



"The council that's working for you."

**STAFF
ADVISORY
COUNCIL**

OSU STAFF ADVISORY COUNCIL MINUTES

March 10, 2004 412 Student Union 1:15 PM

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

Absent: Barber, Brooks, Carpenter, Dark, DeBock

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

Sheryl asked for the approval of the February minutes. There were two corrections to be made, one to the date and the other is the spelling of Dr. Strathe. A motion was made to approve the February minutes, seconded, and approved by a voice vote.

There were no changes to the Agenda. A motion was made to approve the agenda, seconded, and approved by a voice vote.

Sheryl addressed the issue of council members who have more than 4 absences in a council year. The bylaws state that that council member's seat will become vacant at that time. The council member affected may be reinstated by submitting a written request of reinstatement to the council.

Chris Hoffman has submitted a written request and Sheryl read his letter to the council. Sheryl asked the council if they would vote to reinstate Chris to the council. A motion was made, seconded, there was some brief discussion, and then approved by a voice vote.

E-Group Update – Dr. Earl Mitchell- Acting Assistant Vice President for Institutional Diversity

The sexual orientation clause has been sent to the regents. The retirement issue has been passed in the House of Representatives, and has gone on to the Senate.

Raises are foremost in the minds of administration.

Dr. Mitchell was asked about the daycare issue. Dr. Bird has given a report on the daycare study. Several things still need to be clarified.

- A business plan needs to be developed
 - Is there a need? Numbers need to be clarified.
- Dr. Mitchell suggested Dr. Bird address SAC with her report.

There was some discussion among SAC regarding the daycare survey.

Report of University Committees

Broadbanding Update – Human Resources

Representatives from HR discussed the seminars being offered to review the staff pay plan. There are two seminars being given this year, the first on May 11, and the next on Nov. 11.

The high points of broadbanding are as follows:

- Broadbanding is budget neutral
- Hiring ranges are based on market trends
- Training/career development plans may be implemented
- Incentive plans

There are two ways to Broadband for positions on campus such as custodian for example, which already exist. The first is a career development plan which means there is a clear progression within that title. The second is more difficult to broadband. This requires a hiring range to be developed. This is for a position that does not have a clear progression such as coordinator.

12.6% of campus positions have been broadbanded thus far. 121 positions in career development plans, 290 in the hiring range. The goal is to have 25% by the end of the fiscal year.

The power point presentation may be viewed on the web at www.okstate.edu under Human Resources, then Manager/Supervisor References, then to Staff Pay. The presentation is listed as 2003 CUPA-HR Presentation.

There was much discussion regarding past practices for hiring staff that did not have a degree but were considered for a position based on their years of service. It was explained that it would depend on the preferences of the hiring department and what they require for the job.

Faculty Council Report – Leslie Miller

Faculty council discussed the recommendation by the Academic Standards & Policy Committee (04-03-01-ASP) to raise the freshman admission standards over a three year period. It was voted on and approved to endorse the recommendation.

Retirement and Fringe Benefits committee passed around a copy of the recommendation (04-03-02-RFB) concerning House Bill 2226 Provisions. This recommendation encourages administration use all available means to insure that the final version of HB2226 contains the following provisions:

- Remove university employees from mandatory OTRS participation
- Redress the retirement benefits formula for all employees of comprehensive universities, both above and below the cap, so that it is the same as the formula currently used for regional universities.
- Clarify the number of years of creditable service required for each affected group.

Further, we request that the administration reports back to Faculty Council on a regular basis the status of HB2226.

Rationale:

- HB2226 should support the final report of the Retirement Subcommittee of the University Flexible compensation Benefits Committee.
- HB2226 should not remain ambiguous, confusing and misleading.

According to Leslie's report, in order for the bill to be passed through the House and onto the Senate in a timely manner, some of the language had to be omitted which are the above provisions. Once the bill goes back for a final vote, the language would be added back into the bill.

The recommendation from the Retirement & Fringe Benefits committee addresses this concern.

After some discussion, it was recommended a letter be sent to President Schmidly, on behalf of SAC, in support of the Retirement & Fringe Benefits committee recommendation with an emphasis on redressing the retirement benefits formula for all employees of comprehensive universities. A motion was made, seconded, and approved by a voice vote.

Flexible Compensation Benefits Committee – Billie Blackburn

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	>=3.0 and ACT	>=3.0 and ACT

		>=20	>=21	>=21
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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

Long Term Care Committee – Kathie Tanner

The LTCC has chosen a provider for long term care: John Hancock. They will be mailing out information to all employees beginning early in April and will be attending the benefits fair as well. There will be an open enrollment period from mid April to the first part of June. Watch for mailings and other information to be disseminated soon.

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. Approximately 25 OSU-CHS employees are participating. Mentors interact with their students in a variety of ways such as reading, having lunch, playing games, talking, and working on any issues that their teacher feels the mentor could help with.

SAC hosted a “Spaghetti Lunch” fundraiser event in February which raised \$250. Half will go to the Staff Advisory Council Scholarship Fund and the other half to the American Heart Walk.

SAC is coordinating a food drive that is underway that will benefit the Community Food Bank of Eastern Oklahoma. The drive ends March 12.

Staff Advisory council is going to operate the concession stand again this year during the Mini-Med series. There will be two council members volunteering their time to run the concession each night of Mini-Med. The proceeds from sales will go to the SAC general fund.

The Scholarship committee meets this month to review scholarship applications. Winners will be announced in early April.

SAC invited Dr. Bruce Benjamin to speak to the council and explain the college-wide strategic planning process. It was a concern that some OSU-CHS employees said they were left out of the strategic planning process. SAC sponsored a lunch-hour meeting whereby all employees were invited to attend an informative session about the strategic planning process. Dr. Benjamin was very helpful in answering questions and concerns from employees.

OSU-Okmulgee - No Report

OSU-OKC – Kristi Garner

They are working on the IT Migration as well as strategic planning. A spring fundraiser is being organized to support a staff/faculty picnic.

Someone asked if the “Market” is open. It is and is doing very well. The agriculture department at OSU OKC runs the market and has local farmers who bring their produce to sell. It is located on campus.

OSU-Tulsa – Sarah Phelps – No report

Report of Standing Committees

Awards & Recognition – Trisha Gedon

Plans are finalized for the picnic. It will take place on April 27 on Willard Lawn. Our rain location is the SU Ballroom. The food vendor this year is Cherokee Strip. Hank’s group is working on vendors, and the A&R group will be collecting door prizes. We may try a “not a raffle” in an effort to get donations for the scholarship fund. We still need to come up with a prize for that. Also, we will get a \$500 check from TIAA/CREF to help pay for the picnic expenses.

Another idea to raise money for the scholarship fund is to do a “loose change” donation once each quarter during regular SAC meetings.

Carnation deliveries will be on April 20th. We'll meet in the Willard living room at 8:15 to sort the flowers and get them ready for delivery.

The bid for the years of service pins has been put together and will be sent out soon.

Policies, Benefits and Budget – Leslie Miller

PB&B March 2004 Report

- **Dismissal and Employment policies** — PB&B received several comments about the draft dismissal policy distributed at last month's meeting. Most of the comments were very favorable; basically along the lines of, "this is what HR tells us to do, anyway." We did make one small change based on a comment that did not alter the content significantly, and we are numbering the policy as 3-0710, DISCIPLINARY ACTIONS AND DISMISSALS FOR STAFF (Formerly: 3-0710, Resignations and Dismissals for Classified Staff). The committee has decided that no further changes to the draft are needed at this time.
- **Employment policies** — Along with the Dismissal policy, PB&B decided to address some issues with the "Employment" policies of 3-0706 (Classified staff) and 3-0726 (A&P staff), which were tied in with the Dismissal policy and policy 3-0740, UNIFORM POSITION CLASSIFICATION AND PAY FOR ADMINISTRATIVE/PROFESSIONAL AND CLASSIFIED STAFF. We are trying to make the employment policies of 3-0706 and 3-0726 more parallel with each other and consistent with information in 3-0740. Essentially, we've put all of the information about employment, transfer, promotion, and resignation into 3-0706 and 3-0726 as they pertain to Classified staff and A&P, respectively.

3-0726: A significant change to the A&P policy is the removal of the paragraph stating that A&P personnel 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 Dismissal policy. 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.

3-0706: A significant change to the Classified policy 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 resignations to this policy from policy 3-0710.

Please take these draft policies and distribute them for comment.

PB&B would like to thank Carolyn Hernandez for her assistance and expertise during this process.

- **Performance evaluation policy** — PB&B is still working on this
- **Grievance policy** — PB&B is still working on this

Public Relations – Hank Welliver

PR is still working with the A&R Committee to promote the staff picnic. SAC will also have a table at the picnic.

The council will have a booth set up during the benefits fair.

Rules & Procedures – Donna Whitmore

All the nomination forms are in. There was some concern with the Academic Affairs division. Because of the reorganization of the university, it was decided to send out information to Academic Affairs to let them know who is eligible within that area to run or nominate someone to run for a vacant seat on council. The information included the following:

“The areas included in Academic Affairs & Research are as follows: all Academic Colleges, the Graduate College, Veterinary Medicine, and the Library; the new areas are Enrollment Management & Marketing (Dr. Heintze –VP), Information Technology (Dr. Wiggins – VP), and Research (Dr. McKeever – VP).

The Staff Advisory council will work to restructure our Constitution upon completion of the university’s reorganization. Please accept our apology for the misunderstanding that occurred with the 2004 nomination form.

If you should have any questions please call Donna Whitmore at x47275.”

If there are any current members of council who would like to be re-elected, please contact Donna to be put on the ballot.

Old Business – Duane Hunt – Scholarship Criteria

Duane passed around a sheet explaining the different definitions for criteria of eligibility for the staff scholarship recipients. They are as follows:

Definition 1 –

Most usually, full-time continuous employment is at least .75 FTE, appointment of 6 months or more, not in non-temporary or student job code.

Definition 2 –

There is no formal definition of full time v. part time. Typically, industry would require 40 hours per week to be considered full time. The only guidance that we have is FTE as listed on HRS.

Continuous regular employment would be defined as employment in a “permanent” position that is benefits eligible (A/P, faculty or classified staff). Temporary and student employment would fall outside of this definition.

Definition 3 –

Any staff member that is “benefits eligibility”, meaning they have the following benefits available to them: health, dental, life insurance, LTD, Flex, OTRS, TIAA, Worker’s comp, unemployment, TDAs.

After some brief discussion, Anne Matoy offered to supply a breakdown of how campus employees are separated into different FTE's.

A motion was made to table the issue until next meeting, seconded and approved by a voice vote.

New Business - Sheryl Beeler

Names were submitted to Diane LaFollette for an Athletic Council vacancy and Donna Whitmore was selected.

Announcements:

SAC officers will meet with President Schmidly on March 22 to discuss and get input on the SAC Scholarship Fund.

Sheryl thanked everyone who sent well wishes and cards to her and her husband during his illness.

Meeting was adjourned.