



"The council that's working for you."

STAFF

ADVISORY

COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES June 8, 2005, 412 Student Union, Case Study 2

Present: Beeler, Carpenter, Cich, Condit, Gedon, Gladden, Hoffman, Hunt, John, Peters, Phelan, Phelps, Sanmann, Shields, Tanner, Thomason, Warner, Welliver, West, Whitmore, Wyant, York, Zweiacker

Absent: Barber, Blackburn, Campbell, Ford, Kelly, White, Williams

Donna Whitmore called the meeting to order at 1:15 pm, and Joan Sanmann called roll.

The April 2005 minutes were approved.

The Agenda was approved.

Dennis White could not be seated, as he was not present.

Award Presentations

Certificates of Appreciation were presented to the following representatives leaving office:

Marilyn Thomason, Kathie Tanner, Deborah Shields, Joan Sanmann, Trisha Gedon, Michael Cich, Sheryl Beeler, Jane Carpenter and Brenda Wyant

Certificates of Appreciation were presented to the following committee chairs:

Duane Hunt, Rules & Procedures; Liz Condit, Public Relations; Jane Carpenter, Policies, Benefits and Budget; Carey Warner, Awards and Recognition

Certificates of Appreciation were presented to the following officers:

Kathie Tanner, Treasurer; Joan Sanmann, Secretary, Trish Gedon, Vice Chair

A Certificate of Appreciation was presented to Donna Whitmore, 2004-05 Chair, as well as gifts from the council members.

Seating of New Members

The following new members were seated:

ACADEMIC AFFAIRS: Diana Ward (A/P), Katie Reim (A/P), Stacey Frazier (Classified)

ADMINISTRATION & FINANCE: Rob Eynon (A/P), Becky McIntire (Classified)

ENROLLMENT MGMT/MKTG/EREDF/GEN UNIV/RESEARCH: Lori Wieder (A/P)

STUDENT AFFAIRS: Sherril York (A/P), Kim Forsythe (Classified)

Council voted to appoint Sheryl Beeler for a one-year vacant seat. Sheryl Accepted.

Election of Officers

Election of officers was held. For Chair, Hank Welliver, Carey Warner and Duane Hunt were nominated. Hank Welliver was elected Chair for the 2005-06 year.

For Vice Chair, Liz Condit and Carey Warner were nominated. Liz Condit was elected vice chair.

For Secretary, Carey Warner was elected by acclamation.

For Treasurer, Donna Whitmore was elected by acclamation.

Treasurer's Report

Kathie Tanner presented the following end-of-year treasurer's report:

Staff Advisory Council Treasurer's Report-October 2004 As of May 31, 2005

Maintenance Account (AA-1-28520)

Budget

Actual

| | | |
|----------------------|-----------|------------------|
| Revenue: | | |
| Yr End Bal Forward | | 6,020.00 |
| Allocated Budget Bal | 23,000.00 | 23,000.00 |
| Transfers: | | |
| Total Revenue FY05 | | 14,800.92 |
| Expenses: FY05 | | -0.49 |
| Fund Balance | | 35,141.32 |
| | | 8,679.11 |

Fund Raising Expense Account (AA-1-28521)

| | | |
|-----------------------|--------|---------------|
| Transfers: | | |
| Yr End Bal Forward | 301.00 | |
| Allocated Budge Bal | | 301.00 |
| Income FY05: | | |
| Fundraisers | | 1,248.60 |
| Expenses FY05: | | |
| Fundraisers | | 66.14 |
| Fundraisers | | 737.46 |
| Fund Balance | | 745.83 |

Scholarship Payment Account (AA-0-65080)

| | | |
|---|-----------------|----------|
| Yr End Bal Forward | | 1,772.63 |
| Revenues Deposited FY05 | | 328.06 |
| Total Revenue FY05 | | 3,272.16 |
| **Expense-Transfer to Scholarship Acct. | | - |
| Fund Balance | 3,272.16 | |

SAC Scholarship Revenue Account (AA-6-12570)

| | | |
|---|---------------|--|
| Spring 2004 remaining balance | 75.00 | |
| Transfer for Fall 04/Spring 05 | 1,500.00 | |
| Expenses - Scholarship payments Fall05-Spring06 | 1,075.00 | |
| Fund Balance | 500.00 | |

Foundation Staff Endowment Scholarship

| | | |
|------------------------------|-----------------|--|
| Beginning Balance- 6/30/04 | 7,549.00 | |
| Deposits as of July 31, 2004 | 589.68 | |
| Fund Balance | 8,138.68 | |

Scholarship funds will be transferred to scholarship payment account in May 2004 for Fall 2004, and Spring 2005.
3164.18 - 1500 = 1664.18

Branch Campus Reports

OSU-COM – Jan Barber – No report

OSU-Okmulgee – Allen York - No report

OSU-OKC – Kristi John – No report

OSU-Tulsa – Sarah Phelps – No report

Report of Standing Committees

Awards & Recognition – Carey Warner

Staff Advisory Council

Awards and Recognition Committee

2004-2005 Year in Review

Members: Carey Warner – *Chair*; Trisha Gedon, Sheryl Beeler, Marilyn Thomason, Michael Cich, Dave Ford, and Brenda Wyant.

Bylaw Description

This committee shall consist of four (4) or more members of the Staff Advisory Council. The committee shall be responsible for policies and procedures related to the presentation of an annual award and recognition of Administrative/Professional and Classified staff members of Oklahoma State University. This shall administer the nomination and selection processes and conduct the awards presentations. The Awards and Recognition Committee will be responsible for other awards and recognition of staff as such arise.

1. Distinguished Service Award Subcommittee – This subcommittee of the Awards and Recognition Committee shall be responsible for the selection of the Distinguished Service Award Recipients. Membership shall consist of the Vice-Chairperson of the Council and one (1) member from each of the permanent committees of the Council. The SAC Vice-Chairperson shall serve as Chair of this subcommittee.

2. Scholarship Subcommittee – This subcommittee of the Awards and Recognition Committee shall be responsible for activities associated with the Council scholarship. Membership shall consist of the Vice-Chairperson of the Council, one (1) member from each of the permanent committees of the Council, and any outside, non-council members the Vice-Chairperson deems reasonable. The Council Vice-Chairperson shall serve as chair of this subcommittee. The duties of this subcommittee shall include but not be limited to:
 - a. Drafting scholarship application forms – the application form used shall be submitted for review and approved by the May meeting of the Council.
 - b. Advertising the scholarship – advertising of the scholarship’s availability shall begin no later than July 1 of the calendar year.
 - c. Administering the scholarship award – the subcommittee shall determine eligibility criteria, confirm eligibility of the applicants, select recipients, and supervise the dispersal of monies.

ACTIVITIES

Staff Awards Day, November 4, 2004 (always first Thursday of November each year)

1. Distinguished Service Award Presentations
2. Recognition of all nominees for the DSA
3. Recognition of SAC’s scholarship recipients
4. Recognition of Leadership Development Program Graduates
5. Recognition of Years of Service Pin recipients

For the third year in a row, the A&R Committee separated the Staff Awards Day and the Staff Appreciation Picnic. The Awards Day took place in the Little Theater. Administration provided funds for the cookies/punch reception; a total of \$680.00. Administration also funded the Years of Service pins. Employees with 25, 30, 35 or more years of service received a pin and a Pistol Pete clock ordered from Cecil’s in the Student Union.

Last year we renewed the contract with Terry Berry Co. to continue providing us with the Year of Service pins. The contract is for 5 years.

In May the A&R Committee mailed the “unclaimed” pins and clocks to Deans, Department Heads and Directors advising them to distribute the pins/clocks to the employees listed on an attached sheet.

The Little Theatre has been reserved for the 2005 Staff Awards Day; Thursday, November, 3, 2005.

Administrative Professional Day Carnation Sale, April 27, 2005

Carnations were sold campus-wide to raise money for SAC Scholarships. We worked with Little Shop of Flowers again this year. We sold \$605 worth of

carnations. Our expenses were \$301.75, for a net profit of \$303.25; approximately \$100 less than what was made the previous year.

*The A&R Committee would like to advise next year's Chair and committee members to make sure they do not schedule the Staff Appreciation Day during the same week as the Carnation Sales and to make sure the flyers for the Carnation Sales are sent to each individual on campus versus a "campus throw".

Staff Appreciation Day, April 26, 2004

Staff Appreciation Day was a great event this year with just over 1,250 staff attending. The A&R Committee partnered with the PR Committee in planning this big event. We hosted the event outdoors on Willard Lawn with vendors located on the Willard Terrace/Veranda and in the Willard Living Room. Freddie Paul's catered a barbecue dinner consisting of barbecue brisket, potato salad, baked beans, bread, condiments and cookies. The meal cost \$4,840 and administration had deposited money in the SAC account to pay for this. TIAA/CREF gave us a \$500 donation to help offset the cost of the picnic. Tables/chairs and tents were rented from the Physical Plant costing us \$753.24. The Physical Plant worked with Kinnunen to get the rental cost of one tent waived. We also rented an audio system from Physical Plant which was used to play music during the event, as well as announce the winners of the numerous door prizes. The PR Committee assisted in getting vendors to participate in this year's event.

Loose Change Donation

We continued the new fundraising effort initiated in April 2004. At each regular SAC meeting we will be taking a "loose change" donation from SAC members. Donations for the 2004-2005 year netted \$85.29. We simply asked each member to donate the loose change they had in their pockets.

"Non-Raffles" and "Raffles"

This year the A&R Committee had a few fundraisers. In 2004, we had a "non-affle" for two Bedlam football tickets and a football autographed by Les Miles; a total cost of \$150. We received a total of \$917 in donations.

In 2005, we "raffled" two basketball tickets seated in the President's Box to the OSU vs. Texas Tech game and a basketball autographed by Eddie Sutton. The two basketball tickets were donated to the SAC by President Schmidly. We received a total of \$278 for this raffle.

The A&R Committee worked with a Lowe's manager again this year and we were able to get a cedar patio swing (approximately \$260 in value) for \$153. We advertised the swing raffle by posting flyers within our departments, on the SAC website, and by word of mouth. We also sold "affle" tickets during the Staff Appreciation Day Picnic and drew the winning name afterwards. We received a total of \$483.

All monies received from “non-raffles” and “raffles” noted above were deposited into the SAC Scholarship Fund. “Non-raffle” and “raffle” tickets were sold at one ticket for \$1.00 and 6 tickets for \$5.00.

Policies, Benefits & Budget – Jane Carpenter

PB&B 2005 Year End Report

Submitted by Jane Carpenter

June 8, 2005

The PB&B Committee this year used email as our primary tool for meeting and communications. We worked with Human Resources and with members of the Retirement and Benefits subcommittee to understand constituent needs and make several recommendations to Staff Council, which were ultimately approved and sent forward to Administration. Most notably, the following work was completed:

Training Scholarship Recommendation

PB&B recommended to SAC that Administration allocate \$25,000 for scholarship funds to the LDP, ALP, and Ambassador certificate programs and to annualize this amount in future years. It was also recommended that HR administer the scholarship funds by committee with representation from SAC.

Incentive Programs

Training Incentive:

PB&B recommended the Administration implement a training incentive plan in all departments/units at OSU Stillwater as follows:

| | |
|---|------------------------------|
| Complete Leadership Development Program | \$250 one-time payment (net) |
| Complete Ambassador Program | \$150 one-time payment (net) |
| Complete HRStar Performer Program | \$75 one-time payment (net) |

They also recommended the Administration advocate the development of specialized incentive programs by offering encouragement, training, and assistance to Deans and unit administrators in the process of incentive development.

Educational Attainment Incentive:

It was recommended that Administration implement the educational attainment incentive plan, which is in place for the Division of Administration and Finance, in all departments/units at OSU Stillwater as follows:

Associates degrees - \$1200 / year (\$0.58 / hour or \$100 / month)

Baccalaureate degrees - \$2400 / year (\$1.15 / hour or \$200 / month)

Masters degrees - \$3600 / year (\$1.73 / hour or \$300 / month)

Doctoral degrees - \$4800 / year (\$2.31 / hour or \$400 / month)

For the 2005-2006 Committee

PB&B members reviewed the Big 12 Comparison and spoke with members of the Flexible Benefits committee. This is a complex document. The 2004-2005 PB&B members recommend that a quarterly (or monthly) meeting with our Reps on the Flexible Benefits Committee be held to learn more about the data and other initiatives of the Flex committee to present it to council for consideration.

Public Relations – Liz Condit

**Oklahoma State University
Staff Advisory Council
Public Relations Committee**

2004/ 2005 Report

Committee Members

Full year: Liz Condit (Chair) Randy Kelley, Bea Peters, Hank Welliver and Jana West

Partial terms: Lisa Collins, Dennis White

Four (4) or more members of the Council shall constitute the Public Relations Committee. This committee shall be responsible for keeping the University community informed of all activities of the Council through whatever channels of communication are deemed necessary.

2004/ 2005 Activities

- Homecoming 2004 Walk Around: In effects to help support the SAC Scholarship Fund the PR Committee again this year participated in the OSU Homecoming Walk Around. The event was held October 15, 2004. PR Committee asked SAC for volunteers to donate cookies and baked goods and to also help staff the booth at Walk Around. Hot cocoa, soda's, bottled water and snacks were high demand making our booth sales for the evening \$331.60. The total profit for this event was \$ 219.47 after expenses were paid.
- New Employee Orientation – The PR committee supports Human Resources each month by providing a presenter and two greeters for each orientation. A SAC brochure is included in each new staff member NEO notebook. The presenter is allowed 5 minutes to give a short message welcoming new staff. The PR Committee introduced the use of a slide presentation that is now used at each orientation by the presenter. Thanks to Duane Hunt for creating this presentation.
- SAC Brochure: A motion was brought by the PR Committee to SAC Council to distribute the updated brochure with the new officers and members to all staff across campus. The motion was approved and the brochure was mailed out to all staff on campus.
- Can OU / Harvest 2 Food Drive - Staff Advisory Council was one again asked to sponsor this event that took place on October 29, 2004. The PR Committee promoted the event on campus and many members from SAC volunteered their time to count donated food items. The event helps stock the food pantry in Stillwater.
- Distinguished Service Award Nominations: The PR committee promoted the DSA nominations that were to be awarded at Staff Awards Day, November 4, 2004.
- Staff Awards Day – The PR Committee worked with Awards and Recognition Committee in promoting Staff Award Day, November 4, 2004. Many of our members also served at the service pin table, greeted staff, served refreshments and anything that was needed to promote the event.
- Holiday Greeting: A motion was brought by the PR Committee to SAC Council to place a holiday greeting in the O'Collegian wishing staff, faculty and students the best of the holiday season. The motion was approved and the announcement was placed in the O'Collegian to run the last 3 days before the holiday break.
- SAC Elections - The PR committee promoted the SAC elections for new members
- Staff Appreciation Day – This event was held April 26, 2005 on Willard Lawn, Living Room and Terrace. The PR committee promoted and supported the event in conjunction with the Awards and Recognition Committee. The event has improved each year since the separation of Awards from Staff Appreciation Day and this year's event was highly successful. The use of Willard Hall facilities for vendor booth set-ups proved to be an asset for gaining participation from local vendors with a total of 18 vendors present.
- Carnation Sales- April 27, 2005: Working with the Awards and Recognition Committee the PR Committee help promote and support this event for Administrative Professional Day.

- Staff Scholarship / Tuition Assistance - A PR Committee member served on the committee to select student scholarship awards.

Rules & Procedures – Duane Hunt

Duane Hunt, Committee Chair, presented an overview of the duties and responsibilities of the Rules and Procedure Committee, including redistricting of council seats to reflect the changes in the university structure, preparation of nomination forms, preparation of ballots, counting of ballots, and maintenance of the web page and list serve. Duane also prepared a beautiful and informative power point presentation for use by council members when addressing New Employee Orientation. Committee members were Chris Williams, Deborah Shields and Billie Blackburn.

Old Business

It was decided by a large majority to pursue prices, etc on the Orange shirts. This matter will be discussed at the next meeting.

New Business

Donna presented a report from the e-group regarding the luncheon with Dr. Schmidly. She felt it was a positive meeting and that he showed concern for the items discussed. The following subjects received attention: Dependant insurance, insurance for retirees, money for training staff, scholarships for up to 6 hours per semester for staff, SAC convention with Big 12, held here at OSU.

We have three representatives on the Flexible compensation Benefits Committee: Billie Blackburn, Greg Fox and Bard Barnes..

Announcements:

We have two vacant seats, in the AA area, both classified.

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

June 20, 2005

Joan Sanmann, Secretary