



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

# STAFF ADVISORY COUNCIL

## OSU STAFF ADVISORY COUNCIL MINUTES

December 14, 2005, 412 Student Union, Case Study 2

**Present:** Beeler, Castle, Condit, Conneywerdy, Eynon, Ford, Forsythe, Gladden, Hoffman, Hunt, Kelley, McIntire, Peters, Phelan, Reece, Reim, Ward, Warner, Welliver, Wieder, S. York, Zweicker

**Absent:** Barber, Blackburn, Campbell, Whitmore, A. York

Hank Welliver called the meeting to order at 1:15 p. m. and Carey Warner called roll.

Hank asked for approval of the November minutes. A motion was made to approve the November minutes, seconded and approved by a voice vote.

Changes to the agenda included the addition of two motions from Duane Hunt and Randy Kelley addressing the current leave/attendance policy as New Business. A motion was made to approve the agenda as amended, seconded and approved by a voice vote.

### **E-Group Update – No Report**

### **Peer Meditation Report – Mac MCCrory, Ed. D., Seretean Wellness Center**

Mac McCrory readdressed the Council on the possibilities of a Peer Meditation program for OSU employees as discussed in October's meeting and asked the Council for support. After discussion, a motion was made to support such; while specifying the Council supports a Peer Mediation program overseen by the Institute for Issue Management and Alternative Dispute Resolution and that the Policies, Benefits, and Budget Committee be involved in the process.

### **HR Broadbanding Report – Christa Louthan, Generalist II, Human Resources**

Christa Louthan announced 33.1% of clerical staff positions have been broadbanded as of December 1, 2005 and discussed the Human Resources Office Clerical Study and Career Development Program.

Human Resources' goal is to gain more consistency in titles and improve communication as to how employees can be promoted and/or obtain raises. Individuals could be hired into a position/title based on their experience and qualifications and once an individual meets the development requirements for the next level, they could receive a promotion and/or raise.

Human Resources will meet with college officers to discuss implementation of the Office Clerical Study/Career Development Program in January. Completion is scheduled to be done by May 2006.

Christa addressed concerns as to if all departments will be able to offer the broadbanding incentives. The hiring ranges for the broadbanded positions have been altered to accommodate all budgets. After implementation, employees will be grandfathered into broadbanded positions regardless of experience and qualifications; however, those grandfathered in can not advance to the next level until all development qualifications are met.

### **Report of University Committees**

#### ***Faculty Council Report – Carey Warner***

The Faculty Council passed a resolution regarding their opposition to TABOR in Oklahoma. A recommendation to reopen the Master Plan so that representatives from student body, staff and faculty councils as well as the City of Stillwater are included in the planning process was passed. In addition, the Faculty Council moved to table a recommendation to support the Student Government Association's recommendation to enact an international scholarship fee because not all students would benefit from this scholarship.

#### ***Treasurer's Report – Donna Whitmore – No Report***

### **Branch Campus Reports**

#### ***OSU-COM – Jan Barber – No Report***

#### ***OSU-Okmulgee – Allen York – No Report***

#### ***OSU-OKC – Ronda Reece***

Ronda stated OSU-OKC is undergoing construction of new buildings. Preparation for the holiday luncheon is underway.

#### ***OSU-Tulsa – Karen Castle***

Karen stated OSU-Tulsa is also undergoing construction of new buildings. Spring semester enrollment numbers are up.

### **Report of Standing Committees**

#### ***Rules & Procedures – Duane Hunt, Chair – No Report***

#### ***Public Relations – Jeremy Zweiacker, Chair***

Jeremy announced the SAC brochure has been completed and passed around a sign up sheet for volunteers to present and greet at the New Employee Orientation Seminars. Jeremy also requested names of those in need of the SAC notebook.

### ***Policies, Benefits and Budget – Tara Gladden, Chair***

Tara announced committee will be meeting to review and discuss broadbanding issues as well as the Peer Meditation program. They are also reviewing the grievance and misconduct policies.

### ***Awards & Recognition – Katie Reim, Chair***

Katie stated committee will be meeting tomorrow to begin planning the Staff Appreciation Day and carnation sale.

### **Old Business**

Hank announced the fee waiver recommendation submitted by the Policies, Benefits, and Budget Committee last month was approved and the Faculty/Staff Fee Waiver form, OSU Course Catalog, and OSU Policies 3-0744 and 2-0108 will be updated as recommended.

### **New Business**

Hank requested a motion to seat Gracie Teague as a Council representative filling one of the vacant Academic Affairs classified seats. Motion was made, seconded and approved by a voice vote.

Hank addressed a concern from a staff member as to if the Council serves A/P staff members. Discussion included ways to communicate issues better to the staff and why separating staff into groups would not be efficient to staff as a whole.

In regards to the 2006 SAC election of new Council members, Duane Hunt announced there are two provisions of the bylaws which must be considered and suspended. The first is the method used to fill vacant seats. The bylaws require such seats to be filled through SAC executive team action. Since the executive team has been unable to fill the current vacant seats, they should be filled by election. Duane moved to suspend the rule on filling vacant seats through executive team action and fill the seats by election for the 2006 SAC election. The motion was seconded and approved by a voice vote. The second provision of the bylaws needing to be addressed is the number of classified seats filled by election. The bylaws state one-third of the seats will be filled during each election. With the current vacant seats and the term expiration of serving Council members, there is a need to elect more than one-third of the classified seats. Duane moved the provision of the bylaws limiting election of one-third of the classified seats be suspended for the SAC 2006 election. The motion was seconded and approved by a voice vote.

Randy Kelley addressed a concern from a staff member regarding use of annual leave. The staff member's supervisor instructs the individual as to when he/she has to take annual leave and would like to know if this is in accordance with OSU policies and procedures. Tara stated the Policies, Benefits, and Budget Committee will review the policies.

## Announcements

Jeremy announced the following SAC Scholarship Fund Endowment Request has been completed and moved to approve and submit the following to Administration:

**SUBMITTED TO:** OSU Budget Committee

**SUBJECT:** Staff Advisory Council Scholarship Program

**PROPOSED BY:** OSU Staff Advisory Council

**OSU Budget Committee**

**WHEREAS** the OSU Staff Advisory Council expresses deep appreciation to the OSU Administration and its commitment to furthering the education of staff members at Oklahoma State University, and

**WHEREAS** the OSU Staff Advisory Council is encouraged through the continuation of matching funds to the Staff Advisory Council and its scholarship program, and

**WHEREAS** the OSU Staff Advisory Council has diligently worked toward the endowment of the Staff Advisory Council Scholarship Fund, now, therefore be it

**RESOLVED** that the OSU Administration allocate in the amount of \$20,000 for each of 5 years for a total \$100,000 be provide for an endowment, and it be further

**RESOLVED** that the funding will begin for the 2005-2006 budget year, and be it further

**RESOLVED** that the funding will be deposited into the Staff Scholarship Fund #, and be it further

**RESOLVED** that the level of funding be appropriate to continue the scholarship fund, and be it further

**RESOLVED** that the matching funds be continued at the same rate until the full endowment is reached.

Discussion included omitted the work diligently and adding the foundation account number. A motion was made to approve and submit the request as amended, seconded and approved by a voice vote.

There being no further business to come before the Council, motion was made, seconded and approved to adjourn.

Respectfully submitted,  
Carey Warner, Secretary