



"The council that's working for you."

STAFF ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES

April 14, 2004 412 Student Union 1:15 PM

Present: Beeler, Blackburn, Carpenter, Collins, Ford, Gedon, Garner, Gladden, Hoffman, Hunt, Kelley, Miller, Peters, Phelan, Phelps, Rogers, Sanman, Shields, Tanner, Thomason, Welliver, West, Whitmore, Williams, Wyant

Absent: Barber, Brooks, Condit, DeBock, Livsey

Sheryl called the meeting to order and Lisa Collins called roll.

Sheryl asked for the approval of the March minutes. There were no corrections to be made. A motion was made to approve the March minutes, seconded, and approved by a voice vote.

There were several changes to the Agenda. There would not be a report from Faculty Council and added to Old Business, the discussion of by law changes to add responsibility of the list serv to the Public Relations Committee, and a constitution change for discussion regarding the redistricting of council. A motion was made to approve the agenda, seconded, and approved by a voice vote.

Colvin Center Update – Kent Bunker-Director, Colvin Center

The Colvin Center originally opened its doors in 1969. In the mid 90's, students voted to improve the facility and along with President Halligan got the renovation process going. It has become a \$23 million expansion and renovation project, 100% financed through student fees. During the early 80's, the center averaged over 1 million participants per year, during the 90's over 800,000+ participation. The students wanted several things, more weight and fitness space. The old building had 9,000 sq. ft. of fitness space; the new building will have over 30,000 sq. ft. More gyms were needed and 5 gyms were added which now totals 11 in the center and 4 in the annex. The third item students requested was a golf area. The golf area in the new Colvin Center includes a putting green, and two golf simulators.

Added features include the new Outdoor Adventure indoor climbing wall, a new outdoor recreational pool, elevated mezzanine jogging track. The building is ADA

compliant and may be the most accessible building of its kind in the country. A multi-purpose court has been added for indoor soccer, hockey, etc, as well as a cardio theater.

The Colvin Center is open for membership to faculty/staff and their spouses. The fee is \$75 per person for an activity card per semester. For \$30 per semester a member may purchase a locker/lock/towel service. ½ lockers are available at no charge.

The Colvin Center also offers non-credit instruction programs such as yoga, aerobics, water exercise, golf, tennis, etc. that are very popular.

The Colvin Center will be open from 6am-midnight tentatively. Kent answered various questions from the Council. Tours of the center are available.

Report of University Committees

Faculty Council Report – No report given

Flexible Compensation Benefits Committee – Billie Blackburn – No report given

Branch Campus Reports

OSU-COM – Jan Barber

Jan was unable to attend the meeting but sent her report which Sheryl read aloud.

The Staff Advisory Council is continuing with the Mentor Program at Eugene Field Elementary with approximately 25 employees participating.

Staff Advisory Council volunteers are operating the concession stand for the Mini-Med School at OSU-Tulsa. The Mini-Med School is open to the public and runs from March 16 to April 20 and presents various health related topics.

The Scholarship Committee awarded 5 academic scholarships for \$200 each to assist employees continuing their education.

We are planning our annual Staff Appreciation picnic to be held June 4.

OSU-Okmulgee - No Report

OSU-OKC – Kristi Garner

-Enrollment for summer/fall has experienced a steady increase.

-A service awards banquet will be held on Friday.

-Next Thursday and Friday they will hold their semi-annual fundraiser, a silent auction. Items are donated and auctioned off; one of the most popular items is a parking space. Last year they raised \$1200.

OSU-Tulsa – Sarah Phelps

OSU-Tulsa continues to expand their services and involvement in the community.

-Saturday, April 24 teams will compete in the Oklahoma Business Challenge Bowling Tournament. The annual Corporate Challenge is no longer being held, but the Bowling was always so popular that this event has been organized to continue the tradition.

-Wellness Center involves staff in lunchtime walk-n-talks around the campus and abdominal workout classes.

-Added a writing center to assist students with assignments, applications and personal writings.

-Spring enrollment: There are 2578 students enrolled for the spring semester (before the withdrawal date). Our current expanded services include 8 academic advisors/program, 2 financial aid counselors, 2 career counselors, 2 OSU advisors/recruiters on TCC campuses and 1 TCC advisor in our Advisement Center. There are 42 resident faculty with plans to add faculty line each year and we continue to work with TCC to ensure a seamless transition from TCC to OSU.

Report of Standing Committees

Awards & Recognition – Trisha Gedon

The A&R Committee is gearing up for 2 events...carnation sales and the Staff Appreciation Picnic. Carnations will be delivered on April 20th. We're slightly behind where we were last year. Delivery volunteers will meet in the Willard Living Room to sort the flowers and get them delivered.

The picnic is the 27th. We're gathering door prizes to give away. We were able to get a good deal on a beautiful, stainless steel gas grill. We are accepting donations to the SAC Scholarship Fund and in return we are giving away tickets for the opportunity to win the grill. One dollar donation gets 1 ticket and \$5 donation gets 6 tickets. The grill was displayed at the Benefits Fair and generated a lot of interest. Hopefully we'll raise more money at the picnic. The drawing will take place during the picnic.

Policies, Benefits and Budget – Leslie Miller

PB&B March 2004 Report

- **Dismissal and Employment policies** — PB&B received very few comments on the two employment policies we distributed last month and no additional comments on the dismissal policy. Without making any further changes, we would like to recommend these policies be passed on to Administration (see Dismissal and Employment Policies recommendation).

After some discussion to correct some wording a motion was made to accept the recommendation, seconded and approved by a voice vote.

- **Attendance and Leave Policy changes review** — PB&B was asked to review proposed changes to the Attendance and Leave policy. We did and didn't find any serious issues with it. We had a few questions and comments that we passed on to Anne Matoy. Anne has responded to those, but the committee as a whole has not yet had time to provide any feedback on the response.

Dismissal and Employment Policies Recommendation

Staff Advisory Council recommends that Administration review and revise the following three policies according to the changes presented in the attached drafts (see attached):

3-0710, DISCIPLINARY ACTIONS AND DISMISSALS FOR STAFF (formerly 3-0710, Resignations and Dismissals for Classified Staff)

3-0726, EMPLOYMENT, PROMOTION, TRANSFER AND RESIGNATION FOR CLASSIFIED STAFF

3-0706, EMPLOYMENT, PROMOTION, TRANSFER, AND RESIGNATION FOR ADMINISTRATIVE AND PROFESSIONAL STAFF (formerly 3-0706, Employment, Resignations, Suspensions, and Dismissals for Administrative and Professional Staff)

Background for this recommendation:

PB&B committee believes that policy 3-0710 (Resignations and Dismissals for Classified Staff) did not provide adequate instructions for an acceptable dismissal procedure for either Classified or A/P staff. While OSU Human Resources already encourages departments to follow the steps provided in the revised policy (or something very similar), these steps were not spelled out in the policy itself. PB&B believes that the steps should be spelled out in the policy, and that they should apply to A/P Staff as well as to Classified. While it may be understood that A/P Staff is employed “at will,” PB&B believes that a fair HR policy would dictate that OSU should provide A/P Staff with as much due process as possible.

Changes to 3-0706 (Employment etc. of Classified Staff) and 3-0726 (Employment etc. of A&P Staff) include making the employment policies of 3-0706 and 3-0726 more parallel with each other as well as consistent with information in 3-0740, UNIFORM POSITION CLASSIFICATION AND PAY FOR ADMINISTRATIVE/PROFESSIONAL AND CLASSIFIED STAFF

A significant change to 3-0726 (Employment etc. of A&P Staff) is the removal of the paragraph stating that A&P Staff are employed “at the pleasure” of the Dean, Dept. Head, etc. While this may be technically true, the committee felt it was in the best interest of staff to remove the statement with the intent of encouraging more due process for A&P personnel via the revised policy 3-0710 (Resignations and Dismissals for Classified Staff). We also added the Affirmative Action statement provided in the Classified Staff policy. We copied information about A&P transfer and promotion from 3-0740 to this policy.

A significant change to 3-0706 (Employment etc. of Classified Staff) is the removal of the paragraph, “Classified Staff who desire a promotion to a higher level position should report this fact to the Office of Personnel Services. Good business practice dictates that such requests be made with full knowledge of the current supervisor.” We did not understand the necessity for this in the policy. We also moved information about Classified Staff resignations to this policy from the old policy 3-0710.

Public Relations – Hank Welliver

Hank thanked the greeters for the last New Employee Orientation. Flyers for Staff Appreciation Day will go out by Friday. There was some discussion regarding the

wording for the flyer. There will be a meeting with Awards & Recognition to firm up vendors attending.

Rules & Procedures – Donna Whitmore

Ballots are being reviewed for typographical errors and going out on Friday.

Old Business – Sheryl Beeler

Sheryl discussed the officers meeting with President Schmidly, originally set up to discuss ideas on trying to get private funding from donors to help with the scholarship fund. He did not think that now would be a good time since OSU Foundation is trying to come up with more money to finish the Alumni Association building. So he offered, from administration, to increase monies going into the scholarship fund from \$1500 to \$3500, along with the SAC contribution of \$1500 it now will total \$5000. This is specifically for scholarships.

Sheryl read the thank you letter to President Schmidly.

Donna Whitmore handed out some additions to the by-laws regarding the Public Relations committee and the responsibility of the list serv.

Present:

Article XIV; paragraph C of the SAC Bylaws state the following as regards to the Public Relations Committee.

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.

There is a need to amend this section of the bylaws to incorporate changes brought about by technology and its use on the Stillwater Campus. Specifically, the responsibility for the SAC web page and both list serves used by SAC and the staff at large (STREP-L and SAC-L) must be assigned to a committee or officer.

Proposed:

Since the responsibility of the Public Relations Committee is to keep the University Committee informed of all activities through whatever channels of communication are deemed necessary, it is sensible to assign both the list serves to this committee.

Accordingly, it is recommended Article XIV, paragraph C of the SAC Bylaws be changed to read:

*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. **An inherent responsibility of this committee will be the maintenance of the SAC web page and ownership of any list serve currently in use or one that is developed to communicate with the staff.***

There was a call for a vote, a motion made to accept, no discussion, seconded and approved by a voice vote.

Donna brought a recommendation regarding changes to the constitution in reference to the composition of the Staff Advisory Council.

Present:

The Oklahoma state University Staff Advisory Council shall consist of no less than twenty-one (21) or more than twenty-seven (27) elected members. The exact number of members from each of the four (4) divisions within the University shall be determined by the most equal apportionment possible that the numbers will allow, with Classified and A/P sub-divisions having at least one representative each. At the discretion of the local campus, ex officio members (one per campus) may be appointed to represent the respective staff constituencies assigned to the OSU branch campuses.

Proposed:

The Oklahoma State University Staff Advisory Council shall consist of **no more than twenty-seven (27) staff members. The exact number of members from each of the designated areas with the University shall be determined by the most equal apportionment possible that the numbers will allow, with Classified and A/P subdivisions having at least one representative each from the designate areas.** At the discretion of the local campus, ex officio members (one per campus) may be appointed to represent the respective staff constituencies assigned to the OSU branch campuses.

The matter was discussed among Council and was asked by the Rules & Procedures Committee to review and get back to Donna Whitmore with any comments.

New Business – End of Year meeting – Sheryl Beeler

Our year end meeting is scheduled for noon June 9 in the Sequoyah Room, room 208 Student Union. That is the day the new chair and officers will be elected.

Announcements:

Meeting was adjourned.