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STAFF ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES

February 11, 2004 412 Student Union 1:15 PM

Present: Beeler, Blackburn, Carpenter, Collins, Condit, Ford, Gladden, Hoffman, Hunt, Kelley, Livsey, Miller, Phelan, Rogers, Tanner, Welliver, West, Whitmore, Williams, Wyant

Absent: Barber, Brooks, Dark, DeBock, Garner, Gedon, Peters, Sanmann, Shields, Thomason

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

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

There were two changes to the Agenda under Old Business. The first was a response from Dr. Bosserman regarding performance evaluations; the second was also a response from Dr. Bosserman regarding the continuous service definition change recommendation. Kathie Tanner's report on Long Term Care was added under Report of University Committees and Duane Hunt will give a report regarding the Scholarship Application also under Reports of University Committees. A motion was made to approve the agenda, seconded, and approved by a voice vote.

E-Group Update – Dr. Stephen McKeever- V.P. for Research and Technology Transfer

The process of reviewing the research administration began back in September. What does each college do, how do they do it, and how they interact with central

research administration. One of the things that were apparent was that there was no uniform method of doing things within the system. The biggest problem that emerged was the way contracts were handled by the colleges. The main change recommended is to build up and strengthen a central contract negotiation service.

As part of the process, it will be recommended that an assistant V.P. will look after the central office and serve as the primary contact to the university. This person will have a PhD as well as be a professional research administrator. A Director of Intellectual Property Mgmt. will be created. It will be recommended to hire a contract negotiator. Export control regulations affect contractual agreements. Contract negotiations will no longer belong to the college. Compliance is a big issue and must be done centrally. The colleges have been very receptive to this idea. Research week will highlight research being conducted on campus.

Report of University Committees

OSU E-Mail Software Changes – Brandon LaBonte, Director, OSU System – Software Services

Also attending with Brandon was Sheri Snider, Director OSU System Technology Support, and Michael Hewett, Assistant Director OSU System – Software Services.

The migration of the OSU system will begin in March with the print and delaying management functions moving from Novell to Microsoft Active Directory. The e-mail functions will be moved from Lotus Notes to Microsoft Outlook/Exchange environment. They will also have a provision for users who prefer other standard based e-mail clients.

They are doing this for a number of reasons:

- Wide dissatisfaction with current e-mail system
- Functionality, security, opportunity to manage will increase
- Cost
- Lotus Notes is an unstable environment

All of this equals a better environment that will be easily controlled and consistent throughout the OSU system. E mail authentication services, such as password and username, will be managed out of the HR system. All employees will have an e mail address this makes finding another employee in the OSU system easier by just their name. The migration process will involve new usernames, new passwords as well as new mechanisms to allow users to keep their old e mail addresses for up to a year and must be renewed each year. Migration will be done station by station. A new e mail address will be provided at that time. There will be a 60 day grace period when mail delivered to your old e mail will be forwarded to the new e mail address. Within that 60 day window, you have the option of going to a website and deciding to keep your old e mail address for up to a year. At a year, a note is sent to that address and you may request to extend another year. There will be several options as to how your new e mail address will be set up, such as Firstname.lastname@okstate.edu, or Firstname.middlename.lastname@okstate.edu, to name a few. This is for those individuals who have common names, or prefer nicknames, etc. Location information for individuals who may share the same name will be provided as well as phone numbers and geographic breakdown of where they are located.

There will be multiple training opportunities for users to learn how to use Microsoft Outlook Exchange. Any questions, may be addressed to Brandon LaBonte, Software

Services, 744-3230, Sheri Snider, Tech Support, 744-3699, or Michael Hewett, Software Service at 744-3474.

Flexible Compensation Benefits Committee – Billie Blackburn

**Flexible Compensation Benefits Committee
Wednesday, January 21, 2004
3:00 pm
103B Seretean Wellness Center**

Members Present: Blackburn, Cooper, Fox, Harrison, Hunt, Lehenbauer, Morris, Raff, Reed, Shull, and Stromberg

Members Absent: Hare, Poole

Ex Officio, Ad Hoc Members and Guest: Oehrtman, Payne, Purdie, and Wells

Terry Lehenbauer called the meeting to order.

1. The **agenda** was approved as amended.
2. A draft of the **December minutes** was distributed. A motion to approve the minutes as corrected was made and seconded. Motion was approved.
6. **Retirement Investment Options Subcommittee** - Shull reported that TIAA/CREF additional offerings will be available in February. TIAA-CREF is working toward have approx. 25 core funds available by the end of the year. The second task for the Committee will be to determine how non TIAA-CREF funds can be made available. That discussion will begin at the Committee meeting on Monday.
3. **Update from HR** - Electronic transmission of funds should begin in January.
There will be an article in "News You Can Use" in February to alert employees about new TIAA-CREF offerings.
Barbara distributed a handout showing 3-years of OSU's/A&M System Health Choice experience (2000 – 2002).
New Life Coverage will become effective 2/1/04. There will be meetings on Jan. 28 to assist faculty/staff in signing up by the 30th deadline for the Feb. 1 effective date.
Prior to the Benefits Fair (April 6 & 7), a new benefits package will be mailed to all employees.
2 handouts were distributed regarding OTRS communications - HR is working to make sure all employees have the OTRS formula that is used to calculate OSU retirement.
4. **Retirement Task Force** - OTRS formula correction will have to be addressed legislatively. Raff said that one of the main points of the law suit is unequal treatment under the law. Over 1400 employees have retired under the current formula.

Lehenbauer said that part of the Task Force will be meeting with the Provost on Friday to brief her on the entire situation just as they did with Pres. Schmidly.

5. **Cafeteria Plan Task Force** - The last meeting we brainstormed about the **PTO** (Paid Time Off) outline developed previously. We are changing positions from the proposal as it was left before (currently addressing staff only). One of our main objectives is to reduce abuse of the current system. We also feel it would be desirable to make a plan usable within the 125 plan.

There is still an expressed interest in a **Sick Leave Pool** so we are looking into it as well.

6. Old Business - **TIAA-CREF Account Access Proposal** (passed last month) and was forwarded to Dr. Bosserman. Dr. Bosserman asked if we would amend the request to 55 and over. The request was discussed. Raff preferred to leave our recommendation as is. The feeling being IRS penalties should be a strong enough deterrent. Motion to retain original language was passed. Terry will send another letter to Dr. Bosserman.

Faculty Council Survey will be sent to staff as well as faculty. Raff shared that the survey will be sent out next month. The data and information will be shared with the Cafeteria Plan Task Force when it is compiled.

Wellness Proposal will be kept on the agenda for future consideration.

7. New Business - No new business.

Meeting adjourned.

Future meeting dates -

February 18 @ 3:00 p.m. in the Wellness Center

Faculty Council Report – Becky Rogers

Faculty Council Meeting

Student Union Room 250
February 10, 2004
Becky Rogers

Meeting Summary

There were three Special Reports:

Camille Deyoung

Retirement Subcommittee of the Flexible Compensation Benefits Committee
Recommended Changes to the OSU Retirement Program and OTRS

- Desired characteristics
- Recommended program
- Recommended program if OTR-Optional goal is not met

- 7 recommendations to OTRS
- House Bill 2226 including some of the recommendations

Michael Heintze

Vice President of Enrollment Management and Marketing

- Proposed Freshman and Transfer Admission Policy

Proposal to raise freshman and transfer admission standards over a 3 year period

	Current standards	Fall 2005	Fall 2006	Fall 2007
ACT score	>=22	>=23	>=24	>=24
HS GPA and class rank	>=3.0 and top 33%	>=3.0 and top 33%	>=3.0 and top 33%	>=3.0 and top 25%
Core GPA	>=3.0	>=3.0 and ACT >=20	>=3.0 and ACT >=21	>=3.0 and ACT >=21

Edward Johnson

Professor and Dean of Libraries, Retired

- House Bill 2222 (Compulsory internet filtering in libraries in Oklahoma)
 - Aimed at adults using computers in public libraries in the state of Oklahoma
 - Prohibits visual depictions
 - Impacts students and faculty research efforts for human health issues, biological sciences, art, etc.

Old Business

Carol Moder

Faculty Council Chair

Retirement Issues

- Council members met with legal council for Governor Henry
 - Governor's Council stated
 - it was difficult or impossible for Governor Henry to remove a regent from the Board of Regents
 - ideas for alternatives to removing a regent would be advisable
- Faculty Council response
 - Requested a written response from the Governor
 - Requested a meeting with in person with the Governor

Staff Advisory Council Report:

Summary of three most recent recommendations:

- Continuous Service Definition Recommendation
- TIAA-CREF Access Recommendation
- Performance Evaluation Form Recommendation

Reminders:

- Applications for the Staff Scholarship
- Carnation Sale for Administrative Professional Day
- Staff Appreciation Day on April 16th
 - Dr. Moder reiterated my request for volunteers and informed the newer members of Faculty Council that they have supported us in the past by serving food at the picnic

SAC Treasure's Report – Kathie Tanner

Staff Advisory Council

Treasurer's Report-January 31, 2004

Beginning June 11 2003 -- January 31, 2004

<u>Maintenance Account</u>	Budget	Actual
Revenue:		
Yr End Bal Forward		903.41
Allocated Budget Bal	23,000.00	29,126.62
Total Revenue FY04		32,597.00
Expenses: FY04		18,127.04
Fund Balance		14,469.96

<u>Fund Raising Account</u>		
Yr End Bal Forward		1,082.93
Allocated Budge Bal		1,082.93
Expenses:		123.36
Fund Balance		959.57

<u>Endowment Scholarship</u>		
Yr End Bal Forward		1,156.08
Revenues Deposited FY04		265.10
Total Revenue FY04		1,421.18
**Expense-Transfer to Scholarship Acct.		-
Fund Balance		1,421.18

<u>SAC Scholarships</u>		
For Fall & Spring 03-04-transfer 5/03		1,500.00
Expenses - Scholarship payments		1,425.00
Fund Balance		75.00

Foundation Staff Scholarship

Beginning Balance	6,820.00	As of 9/30/03
FY04 Deposits through September 30, 2003	407.00	
Fund Balance	7,227.00	As of 12/31/03

Long Term Care Committee – Kathie Tanner

The committee met to review the proposals that were given by Aflac, Prudential, and John Hancock. After some discussion, it was agreed not to interview Aflac because they did not present a group proposal. They will interview with Prudential and John Hancock on February 20 and at that time they will enter into a decision process and make a final recommendation.

Staff Scholarship Committee- Duane Hunt

Changes were made to the Staff Scholarship Application and as required by the bylaws, changes must be approved by the council.

A motion to approve the form was made, seconded and approved by a voice vote.

Branch Campus Reports

OSU-COM – Jan Barber

OSU-Okmulgee - No Report

OSU-OKC – No Report

OSU-Tulsa – No Report

Report of Standing Committees***Awards & Recognition – Trisha Gedon***

Distribution of years of service pins is still going on. The off-campus pins will be mailed out and any remaining pins will be distributed at the Staff Picnic on April 16. There will also be carnation sales during the picnic. The bids for food for the picnic have gone out. Donations for soda or water are being pursued.

Policies, Benefits and Budget – Leslie Miller**PB&B February Report**

- **Prescription drugs vs. generic** — Anne Matoy took our questions/concerns about the complaint brought to us in regards to a certain generic brand of drug costing more than the name brand to the experts at HealthChoice, who were quite surprised that this had happened, if done under the HealthChoice plan.

They reassured Anne that this must have been a **very** unusual case, and that the generic should be less expensive than the name brand. Therefore, a general reminder to “ask the pharmacist which is cheaper” is not needed.

- **Extended Sick Leave Accounts** — Administration assured PB&B that reporting of hours in extended sick leave accounts would be done in such a way that it would be clear what they were, how they could be used, and who could use them. PB&B has decided to take no action on this issue at this time.
- **Social security number security** — A new employee at OSU brought to our attention that the Bursar’s Office had SSNs printed on the sheet used when employees sign to pick up their checks. This employee rightfully pointed out that this might present an opportunity for SSN theft. From now on, only the last four digits of the SSN will be printed on the sheet (xxx-xx-5555). I would like to thank Anne Matoy for serving as our liaison with the Bursar’s Office on this and getting the issue resolved so quickly.
- **Performance evaluation form changes** — Human Resources made some changes to the performance evaluation forms in order to make them compliant with OSU policy. For example, the definitions for the 1-5 ratings now include our terminology as well as OSU policy definitions. PB&B didn’t have any problems with the changes made, and the forms are now available on the OSU Human Resources website. We’d like to thank Anne Matoy and Administration for making these available so quickly.
- **New definition of “continuous service”** — Anne asked PB&B to review a proposed change to the definition of continuous service as found in the Attendance and Leave policy per our recommendation last month. The proposed policy change now reads:

5.01 Continuous Service

a. In applying these rules, continuous service shall be construed as employment at the University without a break in service. (This interpretation of continuous service shall have no effect on the rules and regulations of the Oklahoma Teachers' Retirement System.)

b. Authorized leaves of absence with or without pay shall not be considered a break in service.

c. Any unauthorized absence for more than three consecutive workdays may be considered as a resignation from employment and if so considered will be construed as a break in service.

d. Resignation from employment shall normally constitute a break in service except as noted below.

e. Staff who voluntarily resign employment from OSU and return within 30 calendar days may request reinstatement of the previous continuous employment date, and all rights and privileges accorded

thereto. Such request must be made by the employee within the first 30 days of reemployment to the unit administrator, who will notify OSU Human Resources of the reinstatement.

PB&B looked at the proposed change, and approved of it.

- **Combining Classified and A&P Attendance and Leave policies** — Anne also asked about combining the Classified and A&P policies on Attendance and Leave, as well as adding the state provisions for voting. PB&B thought that these were good ideas.
- **Family leave recommendation policy changes and comparison** — Some time ago, SAC made a recommendation that Administration allow the use of some sick leave for purposes of paternity leave and adoption. Apparently that recommendation has been approved, and the Attendance and Leave policy was rewritten to allow for the use of 5 days of sick leave for paternity leave and adoption. PB&B was asked to look at the changes to the policy, and we did not have any problems with the proposed changes. We also looked at the changes to the FMLA policy, and did not have any problems with those changes. We are **very** pleased that Administration is doing this, and we believe it is a very nice addition to our benefits.
- **Dismissal policy** — PB&B is working on a draft dismissal policy for Classified and A&P. This draft policy is currently titled “Disciplinary Actions and Dismissals for Staff,” and it would replace the dismissal and suspension sections of policy 3-0726 (Employment, Resignation, Suspensions, and Dismissals for A&P Staff) and policy 3-0710 (Resignations and Dismissals for Classified Staff). PB&B would like to thank Carolyn Hernandez for her assistance on this issue.
- **Performance evaluation policy** — PB&B is still working on this
- **Grievance policy** — PB&B is looking at this to see if we will want to make any recommended changes based on our dismissal policy changes.

Public Relations – Hank Welliver

Hank thanked Becky Rogers for representing SAC at the New Employee Orientation. The Public Relations committee met briefly to discuss possible vendors for the Staff picnic. Hank will be working on the ticket for the picnic.

Dr. Strathe will be speaking at the Staff Appreciation Day Picnic.

Rules & Procedures – Donna Whitmore

Changes were made to the SAC Annual Election Nomination Form. According to the bylaws, any changes must be approved by the council.

The following are positions open for nomination to SAC:

Academic Affairs & Research: (2) 3-yr A/P positions
(2) 3-yr Classified positions
Business & External Relations: (2) 3-yr Classified position
General University: (1) 3-yr Classified position
Student Affairs: (1) 3-yr Classified position

The current SAC members eligible for a second term are Dell Livsey, Sheryl Beeler, Denise Brooks, Juanita Phelan and Billie Blackburn.

A motion to approve the form was made, seconded and approved by a voice vote.

The forms will be mailed to each employee to ensure everyone gets one.

Old Business – Sheryl Beeler

Sheryl welcomed Tara Gladden to SAC. Sheryl discussed the Faculty Council's recommendation to administration for Employee access to TIAA-CREF accounts and a letter from Dr. Bosserman requesting more information as to the limitations and/or conditions required in a change to the planned document. Sheryl wrote back stating SAC was not involved in the initial recommendation but decided to support Faculty Council, if the Faculty Council and the Flexible Compensation & Benefits committee should request help from SAC, we would more than happy to assist.

Sheryl also received a letter from Dr. Bosserman regarding the additional fund options offered by TIAA-CREF which will be available soon.

Sheryl read letters from Dr. Bosserman to SAC regarding the Performance Evaluation and continuous service definition changes. The three documents of the Performance Evaluation will be added to the Human Resources website for access to the entire campus. A few modifications were necessary to conform to the existing policy.

In the second letter regarding the continuous service definition recommendation, Dr. Bosserman has requested Human Resources make the changes in the appropriate policy. Human Resources made the standard review of other Big 12 universities and found that great variability in the practices of the other institutions, 30 days would not be unusual. The revised policy will be circulated for final approval. This procedure takes about 1 month.

New Business - Sheryl Beeler

Sheryl received a letter from Patty Bible. Patty will retire from the university and writes to SAC regarding the maintenance of the list serv.

After some discussion a motion was made to have Rules and Procedures create a change to the bylaws to have the PR Committee chair responsible for the SAC list serv. This motion was seconded, and approved by a voice vote.

Announcements:

SAC was approached by the Red Cross to publicize the blood drive scheduled for March 9 & 10.

Hank, Leslie, and Sheryl will be attending a meeting with the Red Cross and Oklahoma Blood Institute to discuss the organization of blood drives on campus.

A meeting with President Schmidly will be made regarding the SAC Scholarship Fund and getting his input on obtaining corporate sponsorship to help fund the scholarship.

Leslie will represent SAC at the next Faculty Council meeting.

Sheryl also mentioned that reviewing recommendations and policies brought forth to SAC from the sub committees was important and should be given time and consideration.

Meeting was adjourned.