



Staff ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES
August 3, 2016 – 412 Student Union-Council Room

“The council that’s working for you.”

Guests: Jamie Payne, Assistant VP of Admin and Finance (HR); Liz Tarbutton, HR; Lorinda Schrammel, HR

Chair Sue Goad called the meeting to order at 1:20 p.m. and the roll call was completed.

Approval of Minutes: The June 2016 minutes were approved

Approval of Agenda: The agenda was approved with changes

Guest Speakers:

Ron Tarbutton, Interim Director Facilities Officer of Facilities Management: FM recently started a quarterly newsletter that highlights employee recognition, events held at FM, new team members welcomes, award recognition and feedback from customer surveys. Newsletter can be found at <http://fm.okstate.edu>. Reviewed productivity improvement since Next Level changes went into effect. FM currently works over 43,000 work orders per year in addition to preventative maintenance work. FM recently purchased 22 new computers that have been placed throughout FM buildings for employees to utilize to check email, payroll information, make benefit updates, etc.

Jamie Payne, Assistant VP of Administration and Finance: ID swipe/key pad locks have been added to all of the doors to HR offices in Whitehurst. This reason for this is due to OSU becoming self-insured and more stringent HIPPA regulations. The door at 106A Whitehurst is usually kept open during office hours and a representative is always available at the window of Employee Services/Benefits at 106 Whitehurst.

Seating of New Member:

Chair Sue Goad appointed John Stephens to the vacant position that was held by David Schapp. David resigned last month due to accepting another position outside of OSU.

Treasurer’s Report: Tara Roberson-Moore – No report

Branch Campus Reports

OSU-Tulsa/CHS: no report

OSU-OKC: no report

OSUIT-Okmulgee: no report

Report of Standing Committees

Rules & Procedures: Melanie Bayles – Attachment A

Policies, Benefits, and Budget: Kristin Henderson – Have emailed “key” people to find out more information concerning some of the fees regarding Staff fees when attending college courses on campus.

Someone recently approached the committee about the amount of Physical Therapy sessions that is covered under insurance and the committee is currently looking to this and will update when they have more information.

Communications: Kaylie Wehr – Attachment B

Awards & Recognition: Karissa Lowe – committee will begin meeting in 2 weeks. They will be discussing a timeline for the Distinguished Service Awards process for this year. Received the July invoice from MTM for staff service awards.

Fund Raising: Michelle Chitwood – no report

Events: Sarah Axtell- Attachment C

Report of University Committees

Faculty Council Report: no report as there August meeting is next week.

Department of Wellness: Karissa Lowe went over the events flyer for August (*Attachment D*)

Officer's Reports

Secretary's Report: Toby Tucker – currently finalizing guest speakers for this year's meetings.

Vice Chair's Report: Jovette Dew – received several thank you cards from Staff Scholarship recipients.

Chair's Report: Sue Goad – Christa Louthan and Jennifer Moody came to the July eteam meeting and discussed FLSA changes/updates and the communication plan. She asked that they present this information to the Council as a whole in an upcoming meeting.

Received a message from a fellow staff member who was concerned they did not get their payroll advice as soon as normal. Jamie Payne stated that there were some issues with the 3rd party feeds. HR IT is currently creating payroll reports and they hope to have them ready by September. Our Banner consultant is here until the end of September. Some individuals did not turn in time but Payroll was able to reach out those areas to get hours worked and those individuals were paid. Everyone is getting paid and no one will go without being paid. Payroll Department has been working 16 hour days since April including weekend and holidays to ensure that everyone get paid on time. Jamie asked that HR be contacted with any issues or concerns pertaining to Banner or Payroll so they any issues may resolved as soon as possible.

Unfinished Business - none

New Business – none

Announcements –The next meeting will be September 14, 2016 @ 1:15 p.m. in 412SU-Council Room.

The meeting was adjourned at 2:09 p.m.

Respectfully submitted,

Toby Tucker

Attachment A

Rules and Procedures

8/3/2016 Report

OSU Legal had no changes to suggest for the revised Constitution, clearing the way for a vote by all OSU staff. The ratification election will be held after Labor Day using SurveyMonkey. The R&P Committee will work with the Communications Committee to get publicity out about the upcoming vote.

Attachment B

Communications Committee Updates

August 3, 2016

- Email communications template is finalized

Attachment C

Events Committee's Report - August 3rd

We are currently working on getting in contact with Stillwater Junior Service League for Harvest II which is expected to be during the first week of November.

We also have started planning the Staff Appreciation Day event which will be towards the end of May and its coming along great.

We will have more details at a later date.

Events Committee over and out.

Attachment D

The Department of Wellness

Employee Programs: August 2016

Cowboy Challenge

Applications close Aug. 8

Program dates: Sept. 5 - Nov. 18
Seretean Wellness Center

Cowboy Challenge is a 12 week team based program, combining three teams of eight on a journey to a healthier you. This program is offered at no charge to benefits eligible employees. Program components include health and fitness assessments, group personal training sessions and nutrition guidance. Space is limited! Apply Today!



CHOOSE YOU

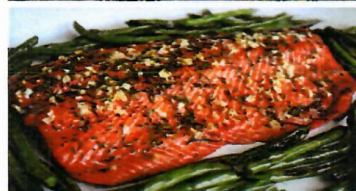


Choose You

Applications close Aug. 19

Program dates: Sept. 12 - Nov. 28
Weekly meeting time: 12:10 - 12:50 p.m.
Seretean Wellness Center

Choose You is a 12 week program designed for persons who are at risk for developing diabetes. This is a fun and interactive program to encourage weight loss and lower blood glucose. This program is offered at no charge to benefits eligible employees. Space is limited! Apply today!



Cowboy Cooking School

Tuesday, August 23

\$30 Members \$35 Non-Members
Noon - 12:50 p.m.

Seretean Wellness Center
Registration deadline: Aug. 19

Join the private chef of NBA star Kevin Durant, Chef Ryan Lopez, for a lesson on creating wonderful eclectic fall flavors. The menu will feature Roasted Salmon with coconut corn curry sauce and succotash, Asian slaw and Island



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Wellness Wednesday: Staying Afloat in the Sea of Social Media

Wednesday, September 21
FREE to benefits eligible employees
Noon - 12:50 p.m.
Seretean Wellness Center
Registration Deadline: Sept. 16, noon

Megan Horton, OSU Communication Associate Director, will empower you to 'right the ship' by teaching the proper settings for personal and family safety, discover emerging trends among young users and provide tools for creating a balance between real-life social relationships and online interactions.

Orange Mud Run

Saturday, August 27
\$20 Members \$30 Non-Members
10:00 a.m.
Camp Redlands

Crawl through mud, scale walls, traverse across the lake and climb hay mountains as you complete our 5K, 20+ obstacle course at Camp Redlands.

Hearing Screenings

Friday, September 16
FREE to benefits eligible employees
1:00 - 3:00 p.m.
042 Murray Hall (Basement)

The Department of Wellness and the Department of Communication Sciences and Disorders have partnered to offer FREE hearing screenings. A certified and licensed audiologist will supervise and provide results instantly. Appointments are required. Contact Tabi Deal tabi.deal@okstate.edu.