 3 	Sept. 2016 – August 2017 <ul style="list-style-type: none"> • Students (Graduate & Undergraduate) - 18 <ul style="list-style-type: none"> – Conflict with procedural or university guidelines: 8 – Communication of Ombuds with parents: 6 – Faculty treatment of students: 1 – Academic conflict with instructors: 3
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Ombuds Report – Faculty

Sept. 2015 - August 2016 <ul style="list-style-type: none"> • Total # Visitors – 93 <ul style="list-style-type: none"> – 47 female / 46 male – 16 Visitors with 5 – 12 visits • Faculty – 57 <ul style="list-style-type: none"> – Conflicts: 30 <ul style="list-style-type: none"> • Dept. Hd.; Dean: 16 • Subordinates; Peers: 14 – Procedural: 20 <ul style="list-style-type: none"> • RPT, A & D – Diversity: 2 – Personal Issues: 5 	Sept. 2016 - August 2017 <ul style="list-style-type: none"> • Total # Visitors – 83 <ul style="list-style-type: none"> – 43 female / 40 male – 20 Visitors with 2 – 14 visits • Faculty – 46 <ul style="list-style-type: none"> – Conflicts: 19 <ul style="list-style-type: none"> • Dept. Hd.; Dean: 10 • Subordinates; Peers: 9 – Procedural: 20 <ul style="list-style-type: none"> • RPT, A & D, Cum. Review – Diversity: 3 – Personal Issues: 4
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Conclusion / Bottom Line

- Choose actions that best demonstrate fairness and respect, and, where appropriate, for rewards or consequences.
- Conflicts will arise – well meaning, bright people sometimes disagree and hopefully, most issues can be resolved amicably.

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Ombuds Report - Staff

Sept. 2015 – August 2016 <ul style="list-style-type: none"> • Staff - 19 <ul style="list-style-type: none"> – Conflict with Faculty or Supervisor: 8 – Conflict with Subordinate: 2 – Conflict with Colleague: 4 – Diversity related conflict: 1 – Conflict with Procedures: 5 	Sept. 2016 – August 2017 <ul style="list-style-type: none"> • Staff – 19 <ul style="list-style-type: none"> – Conflict with Faculty or Supervisor: 8 – Conflict with Subordinate: 2 – Conflict with Colleague: 3 – Diversity related conflict: 1 – Conflict with Procedures: 5 <ul style="list-style-type: none"> • Annual reviews
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QUESTIONS????

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

SAC MAINTENANCE ACCOUNT					
1-128520					
		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	\$ 195.30	\$ 400.48	\$ (200.48)	
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	\$ -	\$ 2,426.48	\$ 45,957.79
ACCOUNT TOTAL				\$ 46,153.09	
Expense Summary:					
2 Round of shirts order from EJ's					

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

SAC SERVICE AWARD ACCOUNT (MTM)	
1-128522	
	TOTAL
Balance Forward	\$ 3,596.53
Funding	\$ 20,000.00
Supplies and Materials Adj.	\$ (650.00)
TOTAL REVENUES	
	\$ 22,946.53
MTM Service Awards	
	\$ 645.27
TOTAL EXPENSES YTD	
	\$ 13,950.89
ACCOUNT TOTAL	
	\$ 8,995.64

Funds Deposited with OSU Foundation - February

OSU STAFF SCHOLARSHIP FUND	
20-31100	
Cash	
Balance Forward	\$ 26,085.16
Scholarship Dispersement	\$5,000.00
Deposit	\$0.00
Balance	\$ 21,465.16
Endowment	
Balance Forward 01/01/18	\$ 120,800.13
Deposit	\$ 25.00
Balance	\$ 120,825.13
AVAILABLE ACCOUNT TOTAL	\$ 21,465.16
Expense Summary	
Spring Scholarships	

Awards & Recognition Committee Report

March 14, 2018

1. Distinguished Service Awards were presented Wednesday, March 7, at the Staff Development Day luncheon, as follows:
 - a. 1st Place – Becky Cheary (trophy and \$3,000)
 - b. 2nd Place – Shelby Morris (trophy and \$1,500)
 - c. 3rd Place – Collin Craige (trophy and \$1,000)
 - d. Veneta Banskalieva-Dobrevva (certificate and \$100)
 - e. Connie Budd (certificate and \$100)
 - f. Susan Ramsey (certificate and \$100)
 - g. Chase Rheam (certificate and \$100)
 - h. Simon Ringsmuth (certificate and \$100)
 - i. Michelle Stewart (certificate and \$100)
 - j. Chuck Willoughby (certificate and \$100)
2. Letters of recognition and DSA nominee certificates were sent to the following:
 - a. Doug Aaron
 - b. Karen Brown
 - c. Tracie Brown
 - d. Robin Fitzgerald
 - e. Billy Flowers
 - f. Mari Ann Medlock
 - g. Michael Melancon
 - h. Taylor Neighbors
 - i. Mandi Robedeaux
 - j. Chelsea Wooten
3. The budget for the Distinguished Service Awards was \$10,000; and, the total amount expended was \$9759.73; therefore, the DSAs were under budget by \$240.27.

Report – Faculty Council Meeting, MARCH 2018

Multiple things were passed, including:

- The credit hours changed for what qualifies as a sophomore.
- Approval for guidelines for using social media with university courses

Two topics of interest:

- President Hargis has made an unnamings committee to begin making official policy about unnamings buildings. This was brought up due to the controversy around Murray Hall. The process for unnamings the building will take a while, but the estimate is it will be done by fall semester this year.
- The police force on campus is making a greater effort to be present and encouraging their officers to get to know the students, faculty, and staff. They have added more officers to core campus and have expanded the campus as well (not sure what that meant).

The Department of Wellness EMPLOYEE PROGRAMS

March 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.



Faculty & Staff Olympics / Mar. 19-22, noon-1pm

The Faculty and Staff Intramural Olympics presents an opportunity for campus employees to take time during their lunch break to partake in friendly competition amongst other departments at Oklahoma State.

Application deadline: March 15

Register online at Intramuralsports.okstate.edu - For more information call 405-744-7407



Run, Rabbit, Run / Mar. 31, 2pm

Wear bunny ears as you run, walk, hop or trot around The Botanic Garden at Oklahoma State University. We would love for you to stay after the 1-mile event to play some fun, field day games, or take a stroll through the beautiful gardens!

Application deadline: March 19 to receive a shirt

Register online at okla.st/RunRabbit2018



National Walking Day / Apr. 4, noon-1pm

April 4th is the American Heart Association's National Walking Day, an annual event that highlights the importance of an active lifestyle. Join us at the Student Union Plaza for a short walk through campus. Event is FREE and open to EVERYONE.



Wellness Wednesday / Apr. 18, noon-12:50pm

Join David A. Hillock, and learn about selecting herbaceous ornamentals, preparing and planting your flowers, health benefits of gardening and tips for successful gardening.

Application deadline: April 13 at noon

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



405.744.well (9355)



wellness.okstate.edu



wellness@okstate.edu



OSUWELL



DEPARTMENT OF
Wellness

SAC EMPLOYEE SPOTLIGHT

MICHELLE CHITWOOD

ADMINISTRATIVE SUPPORT SPECIALIST



Who is your hero and why? Betty James, my aunt - she worked here at OSU in Human Resources and Ag. until she retired, which is why I came here. She had the biggest heart, very caring, loving person. She was always there for me and helping me no matter what, I am where I am today THANKS to her support.

What is something about you that would surprise people? I like to write backwards and I have been in the World's largest amateur rodeo the past 20+ years and in charge of the 8 and under competition at rodeo.

What is something you would like to learn to do? How to operate more wood working machines for my crafts fun.

SAC EMPLOYEE SPOTLIGHT

SHELBY SANDERS

ASSISTIVE TECHNOLOGY SPECIALIST FOR OKLAHOMA ABLE TECH



Who is your hero and why? My grandmother Bessie is my hero. She was always there for me growing up. She lived a pretty simple life but was very generous. I miss her dearly every day!

What is something about you that would surprise people? I can still do back handsprings on the trampoline!

What is something you would like to learn to do? I would love to learn to be crafty but so far it hasn't happened!