



*"The council that's working for you."*

# STAFF ADVISORY COUNCIL

## OSU STAFF ADVISORY COUNCIL MINUTES

June 13, 2007, 280 Student Union, Case Study 3

**Present:** Allen, Arteberry, Chapman, Condit, Curtis, Ford, Forsythe, Gladden, Graham, Hale, McIntire, Miller, Moore, Payne, Peters, Phelan, Pogue, Reece, Reim, Venard, Warner, Wieder, S. York

**Absent:** Campbell, Castle, Fox, Moorman, A. York

Carey Warner called the meeting to order at 1:15 p. m. and Lynette Venard called roll.

Carey asked for approval of the May minutes. A motion was made to approve the May minutes, seconded and approved by a voice vote.

Carey asked for approval of the agenda. A couple of changes were made to the agenda. Anne Matoy is present to speak about a couple of things. Albert Colom is also present to give an E-Group update. A motion was made to approve the agenda as amended, seconded and approved by a voice vote.

### **Update – Anne Matoy**

The first item Anne wanted to discuss was the Health Care Task Force which has received two responses from their health insurance inquiries. The 2 companies are Aetna and Blue Cross/Blue Shield. There are a couple of negatives. With the insurance companies responding, there is no viable HMO in Stillwater. There is no rate for only 1 child. This means that employees with 1 child will pay the same rate as an employee with 2 or more children. There is a high match of current doctors compared to the providers with the 2 insurance companies. One of the companies has a plan with a high deductible and a health savings account. OSU will still pay a certain amount towards the employees' health insurance. There is still a lot of work and research to be done.

The second item involves the lowest paid employees at OSU. The administration has made a proposition to the Board of Regents for a set amount of money to increase salaries to market that are currently below market. The job cluster that is to be affected are the non-exempt, no office clericals are included in this cluster. This would probably include the custodians and the grounds people among others.

### **Introduction – Carey Warner**

Carey had everybody introduce themselves so we would get to meet the new members. The new members that have been elected are Mike Hammer; who was elected to the A&P position in Academic Affairs and Pam Ledford; who was elected to the classified position in Student Affairs. We also had two other individuals who expressed interest in joining the council after the elections. Those individuals are Deborah Evers and Amanda Lowe from Academic Affairs. Deborah will fill the A&P seat and Amanda will fill the classified seat. We will seat these new members later in the meeting.

### **E-Group Update – Albert Colom**

Albert Colom began by listing the departments within his division. He mentioned that undergrad student enrollment is decreasing. They need to work on this to minimize the effect on other departments. He is working on making the division more student-oriented. They are also reorganizing some offices and working on job classifications. OSU is also working on changing the ways that OSU is advertising and marketing to high school students. They are working on expanding the market to the surrounding states. The New Student Orientation office was created about a year and a half ago. New students are able to come to OSU in the summer and get acquainted with the campus. Mr. Colom also mentioned that the admission standards have been raised. They are working with high school students and transfer students to help them gain admission to OSU through various programs, such as the OSU-NOC gateway program.

### **Awards Presentation to Out Going Members**

Certificates of appreciation were presented to members who were leaving the council: Billie Blackburn, Chris Campbell, and Juanita Phelan.

Certificates of appreciation were presented to the 2006-07 committee chairs: Laura Payne-Public Relations, Bonnie Gladden-Rules & Procedures, Leslie Miller-Policies, Benefits, & Budget, and Becky McIntire-Awards & Recognition.

Certificates of appreciation were also presented to the 2006-07 Staff Advisory officers: Sherrill York-Treasurer, Lynette Venard-Secretary, Tara Graham-Vice Chair, and Carey Warner-Chair.

As out going Chair, Carey was presented a gift from the council. There was a picture frame, OSU earrings, gift card to El Vaquero, and a pen and business card holder set.

### **Seat 2007-08 New Members**

The following individuals were elected and will be seated today:

|             |     |                  |
|-------------|-----|------------------|
| Mike Hammer | A&P | Academic Affairs |
| Pam Ledford | C   | Student Affairs  |
| Jason Pogue | A&P | Enrollment Mgmt  |

The following individuals expressed interest in joining the council after the elections were held. They will also be seated today.

|               |     |                  |
|---------------|-----|------------------|
| Deborah Evers | A&P | Academic Affairs |
| Amanda Lowe   | C   | Academic Affairs |

There is still an open classified seat in the Administration & Finance division. If you know of anybody who is interested, please see Carey.

### **Election of 2007-08 Officers**

A motion was made to nominate the current officers to their current positions. After much discussion, this meant that the 4 officers are nominated for the current office and other people can be nominated.

Chair – Jason Pogue was nominated for the office but declined. Carey was also nominated. A motion was made to close nominations and Carey be elected Chair by acclamation.

Vice Chair – Tara Graham, Dave Ford and Lori Wieder were nominated. Each of the individuals gave a short speech on why they should be elected. The 3 individuals left the room and voting was done by secret ballot. After the votes were counted, Tara was elected Vice Chair.

Secretary – Lynette Venard and Kim Forsythe were nominated. Each of the individuals gave a short speech on why they should be elected. The 2 individuals then left the room and voting was done by secret ballot. After the votes were counted, Lynette was elected Secretary.

Treasurer – Sherrill was nominated for the office. A motion was made to close nominations and Sherrill be elected Treasurer by acclamation.

### **Treasurer's Report – Sherrill York**

Sherrill gave a report on the various accounts. The account, AA-1-28520, is the maintenance account. This is where the luncheon is paid from. The fundraising account is AA-1-28521. This account is for expenses of fundraising, for example, the cost of the grill. The monthly pig money and the deposits from the grill raffle went into the AA-0-65080 account. Then we transfer money out of this account into the AA-6-12570 to fund the scholarships. Sherrill believes we need to increase our fundraising efforts this year. One idea that was tossed around was a cookbook. Becky will look into that and get more information. Once the balance in AA-0-65080 reaches \$10,000, the interest will go to the foundation account. Just a reminder, that any employee can use payroll deduction to make a tax deductible donation to the foundation and help fund the scholarships.

### **Branch Campus Reports**

#### ***OSU-CHS – Sandra Hale***

Sandra mentioned that their staff appreciation luncheon on June 1<sup>st</sup> went well. Their council was able to give out 13 scholarships each in the amount of \$300. Six were funded 50% by SAC and 50% by Human Resources. The additional 7 scholarships were funded completely by SAC through fund raising efforts. They will seat new members in June and have their officer elections in July. The new Wellness Building should be opened by August 1<sup>st</sup>.

#### ***OSU-Okmulgee – Allen York***

Allen was absent, therefore there was no report.

#### ***OSU-OKC – Ronda Reece***

Ronda mentioned that their silent auction and bake sale raised over \$2200. They will have elections at their next meeting. Ronda will bring the new chair in July to the SAC meeting in Stillwater. They got a great response with Share Point. There is no cost involved in using this for elections.

#### ***OSU-Tulsa – Karen Castle***

Karen was absent, therefore there was no report.

### **Report of Standing Committees**

### ***Rules & Procedures – Bonnie Gladden, Chair***

A copy of Bonnie's year end report is attached. Bonnie mentioned that their committee is interested in the electronic voting and needs to get more information about Share Point. She expressed appreciation to her committee.

### ***Awards & Recognition – Becky McIntire, Chair***

A copy of Becky's year end report is attached. After expressing appreciation to her committee, Becky gave a brief synopsis of the report.

### ***Public Relations – Laura Payne, Chair***

Laura's year end report is attached. Laura gave a brief overview of her report and expressed appreciation to her committee along with Katie and Bea for their extra help.

### ***Policies, Benefits and Budget – Leslie Miller, Chair***

Leslie's year end report is also attached. She expressed appreciation to her committee and gave a brief overview of the policies that her committee worked on this year.

### **Vice Chair's Report – Tara Graham**

Tara gave a report on the Distinguished Service Award and the SAC Scholarship. With regard to the Distinguished Service Award, there were 51 applicants. The breakdown of those applicants was: 15-Classified/Clerical, 24-Administrative/Professional, 11-Classified/Service Maintenance, and 1-Classified/Trades/Tech Paraprofessional.

With regard to the SAC scholarship, there were 32 applicants. Ten scholarships were awarded with 3 alternates.

### **Faculty Council Report – Lori Wieder**

Lori attended the Faculty Council meeting. She had a handout with the various Faculty Council recommendations. The council heard about the Coalition on Intercollegiate Athletics (COIA). This coalition is working on integrating athletics and academics; while making academics the priority.

### **Old Business**

There was update on the recommendations

### **New Business**

*Sign Ups* - Carey has the sign up sheets for the Faculty Council meetings and the New Employee Orientation seminars. She also asked the members to let her know what committee they are interested in joining. She will work on the committee sign ups and have them at the July meeting.

### **Announcements**

The big announcement was that Carey and her husband are expecting a baby!! Congratulations to the Warner family.

Respectfully submitted,  
Lynette Venard, Secretary

**Staff Advisory Council  
Rules and Procedures Committee**

**2006-2007 Year in Review**

June 13, 2007

Committee Members:

Juanita Phelan

Billie Blackburn

Lori Wieder

Anise Arterbery

**Bonnie Gladden, Chair**

Staff Advisory Council Constitution and Bylaws provides for five (5) Permanent Committees of which: Four (4) or more members of the Council shall constitute the Rules and Procedures Committee.

The Rules and Procedures Committee's functions shall include, but are not limited to, the following:

1. Preparation of amendments to the Council Constitution and Bylaws.
2. Preparation of regulations for elections and the conducting and supervising of such elections.
3. Recommendations for the creation or abolishment of standing and special committees.
4. Recommendation of procedures for staff participation in the government of the University.

Additionally, the Rules & Procedures Chair is responsible for maintaining an updated listing of representatives appointed and/or elected to SAC and serves as the parliamentarian.

During March and April 2007 nomination forms were sent out to staff for nine (9) seats open for election during the 2007 election period. Once nominations were received, ballots were prepared and distributed through University Mailing Services. The SAC ListServ was utilized on numerous occasions to remind staff of both nomination and ballot deadlines. Return ballots were counted by the committee with all members present. Results were forwarded to Carey Warner, Chair, as well as announced during the May meeting.

A Rules & Procedures Committee member served on the Distinguished Service Award selection subcommittee during the interview process in October 2006. Another Rules & Procedures Committee member served on the Staff Scholarship Selection subcommittee in May 2007.

Updated Membership lists were provided to members at various times during the year. Once new members are seated and/or appointed at the June meeting, an updated 2007-2008 SAC Membership list will be emailed to all members.

This committee feels that a major issue to be considered in the future is the method of distributing ballots for the election of representatives, perhaps the use of an electronic means which is functional.

Respectively submitted,

## The Rules & Procedures Committee

June 13, 2007

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The Rules & Procedures Committee

## **Staff Advisory Council Awards and Recognition Committee**

### **2006-2007 Year in Review**

Members: Becky McIntire – Chair; Bea Peters, Dave Ford, Katie Reim, Kim Forsythe and Nathan Moorman.

#### **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 award 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. 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, 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 2, 2006*** (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

The Awards Day took place in the Student Union Little Theatre. Administration provided funds for the cookies/punch reception; a total of \$847.50. Administration also funded the Years of Service pins; a total of \$5895.00. Service Pins and a Pistol Pete clock (ordered from Cecil's in the Student Union) were given to employees with 25, 30, 35 or more years of service and special recognition of an employee that has been employed with the University for 55 years.

The contract for Years of Service pins is with Terry Berry Co. There are three more years left on this contract. The Terry Berry Co did increase the cost of the pins due to the increase of gold.

The A&R Committee mailed the "unclaimed" pins and clocks to the individuals during a special meeting on June 4, 2007. Katie Reim did distribute the pins and clocks to outlying Ag Extension Departments.

The Little Theater has been tentatively reserved (awaiting confirmation) for the 2007 Staff Awards Day for Thursday November 1, 2007.

### **Staff Appreciation Day**

Staff Appreciation Day was a great success this year. The weather was slightly concerning but the rain did hold off so we were able to stay with the outdoor location, although it was a bit cool. We had over 1,200 staff members in attendance and Dr. Marlene Strathe (Interim University President) spoke to the staff. Haliburton of OKC catered the meal consisting of barbeque sandwiches, baked beans, potato salad, condiments and cookies. The meal cost \$4950.00. TIAA/CREF gave a \$500 donation to help offset the cost of the picnic. The PR Committee assisted with getting the tables and chairs from the Physical Plant and also with getting vendors to participate in the event.

### **Fundraisers**

This year the A&R committee had three fundraisers. The first one was tickets to the Orange Peel. The tickets were donated by the Orange Peel Office the total raised was \$129.00.

The second fundraiser was a booth set up at the Walk Around, the members donated baked goods to be sold, the total raised was \$136.00.

The third fundraiser was in conjunction with the Staff Appreciation Day picnic. We purchased a grill and a full bottle of propane from Lowe's at cost (\$237.00), we also had an expense (\$9.47) of purchasing tickets from the Student Union Bookstore we received a total of \$947.00 leaving \$700.53 as profit.

Funds were also raised for the "loose change" donation from SAC members at meetings. Members were simply asked to donate loose change they had in their pockets. The total raised was 171.42

The total for fundraising contributions this year was \$1136.95. The Orange Peel Fundraiser and the Grill Fundraiser donations were received by ticket sales with one

ticket @ \$1.00 or six tickets @\$5.00. All donations were deposited into the SAC Scholarship Fund.

## **Policy, Benefits, & Budget Committee 2006-2007 Annual Report**

### **Committee Members:**

Leslie Miller (Chair), Liz Condit, Tara Gladden, Juanita Phelan, Gracie Teague, Greg Fox, Larry Curtis, Sue Moore

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The following were issues addressed by the SAC Policy, Benefits, and Budget Committee from July 2007 – May 2008:

### **Equity Pool Recommendation -**

PB&B recommended that Administration create an equity pool (or pools) separate from the anticipated annual raise program to be used to bring staff position salaries that are farthest from normal market values closer to normal. It was also recommended that funds from the equity pool (or pools) should be used to address staff positions that are at the lower end of the pay scale.

### **2007-2008 Raise Program Recommendation -**

The committee also adapted/endorsed a recommendation from Faculty Council asking that the Interim President institute a merit raise salary program for FY 2007-2008 for both faculty and staff.

### **Walk-in Service for Parking Permits -**

The committee recommended that OSU Parking and Transit reestablish walk-in service for parking permits. There were several reasons to make this recommendation, including the following:

- Many OSU employees have limited access to computers and/or limited computer skills. This forces them to seek help from other co-workers or employees to whom they must reveal their Okey access information, potentially resulting in confidentiality/security problems.
- Online systems may fail or have unexpected down-times.
- SAC received numerous complaints about the issue from staff members.

### **Review of Policy 3-0710, Corrective Actions and Dismissals for Staff -**

The PB&B committee reviewed this revised policy and agreed to the proposed changes. The committee believed the revised policy is superior to the existing policy and hopes that it will help clarify a process that is already being used by the university.

### **Tornado Shelter Considerations -**

The committee recommended that all future buildings constructed by Oklahoma State University or any of its system campuses include reinforced areas to be used as tornado shelters for the occupants of those buildings.

### **Health Care Insurance –**

Obviously a big concern for many, many employees, PB&B brainstormed ideas about how OSU could help address the issue including the following ideas:

- Providing information on Sooner Care to low income employees
- Asking that future health care plans offer an option for catastrophic insurance for spouse and children as a low cost alternative to dropping insurance entirely
- Sending out a survey to ask employees about various health care concerns (it was later determined that a survey was already being prepared)

### **Performance evaluation forms -**

The committee began to look at performance evaluation forms. On the current form available from the HR website (listed as Staff Performance Review [doc]), there are three rating levels: Not Meeting Expectations, Competent, and Commendable. Per *Policy 3-0741, Performance Evaluation Program for Staff*, section 3.02, each department's staff performance evaluation systems are required to produce overall ratings of at least five (5) levels as follows: Special Merit, Merit, Good, Needs Improvement, and Unsatisfactory. So, the Staff Performance Review form does not meet university policy requirements. Hopefully, the PB&B will decide on a recommendation on how to address this in the future.

## Public Relations Committee 2006 – 2007 Year End Report

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. Full Term Members: Laura Payne (chair), Chris Campbell, Jason Pogue, Jana Allen, Marsha Chapman

### Monthly Activities:

- **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 members NEO notebook. The presenter is allowed 5 minutes to give a short message welcoming new staff. The SAC member uses a power point presentation at each orientation and it is available for viewing on-line at <http://fp.okstate.edu/sac>.
- **Staff Advisory Council Web-site:** The PR committee has made monthly efforts to keep the SAC website content current and user friendly.

### Monthly Breakdown

#### October 2006

- **Bake Sale:** The PR Committee had a bake sale at Home Coming Walk Around
- **Distinguished Service Award Selection Committee:** A member of the Public Relations Committee served on the selection and interview committee.

#### November 2006

- **Staff Awards Day:** The PR Committee worked with Awards and Recognition Committee in promoting Staff Awards Day, November 2, 2006. Many of our members also served at the service pin table, greeted staff, served refreshments and anything that was needed to promote the event.

#### January 2007

- **SAC Brochure:** The PR Committee updated the NEO brochure and distributed the updated brochure with the new officers and members to HR.

#### March 2007

- **Staff Appreciation Day Luncheon:** The PR Committee started contacting vendors to display their merchandise for the Staff Appreciation Luncheon and collecting door prizes.

April 2007

- **Staff Appreciation Day Luncheon:** This event was held April 12, 2007, outside on Willard Lawn. The PR Committee promoted and supported the event in conjunction with the Awards and Recognition Committee. The PR Committee helped to secure the vendors for the event. The event has improved each year and this year's event was highly successful. We had a total of 27 vendors and over \$1000 worth of door prizes.

Respectfully Submitted,

Laura Payne  
Public Relations Chair