



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

# STAFF ADVISORY COUNCIL

## OSU STAFF ADVISORY COUNCIL MINUTES

May 12, 2004 412 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, Gedon, Garner,

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

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

There were several changes to the Agenda. Under Old Business, a discussion of the list serve. Liz Condit will give a report from Faculty Council that was not given last month. Under Reports of University Committees, Barbara Wells will give a report regarding HB 2226. Jana West will give the report for Faculty Council, and Bea Peters will give the report for Awards & Recognition.

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

### **E-Group Update – Jerry Gill, Executive Director, Alumni Association**

Mr. Gill mentioned a 3.3% increase in state appropriations. The president's priorities remain to be salary increases and filling vacant faculty positions. The increase in tuition remains a concern for administration.

The Strategic Planning Plan will be addressed at the June Board of Regents meeting.

Other subjects still being discussed are OTRS, capitol projects such as the Alumni Center, stadium and the Colvin Center.

A search for the Vice President for Adversity has reached the short list. Opening a student recruitment office in the Dallas/Houston area is being discussed. There are a large number of students coming to OSU from that area.

### **OSU Accreditation – Brenda Masters**

Although there are many areas of accreditation among the various colleges and departments, the institution is also an accredited institution. There are 6 accreditation bodies in the US and are divided regionally. The North Central Association runs from West Virginia to Arizona. They have released criteria for accreditation, but in general they match what we would consider in mission planning and the three layers of a land grant institution, teaching, research and extension

The basic ideas for accreditation are as follows:

- Quality Assurance
- Institution and Program Improvement
- Authorization for degrees
- Students can receive federal financial aid
- Opportunity for renewal through self study

The real opportunity for Oklahoma State is improvement through the self study process. When there is an accreditation site visit, a team of educators from other universities similar to ours comes and visits with student, staff, and faculty members to determine what they may know of the process. They also investigate documents, etc. To prepare for the site visit, the institution prepares itself, or does a self study. This literally means where we are as an institution, where we want to be and what is our mechanism to move ourselves along in a reasonable way.

OSU has continuously been accredited since 1916. The only time the university was in danger of losing its accreditation was during the 1950's when it was determined that faculty salaries were too low.

The new NCA Criteria begins January 2005. Currently there are no examples of other universities who have been evaluated using this new criterion which is a concern. OSU has the benefit of having Dr. Marlene Strathe who is a trained consultant evaluator for the North Central Association and has participated in training with them in order to evaluate other universities. It is very valuable in that she can provide information about what is the best process, how should the information be presented, what kind of documents we should expect to develop and receive back from NCA.

Below is a list of areas of criteria and the people who chair those areas:

- Mission and Integrity, David Buchanan
- Preparing for the Future, Kouider Mokhtari
- Student Learning and Effective Teaching, Jonathan C. Comer
- Acquisition, Discovery, and Application of Knowledge, Nigel R. Jones/Lowell Caneday
- Engagement and Service, Larry Sanders

If anyone has any interest or concerns in those areas, they may contact these faculty members.

The process we have been involved in, is to identify a large faculty group with basic underlying concerns and search for patterns of evidence about who we are at Oklahoma State, not just what the strengths are but weaknesses as well. Once the group has been generated, we begin to study the criteria and think about how to approach that. The method in which that was done was to allow each chair to decide

how they would address the core components of each criterion and then a writing team would take their writing and develop a self study report. In 1995, technical writers were hired but at this time it was decided to use internal writers to develop the document. The document will be made public around January 2005; it will be advertised broadly in order to receive input about how others may view Oklahoma State.

It is critical that everyone in the unit understand how the accreditation process affects them.

The final self study report and facilitator site visit is scheduled for September 27, 28, and 29, 2005.

A file warehouse, or electronic repository, has been developed to collect the various documents generated from across the institution, not only in order to help in the next accreditation process, but to serve as a database for searching for a broad base of information.

If you are interested in submitting documents or have questions regarding what type of documents may be submitted, you may contact the warehouse at [accreditation@okstate.edu](mailto:accreditation@okstate.edu) or Brenda Masters, University Accreditation at [Brenda.masters@okstate.edu](mailto:Brenda.masters@okstate.edu).

## **Report of University Committees**

### **Faculty Council Report – Liz Condit (April)**

Brenda Master also gave a report regarding OSU Accreditation to the Faculty Council.

Dr. Wiggins addressed the university e-mail system. He had discussed the problems with the instability of the Lotus Notes environment and that they would get worse before they got better. Some of these problems are directly linked to the migration process. It is IT's hope to have everyone migrated to Microsoft Exchange/Outlook by December 2004.

Mark Weiser of the Long-Range Planning and Information Technology Committee gave a report which can be found on the Faculty Council website in the April 2004 minutes. Liz presented a hand out which reads as follows:

In view of the preliminary findings of the Faculty Council's Long-Range Planning and Information Technology Committee (IT), it is clear that a thorough and in-depth review of IT operations, practices, policies, and management is warranted. If the "problems" have been overstated or if they are more rumor than real, this needs to be determined and communicated to the Faculty, the Administration, and the Staff. If, on the other hand, the problems are real and substantive, this too needs to be determined and aired. Therefore, I move that the Faculty Council formally charge the Long-Range Planning and Information Technology Committee with the task of conducting a thorough investigation of the hiring policies, personnel management, technical management of IT matters, and the budget and fiscal affairs of the IT Division. This investigation should include extensive interviews with IT management and staff, examination of relevant budget matters, hiring policies, personnel management and technical decisions within the IT Division. The Faculty Council IT Committee shall be empowered to solicit whatever technical assistance from other OSU Faculty and Staff as it deems necessary. At the conclusion of its investigation, the Chairman of the Long-Range Planning and Information Technology Committee at the time shall prepare a complete report of its findings for presentation to the council. It is expected that the University and the IT

Division will cooperate fully with this investigation and that it will be completed in a timely fashion.

Faculty Council gave a status report of the recommendations brought before administration. A handout was provided to the Council.

The Parking and Traffic Rules and Planning Committee provided a progress report and have asked Staff Advisory Council for any feedback, you may contact Khaled Gasem who chairs that committee with your input.

Bob Darcy, who is a Faculty Council member, would like to work with the Staff Advisory Council in addressing issues facing staff. He may be reached at [bdarcy@okstate.edu](mailto:bdarcy@okstate.edu).

### **Faculty Council Report – Jana West (May)**

Faculty Council standing committees gave their year-end reports.

John Damicone, Chair of the Research committee gave his year end report and then discussed the recommendation for a market driven salary increase to tenured and tenure track faculty.

Sally Henderson addressed the recommendation of proposed changes to the maternity/family leave recommendation that is pending. The Flexible Compensation Benefits Committee has received endorsement of Staff Advisory Council and is awaiting the recommendation from Faculty council.

Jana gave her report from Staff Advisory Council.

### **Treasury Report – Kathie Tanner**

#### **Staff Advisory Council**

#### **Treasurer's Report-April 30, 2004**

#### **Beginning June 11 2003 -- May 31, 2004**

<b><u>Maintenance Account</u></b>	<b>Budget</b>	<b>Actual</b>
<b>Revenue:</b>		
<b>Yr End Bal Forward</b>		<b>903.41</b>
<b>Allocated Budget Bal</b>	<b>23,000.00</b>	<b>29,126.62</b>
<b>Total Revenue FY04</b>		<b>32,597.00</b>
<b>Expenses: FY04</b>		<b>20,780.33</b>
<b>Fund Balance</b>		<b>11,816.67</b>

#### **Fund Raising Account**

<b>Yr End Bal Forward</b>		<b>1,082.93</b>
<b>Allocated Budge Bal</b>		<b>1,082.93</b>
<b>Income:</b>		<b>500.00</b>
<b>Expenses:</b>		<b>169.35</b>
<b>Fund Balance</b>		<b>1,413.58</b>

#### **Endowment Scholarship**

Yr End Bal Forward	1,156.08
Revenues Deposited FY04	2,008.10
Total Revenue FY04	3,164.18
**Expense-Transfer to Scholarship Acct.	-
<b>Fund Balance</b>	<b>3,164.18</b>

### **SAC Scholarships**

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

### **Foundation Staff Scholarship**

Beginning Balance	6,820.00	As of 9/30/03
FY04 Deposits through September 30, 2003	573.00	
<b>Fund Balance</b>	<b>7,393.00</b>	

Scholarship funds will be transferred to scholarship payment account in May 2004 for Fall 2004, and Spring 2005.  
3164.18 - 1500 = 1664.18

Note: deposit of \$500 in Fund Raising Account will be moved to Maintenance account.

### **HB 2226 Teachers' Retirement System of Oklahoma – Barbra Wells**

Barbra discussed some of the background for this bill. Barbra highlighted the major points of this bill.

- HB 2226 allows OU/OSU new hires to participate in OTRS or an alternate retirement plan thus enhancing opportunities to recruit nationwide and retain top faculty and staff.
- HB2226 grants existing OU/OSU members a one-time election to withdraw from OTRS. No one is required to leave OTRS.
- HB2226 requires OSU and OU to pay their fair share of the current unfunded liability and any future costs for faculty and staff who participate in OTRS.
- HB2226 would not result in an immediate or significant decrease in OTRS members. Most OU/OSU employees would select OTRS.
- HB2226 corrects the retirement formulas to more closely align benefits with contributions.
- HB2226 requires recalculation of retirement pay for OU/OSU members who retired after July1, 1995. If the calculation results in an increase, the increased amount would be payable beginning January 1, 2005. There would be no retroactive payment.
- HB2226 strengthens OU/OSU commitment for a financially strong and equitable OTRS, now and in the future.

OTRS is a good system. However, it lacks the flexibility and portability desired by some OU/OSU employees. HB2226 assures that OTRS is a fair

system for all members. And the change to allow employees to elect either OTRS or an optional program will improve recruiting and retention of faculty and staff and increase OU's and OSU's contributions to economic development of Oklahoma.

Please contact legislators and let them know that HB2226 is important and needs their support. Encourage others to do the same.

Mike Morgan  
519 State Capitol Bldg.  
2300 N Lincoln Blvd  
Oklahoma City OK 73105  
[bard@lsb.state.ok.us](mailto:bard@lsb.state.ok.us)  
(405)521-5572

Terry Ingmire  
300C State Capitol Bldg  
2300 N Lincoln Blvd  
Oklahoma City, 73105  
[ingmirete@lsb.state.ok.us](mailto:ingmirete@lsb.state.ok.us)  
(405)557-7411

Dale W Wells  
408 State Capitol Bldg  
2300 N Lincoln Blvd  
Oklahoma City OK 73105  
[wellsda@lsb.state.ok.us](mailto:wellsda@lsb.state.ok.us)  
(405)557-7304

**Flexible Compensation Benefits Committee** – Billie Blackburn – No report given

### **Branch Campus Reports**

*OSU-COM* – Jan Barber – No report

*OSU-Okmulgee* - No Report

*OSU-OKC* – Kristi Garner

Kristi was unable to attend the meeting and sent her report to Sheryl which she read aloud.

“We are in the process of elections right now, I am the only officer running uncontested so I guess this means you will have to deal with me another year. I feel very honored to be chair again this year I have really enjoyed all the people and the new things I have experienced in the past year. We had our annual spring fundraiser as I stated in the last meeting, we raised over \$700. This will be used to give our staff an appreciation picnic this summer; we are looking forward to that event. Also, at our May 18 general meeting, we will be honoring those who have graduated this year that are staff members here on campus; I will give you that list at the next meeting in my report. This is something new that we are doing, after all we are in the higher education game, and therefore we should honor those who are moving on in their education. We are having record enrollment for summer and fall this year once again, we have had a great

number in the past three years. We are also implementing our smart card solution which has been a challenge but is coming together nicely, moreover we are waiting to find out when we will be migrating to Active Directory and Outlook we are looking forward to this change. Our campus is going through many changes right now, from moving offices to new areas and new systems, so stay tuned for further updates. If you or anyone has any comments or questions for me, please feel free to contact me.

*OSU-Tulsa – Sarah Phelps*

May Commencement was held on Monday May 10 at the Tulsa Fair Grounds Pavilion. There were approximately 220 Doctoral, Masters and Bachelors Degree Graduates participating in the ceremonies.

## **Report of Standing Committees**

### ***Rules & Procedures – Donna Whitmore***

Finished going through the election ballots and had only one area where there was more than one candidate which was in Student Affairs. Keith Hicks and Billie Blackburn were both nominated. Billie Blackburn was re-elected. In Academic Affairs & Research (A/P), Chris Campbell and Jeremy Zweiacker will be seated at the next meeting. Academic Affairs & Research (Classified) Sheryl Beeler remained uncontested and Carey Pullins will be seated at the next meeting. From Business Admin., Juanita Phelan will continue to serve on the Council. There remains one position vacant from that area. From General University there also remains a vacancy.

Sheryl brought forward the name of Michael Cich who is interested in serving on the Council. Sheryl received a letter from him and read it aloud:

“As a full time student I was involved in various student representative bodies, I felt it was necessary to be aware of the decisions being made that affected me, and more importantly to have the ability to provide input into that decision making process. As a staff member, decisions are being made every day affecting myself and my fellow co-workers, representative bodies like the Staff Advisory Council provide an important channel of communication where such a thing isn’t often possible. With the Council I hope to encourage others to be aware and involved in the ever changing university environment.”

Michael started working for OSU Grants & Contracts in early January, but is not new to the OSU community. He worked for Residential Life in various capacities over the last 5 years, and most recently as a supervisor in one of the residence halls.

Sheryl asked if anyone in Council would like to make a motion to accept this request to serve on the Council in the Business Administration (Classified) position. A motion was made and accepted by a voice vote.

There remains a vacancy in the General University area that is very difficult to fill.

### ***Public Relations – Hank Welliver***

Hank thanked the greeters over the past year for their participation in the New Employee Orientations. Hank requested the names and t-shirt sizes for the newly seated members. All annual reports will be due to Hank as soon as possible in time for the June 9 meeting.

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

No report

### **Awards & Recognition – Bea Peters**

Trisha could not attend the meeting but thanked everyone for their help with delivering the carnations on April 21. Trisha was unsure of the profits but believed them to be around \$330.

At the Staff Appreciation Day picnic, according to the ticket total, over 1300 employees attended. The “Not a Raffle” was a big hit and collected \$955 in donations for the Staff Scholarship Fund. Lots of positive feedback was received. Over 100 door prizes were given away. At last months “loose change” donation, over \$21 was collected by Council members, if we do this at every meeting, it would surely help the scholarship fund.

### **Old Business – Sheryl Beeler**

The issue of the list serv was addressed. Problems have arisen and Ron King at IT was contacted. Ron suggested we reconfigure and at the same time, assign a new owner.

According to the by-laws, the responsibility of the management of the list serv will belong to the Public Relations committee. Jane Carpenter volunteered to work on the list serv as well as Liz Condit.

### **New Business – Duane Hunt**

Duane distributed a hand out regarding an idea that has been brought forth to administration before which was called the “Education Incentive Program.”

The handout reads as follows:

Recruiting and retaining high quality staff and faculty is facilitated by an attractive benefits package. A potential benefit proposed by various committees at Oklahoma State University is tuition and fee waivers for dependent children of staff and faculty members.

A concept proposed by the Flexible Compensation Benefits Committee to address this issue was entitled, “Education Incentive Program.” This program would provide the spouse and child a 50% waiver of undergraduate resident tuition for up to 123 hours with no waiver of fees and a waiver would not be applied to repeated courses. Specifically the Committee stated the following regarding the program.

-Spouse (husband, wife, surviving spouse of employee)

-Child (daughter, son, or step-child)-Qualifying child-employee parent living and child is employee’s federal income tax dependent; employee parent deceased and child was employee’s federal income tax dependent at date of employee’s death.

A program similar to this would be beneficial to the staff and faculty of the University and a viable retention tool.

It is recommended that Administration implement a tuition waiver program for dependents and spouses as described in the Flexible Compensation Benefits Committee effective with academic year 2005.

According to Barbra Wells, this issue has been on the table and Dr. Heintze has allowed the FCB committee to continue to review what kind of money would be needed as well as what politics would be involved. Barbra has volunteered to keep the Council current with reports from her meetings with Dr. Heintze.

After some discussion, a motion was made to table until further information could be reviewed. There was more discussion, the motion seconded, called to vote and approved.

The second item addressed was the Leadership Development Program (LDP). Duane provided a handout for this also.

“In 1996-1997, Human Resources offered staff members enrolled in the Leadership Development Program (LDP) scholarships. These funds (\$25,000) were used by staff members to pay for required and elective coursework in the LDP program. There was an application process and a selection committee of five to select scholarship recipients. SAC representatives served on the selection committee as did graduates of the LDP.

The Lead curriculum consists of two elements: 30 hours of required seminars and 20 hours of special elective seminars, for a total of 50 hours. Participating staff must complete 50 hours of training within a three-year period to qualify for the LDP certificate. Based on the 2004 training catalog, the annual course cost for LDP can range from \$807 to \$905.

Additionally, in the past years, the HR has offered three other training programs for staff to meet the training needs of the staff employees. The Ambassador Program consists of 15 hours of required core courses and 15 hours of specially marked electives for a total of 30 hours. Staff must complete the program within a two-year time frame. The Advanced Leadership Program (ALP) curriculum consists of special opportunities and professional development. To complete the program, staff must attend at least three special opportunity sessions and 15 hours of professional development. (Note: The Star Program is a also a viable program of develop the skills and abilities of staff, but there is no charge for the course.) The estimated annual cost of the Ambassador Program ranges from \$430 to \$499 and for the ALP, ranges from \$176 to \$257.

Department funding of training for staff members is discretionary and not all departments fund training for staff employees or have the budgetary resources to fund the training even if the departmental leadership supports staff development. Thus, a number of employees pay for the entire training program or some of the courses out-of-pocket.

Current employment in the programs for 2004 is estimated for each program below.

ALP	76
LEAD	162
Ambassador	165
Star	65

Therefore, it is recommended University Administration reestablish the scholarship for the LEAD Program and create scholarships for both the ALP and Ambassador by allocating \$15,000 to HR for FY 2005 and take action to annualize this amount in future years.”

A motion was made to give to the Policies, Budget and Benefits committee to research, seconded, voted on and approved by a show of hands.

FCBC has a vacancy and Brad Barns would like to be reseated. Billie Blackburn has a term that is ending and would like to be reinstated. Sheryl will forward those names to the committee.

**Announcements:**

Sheryl needs a head count for the June 9<sup>th</sup> luncheon scheduled at 12 noon in the Sequoyah Room, 208 Student Union. The meeting will follow immediately afterwards.

Sheryl will move to Dr. Wiggins office.

The E-team meeting will be held in 204 Whitehurst.

Meeting was adjourned.