



"The council that's working for you."

STAFF ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES

June 9, 2004 280 Student Union 1:15 PM

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

Absent: Barber, Brooks, DeBock, Phelps, Rogers

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

Due to the time constraints of some guests, Sheryl immediately introduced President Schmidly to our end of the year meeting and also thanked General Goodberry for attending.

E-Team Update –David Schmidly-OSU System CEO and President

President Schmidly spoke about some of the events that have happened this year. He spoke about the success of the athletic department as well as how our students are excelling academically. OSU is considered a "hot topic" in this region. USA Today has picked 2 students from OSU as part of their "20 Top College Students". As an institution, Consumers Digest ranked OSU as the "No. 1" buy in the United States. It's been a great year in achievements. Our partnership with NOC is off to a spectacular start. Because of that arrangement, we will graduate more students in Oklahoma. We have raised our enrollment standards, but if students have a hard time getting into OSU, they can enroll in NOC and still take advantage of some of the things that OSU has to offer. Enrollment projections have been done. Recruiting efforts will now include sophomores in high school. This year, recruiting offices will be opening in Dallas and Houston. Those are both growing markets and close enough to OSU it is believed they will be successful. There was a 2.37 million increase in general appropriations, but will not completely cover our increases, so tuition will be moderately increased. Fees have been streamlined.

The strategic plan meetings have gone very well. A video has been made to discuss the strategic plan and copies of the CD will be distributed.

There have been some great successes in the legislature. One in particular was the improvement in the retirement system. President Schmidly thanked Anne Matoy for all the hard work that went into that.

We have a big education challenge ahead of us. This is a time when rumors can do the most harm; we need to make sure we get the right information out to everyone.

Extension received 3.4 million to restore extension county programs which was one of the major missions. 3.5 million Bond for endowed chairs. If cigarette tax passes, 70 million for the Health Sciences Center in Tulsa that will help with health issues in rural Oklahoma.

President Schmidly said it was easy to give these talks because good people are doing their jobs and they care about the university. He appreciates the staff of OSU and the hard work they do and is sorry that in the past they have not received proper compensation but announced wage increases effective in October.

President Schmidly thanked Sheryl and Duane for their hard work and efforts in SAC and being easy for administration to work with.

Sheryl asked if there were any corrections to the May minutes and mentioned that there were some misspellings and have since been corrected. The minutes were approved by a voice vote.

In regards to the approval of the agenda, Duane wanted to add a report of the Staff Scholarship Tuition Assistance to New Business. Sheryl requested to add Joe Weaver as speaker after Dr. Bossermas' report. No other changes were made, motion made to approve, seconded and approved by a voice vote.

E-Team Update – David Bosserman – Vice President, Administrative & Finance & Controller

Dr. Bosserman thanked the leadership of Staff Advisory Council and how well information was conveyed to administration about the needs of the Staff of OSU. Dr. Bosserman felt that many of the issues brought forth were doable. Dr. Bosserman mentioned a National Day of Mourning for Friday June 11 but because of many of the events and classes, as well as Freshman Orientation, the University will not close. Some may take annual leave and will be offered as liberally as possible. TV's will be showing the services scheduled for President Reagan all over campus.

Joe Weaver spoke about the budget. 2.4 million has been awarded in state appropriations, enrollment is strong, and there will be a tuition increase which ends up being somewhere around 7-8 million. It will be spent in mandatory increases. About 2.4 million will go towards benefit increases. 1.8 million will be spent in utilities. The faculty/staff raise program will cost around 5 million. About 25% of the vacant faculty positions that were cut last year will be replaced. Outstanding issues are the state tax questions that will benefit the university; the retirement plan will involve some costs. International issues will affect international student enrollment.

Sheryl asked when staff would be able to expect information about a raise package and Bosserman said by July 6, Joe would know that information. This year there will be an across the board increase. For the staff their will be an increase of 2% or a minimum of \$525 whichever is higher. The rest (3%) will be for merit. For the faculty it will be 1%, about 3 ½ % for merit and the provost will reserve about ½ % for addressing certain marketing needs. Steps are being taken to raise the minimum of new hires to \$6.15. The increase will raise those at minimum (\$6) to \$6.25. Individuals who are already a part of the broad banding system have a set minimum. They will be announced separately, but will be effective at the same time (Oct. 1).

Anne spoke about the HB2226 approval. Effective July 1, new hires will have a choice of whether they want to be a part of OTRS or not. The retirement bill for those who have been a part of OTRS will have an increase in their benefits. Anne also thanked staff members who have sat on the Flex Compensation-Benefits Committee, as well as the Retirement subcommittee and Brad Barns and Billie Blackburn. The President has recommended an increase of OSU's contribution to the retirement program from 11% to 11.5%. New employees as of July 1 will be given an option whether they want to participate in OTRS or an alternate plan. Currently the alternate plan is TIAA-CREF,

there may be others in the future, and these new hires will be enrolled in their chosen program at 11.5%. There is a 2-year vesting period for new hires. The point is to reward longer tenured employees. New employees will have 90 days to make a decision. There will not be a waiting period. The 1 year age 26 policy has been abolished. As of July 1, new hires will be eligible for benefits right away. If you are currently in the OTRS retirement system, will have an option of whether or not they want to stay with OTRS or withdraw from OTRS, this must be approved by the IRS. That approval may take up to a year. Because of the severity of the IRS issues, and administration does not know what the terms of withdrawal will be, administration will not be able to discuss this in great detail right now.

The latest "News You Can Use" explains the improvements in OTRS as well as the HR website.

SAC Honorable Mentions

Sheryl took time to thank the Staff Advisory Council members that have served their terms.

Sheryl stated that she has enjoyed working with Becky Rogers; she has a sweet, quiet spirit but was not afraid of standing up and fighting for OSU and the staff. She has been an asset to the committee and to the university. Becky had to leave early but was awarded a Certificate of Appreciation.

Sheryl then thanked Leslie Miller. Sheryl stated that Leslie has done an outstanding job on the Policies, Benefits & Budgets Committee and cannot say enough about the leadership Leslie has provided on that committee. Sheryl then awarded Leslie with a Certificate of Appreciation.

Sheryl thanked Dell Livsey for her work on the Council. Her availability to serve is incredible and was a valuable asset to the Council and the University. Dell was also awarded a Certificate of Appreciation.

Seating of New Members

Sheryl introduced new members to Staff Advisory Council. From Academic Affairs Chris Campbell, Chris's title is Coordinator, Freshman Programs in University Academic Services. Also from Academic Affairs is Jeremy Zweiacker. Jeremy works in High School and College Relations and has been with the University since August 2001 Jeremy works as the Welcome Center Manager. Carey Pullins is a staff assistant at the Vet Med Teaching Hospital. Michael Cich is a Senior Secretary at Grants and Contracts. He has been on campus for 5 years.

Sheryl recognized the Committee Chairs and officers of SAC. Sheryl thanked everyone for all the hard work this past year and their support in helping her do her job. Sheryl thanked Duane especially for being her "right arm."

Trisha Gedon stepped up and on behalf of Staff Advisory Council gave Sheryl a special appreciation gift.

SAC Officer Elections

The floor was opened up for nomination for SAC officers.

For the Treasurer position, Kathy Tanner was nominated, she accepted, there was no opposition and Kathy Tanner was appointed as Treasurer. For the position as Secretary, Joan Sanmann was nominated. Also nominated was Brenda Wyant. Duane pointed out that officers do not have to serve on a standing committee. A ballot vote was handed out and Joan and Brenda were asked to step out into the hall. Votes were returned and tallied and there was a tie. Brenda decided to turn down the nomination and turned the vote over to Joan who accepted the position as Secretary.

For Vice Chair, Trisha Gedon was nominated and she accepted. No other nominations were made and Trisha accepted the position.

Nominations for Chair were made and Donna Whitmore was nominated. Hank Welliver was also nominated. Michael Cich asked that each nominee give a brief explanation as to why they should be accepted as Chair of Staff Advisory Council. Donna stated that she has been on campus for going on 26 years. She has served on Council before and feels that she has been at the University long enough to be able to serve effectively as Chair. Hank felt that his time on Council has been great and has enjoyed being a part of Council. Although he has only been at the University for 5 years, he believes in the University and believes in the purpose of the Council. Both Donna and Hank stepped outside and a ballot vote was taken. Ballots were counted and Donna Whitmore was elected.

Branch Campus Reports

OSU-COM – Jan Barber – No report

OSU-Okmulgee - No Report

OSU-OKC – Kristi Garner

Kristi again mentioned the OSU student that was voted as one of USA Today's "Top 20" students. Kristi gave a little background information about the student. He completed his GED and attends OSU-OKC and excels in the field of mathematics.

OSU-OKC have experienced a 6% growth in the summer. They are in the process of electing their officers. Kristi and her Secretary are running unopposed.

OSU-Tulsa – No Report

Report of University Committees

Faculty Council Reports – Deborah Shields

During the Faculty Council meeting, special reports were given by Joe Weaver and Anne Matoy. A report of Status of Faculty Council Recommendations was given by President Schmidly. Concerning the TIAA-CREF Vested Accounts Recommendation, it is still under study and will be addressed by Administration in September. Also addressed in September will be the Improved Process for Campus Planning recommendation.

To the Faculty Council from SAC, the report given included that the Policies & Procedures Committee were looking into Performance Evaluations and HR providing a certain number of scholarships for staff to attend HR development training.

SAC representatives again thanked Faculty Council for their participation in Staff Appreciation Day.

Flexible Compensation & Benefits Committee – Billie Blackburn - No report

Year End Treasurer Report – Kathie Tanner

**Staff Advisory Council
Treasurer's Report-April 30, 2004
Beginning June 11 2003 -- May 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		33,097.00
Expenses: FY04		25,997.15
Fund Balance		7,099.85

<u>Fund Raising Account</u>		
Yr End Bal Forward		1,082.93
Allocated Budge Bal		1,082.93
Income:		0.00
Expenses:		782.1
Fund Balance		300.83

<u>Endowment Scholarship</u>		
Yr End Bal Forward		1,156.08
Revenues Deposited FY04		2,102.23
Total Revenue FY04		3,258.31
**Expense-Transfer to Scholarship Acct.		1,500.00
Fund Balance		1,758.31

<u>SAC Scholarships</u>		
For Fall & Spring 03-04-transfer 5/03		1,500.00
Transfer for Fall 04/Spring 05		1,500.00
Expenses - Scholarship payments		1,425.00
Fund Balance		1,575.00

<u>Foundation Staff Scholarship</u>		
Beginning Balance	6,820.00	As of 9/30/03
FY04 Deposits through September 30, 2003	625.00	
Fund Balance	7,445.00	

Old Business – None

New Business – Duane Hunt

Duane handed out 3 recommendations. Recommendation #3 discusses that as a part of Broadbanding, it be recommended that the incentive plans available to the employees of OSU HR be made available to all OSU employees and that the Broadbanding Advisory Board be asked to identify other incentive plans currently approved that might have University-wide application and provide this information to the SAC Chair at the earliest opportunity. There were some questions brought up by Anne Matoy and discussed briefly. A motion was made to pass this recommendation to the PB & B committee for further review, seconded; it was voted on and passed by a show of hands.

Recommendation #1, was discussed at the May meeting and referred to the Policies, Benefits and Budget Committee for their review. This recommendation asked that Administration re establish a scholarship for the LEAD Program and create scholarships for both the ALP and Ambassador programs by allocating \$15000 to HR for FY 2005 and take action to annualize this amount in the future. These funds would be used by staff to pay for required and elective coursework in the above mentioned programs.

Recommendation #2 concerned tuition waivers for dependents of staff employees. Mirroring the recommendation of the Flexible Compensation & Benefit Committees' recommendation, this recommendation was brought before the Council in May and tabled at that time. It was moved from the table and brought to the floor again. The Flexible Compensation & Benefits Committee has been waiting for more information from Dr. Heintze as to where the money would come from and if there were any restrictions by the Regents. There was some discussion. A motion was made to table until more information can be gathered from other committees, seconded and approved.

Duane gave a brief report on the Staff Scholarship Tuition Assistance program. 15 scholarships were given in the amount of \$300. Duane thanked everyone who served on the Scholarship Selection Committee.

Announcements:

Sheryl mentioned again the request for individuals to serve on the Faculty Council committee that is reviewing IT. Some have already offered to serve and more may be needed.

Sheryl asked that everyone support the E team and keep communication open between the Council members and Administration.

Sheryl has passed on more information regarding the schedule of SAC meetings for the upcoming year. The August meeting is the 1st Wednesday of the month. Sheryl thanked everyone again for the great support of the Council.

Meeting was adjourned.