



"The council that's working for you."

STAFF ADVISORY COUNCIL

Minutes will be approved at next meeting.

OSU STAFF ADVISORY COUNCIL MINUTES

February 8, 2006, 408 Student Union, Case Study 1

Present: Blackburn, Campbell, Castle, Conneywerdy, Ford, Gladden, Hoffman, Hunt, McIntire, Peters, Phelan, Reece, Reim, Teague, Ward, Warner, Welliver, Whitmore, S. York, Zweiacker

Absent: Barber, Beeler, Condit, Forsythe, Kelley, Wieder, 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 January minutes. A correction was noted to include Ronda Reece as present. A motion was made to approve the January minutes as amended, seconded and approved by a voice vote.

One item was changed on the agenda; Duane Hunt will be reporting for the Rules and Procedures committee. A motion was made to approve the agenda as amended, seconded and approved by a voice vote.

E-Group Update – No Report

Serenity Island Project Proposal – Dr. Donna Lindenmeier

Dr. Lindenmeier presented the following proposal:

Serenity Island Program Proposal is a project for the staff of OSU which will be planned, organized, and hosted by the students in the LEIS 3463 Program Design in Leisure Services class and supervised by instructor Dr. Donna Lindenmeier.

Serenity Island is a program designed to provide the staff with a refreshing, relaxing, and learning experience. Vendors representing products, services, and businesses associated with health, wellness, relaxation, and beauty, as well as others will have booths/tables and will provide information and sample services to participants. Participants will walk through the area and can sample as many services as they want. There will also be door prizes raffled. Door prizes will be provided by donations from vendors present, vendors unable to attend, and through funding.

The program is proposed to be sponsored by the College of Education, hosted for all OSU staff, and occur in conjunction with the Staff Appreciation week dinner. The College of Education, and the College of Education Staff Action Team, will be recognized as sponsoring the program through flyers advertising the program, and with signage during the program.

If sponsored by the College of Education, the program will take place in the Willard Lobby and on the adjacent patio.

To sponsor the program, we are requesting that the College of Education fund the planning and organizing of the program. This would include:

\$150 for copies/advertising

\$150 door prizes (in addition to donated door prizes)

\$100 decorations

\$100 supplies for additional project booths

For a total of \$500

If you have questions or need additional information, please contact Dr. Donna Lindenmeier at 744-3700 or donna.lindenmeier@okstate.edu.

We look forward to your response and working with you on this exciting endeavor.

Discussion included the class working together with the Awards and Recognition committee in planning their role during Staff Appreciation Day Picnic. A motion was made to accept the proposal to include the communication between the class and the Awards and Recognition committee, seconded and approved by a voice vote.

Report of University Committees

Faculty Council Report – No Report

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

New buildings are being constructed on the OKC campus. Dr. Mac McCrory has accepted position as Vice-President for Business and Industry Relations. The staff council is currently planning the spring event and reviewing bylaws.

OSU-Tulsa – Karen Castle

Tulsa campus is currently interviewing faculty with hopes of adding five to six new faculty members this year and the campus calendar is currently being printed.

Report of Standing Committees

Rules & Procedures – Duane Hunt, Chair

Duane passed out information regarding the upcoming elections and proposed the nomination period to be March 1, 2006 through March 24, 2006 and the voting period to be April 17, 2006 through April 28, 2006 in compliance with the Council's constitution and bylaws. A motion was made to accept this proposal, seconded and approved by a voice vote.

Public Relations – Jeremy Zweiacker, Chair

Jeremy stated the committee is working with the Awards and Recognition committee in planning the Staff Appreciation Day Picnic. Jeremy also made a motion to raffle two chairs from Gallagher-Iba with a table autographed by Coach Sutton built between them. The motion was seconded and approved by a voice vote. Donna Whitmore stated she would check into purchasing policies regarding this motion.

Policies, Benefits and Budget – Tara Gladden, Chair

Tara stated the committee has met with Anne Matoy to discuss the grievance policy. The committee also discussed the attendance/leave issue brought forth by an employee in Residential Life. The policies and procedures regarding attendance/leave are written to accommodate the majority. As well, committee continues to address the tuition waiver issue.

Awards & Recognition – Katie Reim, Chair

Katie stated bids for the Staff Appreciation Day Picnic have been sent out to vendors with BBQ as the menu selected. TIAA/CREF has graciously donated \$500 to the Council to assist with the picnic. Katie reminded the Council the OSU vs. Texas Tech basketball ticket/Gallagher-Iba chair raffle ends February 21, 2006 and all funds raised need to be sent to her by then. A question was raised as to if we would be offering vegetarian meals during this year's picnic. At this time, no plans to do such have been made, but the committee will note the suggestion as a possible alternative available for next year's picnic.

Old Business

Hank announced the SAC Scholarship Fund Endowment Request remains "above the cut line" per Dr. Bosserman. When asked about the status of the three recommendations never forwarded to Administration last year, Carey read the recommendations out loud. Hank asked Carey to forward the information to him to then be forwarded to Administration. Tara expressed concern regarding the incentive plans adopted by several divisions/colleges throughout campus. Many departments have adopted the incentive plans, but have put more requirements/conditions into the plans thus making it extremely difficult for one to complete. Anne Matoy agreed OSU needed to have one standard, uniform incentive plan available to all employees with no departmental conditioning and she would support such recommendation from the Council.

Hank announced apparently someone nominated Diana Ward for the Flexible Compensation Benefits Committee at the beginning of this term, but Diana has no information regarding her nomination. With the approval of the Council, Hank will submit

two names to Administration, Lori Wieder and Carey Warner, to sit on this committee. A motion was made to approve, seconded and approved by a voice vote.

New Business

The Student Government Association has proposed a Child Care Center as other Big 12 schools have such available to employees and students. The SGA believes such could assist in recruiting and retaining faculty. Daily and hourly services should be available to accommodate all utilizing the facility. Ronda Reece stated OSU-OKC has a child learning facility that charges a week rate, is subsidized, accepts DHS payments, but doesn't provide care after hours (night). After much discussion, the Council decided to respond to the SGA that such recommendation was reviewed by the Council within the last year and we will continue to review the issue every two years.

Hank announced IT has requested representatives from the Council assist them with the creation of an online "device registration"; a way to inventory all university computers. Duane stated this committee is not recognized as a standing committee therefore Hank must send an email to all OSU staff requesting volunteers.

Announcements

Hank announced the Master Plan Staff Forum will take place on Monday, February 13, 2006, from 4:00 p.m.-5:30 p.m. in Click Hall, Alumni Center and encouraged all to attend.

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

Respectfully submitted,
Carey Warner, Secretary