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STAFF ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES

October 12, 2005, 408 Student Union, Case Study I

Present: Beeler, Blackburn, Campbell, Condit, Conneywerdy, Eynon, Ford, Gladden, Herran, Hoffman, Hunt, Kelley, Peters, Phelan, Castle, Reim, Ward, Warner, Welliver, Whitmore, Wieder, A. York, S. York

Absent: Barber, Forsythe, Frazier, McIntire, Zweiacker

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

Hank asked for approval of the September minutes. Correction was made to Old Business to clarify the Council Chair would send letter to administration addressing pending resolutions. A motion was made to approve September minutes as amended, seconded and approved by a voice vote.

Changes to the agenda included the addition of Bylaws recommendation as Old Business and Homecoming Walk Around as New Business. A motion was made to approve the agenda as amended, seconded and approved by a voice vote.

E-Group Update – Dr. Lee Bird, Vice President for Student Affairs

Dr. Lee Bird updated the Council on the status of University Printing employees. Anne Matoy reminded the Council that Administration is currently assisting University Printing employees with finding new jobs. Landscape and Architecture will take over University Printing's building.

Anne Matoy addressed a question concerning the changes in "special" pay (or Exceptions to Normal Pay). Human Resources have difficulty reviewing special payments entered via the online system; HR only sees the end results. Administration found several departments were using the online system incorrectly and are currently

trying to determine a way to control such. Once Administration can define what special payments should require Board approval, new guidelines will take effect.

Dr. Bird stated no decision had been made at this time regarding four-day work weeks during summer semesters. However, 2006 summer classes will only be offered four days per week.

Anne Matoy announced the new Confidential Reporting System is now accessible via the web and President Schmidly will send out an announcement regarding the use of this new system. Anne Matoy addressed a question as to if one would be able to face their accuser. The person reporting a concern/issue will remain anonymous and can not be tracked in any way. Each report will be verified before confronting the accused as the individual has the right to due process.

Dr. Bird discussed concerns of this semester being the most violent and dangerous. Drinking and physical violence has increased and the number of students admitted to the hospital for such has increased. Dr. Bird urged Staff members to lend their support to student employees within their department and be willing to discuss issues with student employees.

Anne Matoy reminded the Council the Option Enrollment forms are due by the end of October. In November, employees will receive annual enrollment forms for Life, LTD, Cancer, etc. insurance options. Changes to Flex Benefits may include a debit card with an available balance equal to the amount flexed. This change will allow employees to use their flex benefits immediately versus waiting for reimbursement. However, such can not be used for day care or over-the-counter drugs. Employees should review payroll advices in January to verify insurance options are correct.

Stillwater Convention and Visitors Bureau – Lisa Dalton

Lisa Dalton provided the Council with a Stillwater Visitors Guide and Meetings Guide and presented a promotional DVD for Stillwater, a great recruiting tool.

Report of University Committees

Faculty Council Report – Hank Welliver

The Faculty Council passed a recommendation clarifying the role of Faculty in curriculum development and a recommendation to finalize the Dual Admission Program between OSU and Tulsa Community College.

Treasurer's Report – Donna Whitmore – No Report

Branch Campus Reports

OSU-COM – Jan Barber – No Report

OSU-Okmulgee – Allen York – No Report

OSU-OKC – Melissa

Currently planning the annual chili and bread cook off.

OSU-Tulsa – Karen Castle – No Report

Report of Standing Committees

Rules & Procedures – Duane Hunt, Chair – No Report

Public Relations – Jeremy Zweiacker, Chair – No Report

Policies, Benefits and Budget – Tara Gladden, Chair

See New Business.

Awards & Recognition – Stacey Frazier, Chair

A sign up sheet to assist with Staff Awards Day scheduled for Thursday, November 3, 2005 at 10:00 a.m. in the Student Union Little Theatre was passed around.

Health Care and Peer Mediation – Mac McCrory, Ed. D., Seretean Wellness Center

Mac McCrory discussed a Peer Mediation program for OSU employees. Such would allow employees to be trained and certified to deliver Alternative Dispute Resolutions (ADR) to assist in resolving employee disputes/issues. Support from Administration is not necessarily enough to make such program successful. There may be several employees available to be trained and certified, but departments must be willing to allow those employees time away from work to participate. The number one problem in today's work place is stress. A Peer Mediation Program would assist employees in resolving issues with fellow co-workers, supervisors, etc. while maintaining neutrality and confidentiality. With an 87% success rate, mediation sessions are conducted on a voluntary basis prior to involvement of Ombudsman or a Grievance Committee. If supported by the Council, a resolution to investigate this program could assist in the creation of a Peer Meditation Program.

Mac McCrory also discussed health care costs and promotion of a wellness programs. With plans for 2007 insurance options underway, Requests for Proposals must be completed by the summer of 2006.

Old Business

Duane Hunt summarized a recommendation made during July's meeting. The recommendation reads as follows:

Article XII, Section A (2) of the SAC Bylaws which requires the SAC Chair to "conduct official correspondence relating to the business of the Council as authorized and directed by the Council." Duane Hunt recommended the following be added to this duty:

"Resolutions approved by the Council will be forwarded to the President or other designated University Administrator within 15 days following Council approval and informs the Council at the next Council meeting that the action has been forwarded. A signed copy of the correspondence will be provided to the Secretary, the appropriate committee chair, and the Council representative that brought forth the recommendation."

Duane Hunt also recommended adding the following duty to the Chair:

"(7) Ensures responses received on resolutions submitted to the President or other appropriate University are read in the minutes at the next Council meeting following receipt of such response."

A motion was made to accept this recommendation, seconded and approved by a voice vote.

New Business

During our recent PB&B meeting, after much discussion about the Faculty/Staff Fee Waivers, we would like to make an addition to the Faculty/Staff Fee Waiver form, OSU Course Catalog, and OSU Policies 3-0744 and 2-0108 as follows:

“Some courses taught through correspondence study, extension and Outreach are excluded. For more information, contact the department offering course to see if it qualifies for the fee waiver.”

The fee waiver form and course catalog are maintained through the Registrar's office and the policies maintained by Administration. A motion was made to accept this recommendation, seconded and approved by a voice vote.

Donna Whitmore questioned as to if the Council was planning to participate in the Homecoming Walk Around. After discussion, the Council decided not to participate this year.

Announcements

There being no further business to come before the Council, motion was made, seconded and approved to adjourn.

Respectfully submitted,
Carey Warner, Secretary