



"The council that's working for you."

STAFF ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES

June 14, 2006, 280 Student Union, Sequoyah Room

Present: Beeler, Castle, Condit, Ford, Forsythe, Fox, Graham, Hunt, Kelley, McIntire, Peters, Phelan, Reece, Reim, Teague, Ward, Warner, Welliver, Whitmore, Wieder, S. York, Zweiacker

Absent: Barber, Blackburn, Campbell, Hoffman, A. York

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

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

Hank asked for approval of the agenda. Changes to the agenda included the addition of the Faculty Council Report from Duane Hunt, conducting New Business before seating new members and Introductions and Lunch before starting the meeting and adding the Grievance Policy to New Business. A motion was made to approve the agenda as amended, seconded and approved by a voice vote.

Award Presentations

Certificates of Appreciation were presented to the following representatives leaving office:
Duane Hunt, Chris Hoffman, Randy Kelley, Sheryl Beeler, and Donna Whitmore.

Certificates of Appreciation were presented to the following Committee Chairs:

Katie Reim, Awards and Recognition; Duane Hunt, Rules and Procedures; Tara Graham, Polices, Budget and Benefits; and Jeremy Zweiacker, Public Relations.

Certifications of Appreciation were presented to the following officers:
Hank Welliver, Chair; Liz Condit, Vice-Chair; Carey Warner, Secretary; and Donna Whitmore, Treasurer.

New Business

Hank announced both recommendations from the Faculty Council and the Staff Advisory Council regarding the Confidentiality Agreement have been reviewed and Darlene Hightower has requested one representative from each Council to assist with the revision of such.

Hank announced the Master Plan Task Force needs names of three staff members interested in reviewing the 20-year master plan.

Tara Graham reported the Grievance Policy has been reviewed and revised by the Policies, Budget and Benefits Committee and is ready to vote. The Council asked to see a hard copy of such before voting. Tara will send such via email.

Seating of 2006-07 New Members

The following New Members were seated:

Academic Affairs: Leslie Miller (A/P), Laura Payne (A/P), Marsha Chapman (Classified), and Morgan Ashworth (Classified).

Administration and Finance: Lynette Venard (A/P) and Larry Curtis (Classified).

Enrollment Mangement/Marketing/EREDF/General University/Research: Carol Hoipkemier (Classified).

The Council voted to seat Bonnie Gladden (Classified) to fill a three-year vacant seat in Administration and Finance.

Election of 2006-07 Officers

Election of Officers was held.

For Chair, Jeremy Zweiacker and Carey Warner were nominated. Carey Warner was elected Chair for the 2006-07 year.

For Vice-Chair, Jeremy Zweiacker was elected by acclamation.

For Secretary, Lynette Venard was elected by acclamation.

For Treasurer, Sherril York and Liz Condit were nominated. Sherril York was elected Treasurer for the 2006-07 year.

2006-07 Treasurers Report

**Staff Advisory Council
Treasurer's Report as of May 31, 2006**

Maintenance Account (AA-1-28520)	
Revenue:	
FY05 Balance Forward	\$ 7,912.59
FY06 Budget Allocation	\$ 26,784.84
Transfer Revenue	\$ 6,435.60
TOTAL Revenue	\$ 41,133.03
FY06 Expenses	\$ (30,782.89)
Account Balance	\$ 10,350.14
Fundraising Expense Account (AA-1-28521)	
Revenue:	
FY05 Balance Forward	\$ 745.83
FY06 Budget Allocation	\$ -
Transfer Revenue	\$ -
Fundraising Revenue	\$ -
TOTAL Revenue	\$ 745.83
FY06 Expenses - gas card/cameras	\$ (501.75)
Account Balance	\$ 244.08
Scholarship Payment Account (AA-0-65080)	
Revenue:	
FY05 Balance Forward	\$ 3,272.16
FY06 Revenue Deposits - fundraisers	\$ 1,035.64
TOTAL Revenue	\$ 4,307.80
**Transfer to Scholarship Account	\$ (1,450.00)
Account Balance	\$ 2,857.80
**Scholarship fund will be transferred to scholarship payment account upon instruction from Scholarship Committee Chair.	
SAC Scholarship Payment Account (AA-6-12570)	
Revenue:	
FY05 Balance Forward	\$ 500.00
Transfer from Fall05/Spring06	\$ 1,450.00
TOTAL Revenue	\$ 1,950.00
Scholarship payment Fall06/07 Expenses	\$ -
Account Balance	\$ 1,950.00
Foundation Staff Endowment Scholarship Account	
Revenue:	
FY05 Balance Forward	\$ 8,138.68
FY06 Revenue	\$ 760.60
TOTAL Revenue	\$ 8,899.28
Scholarship payment Fall06/07 Expenses	\$ -
Account Balance	\$ 8,899.28

Report of University Committees

Faculty Council Report – Duane Hunt

The June Faculty Council meeting included a report from Dr. Brenda Masters regarding the accreditation visit from the Higher Learning Commission and the reporting requirements levied on the University as a result of the visit from the Commission. The Council considered and passed a recommendation that Administration contract for the

printing of campus telephone books with monies raised as a result of the sale of the books be given to the Staff Advisory Council for staff awards.

Branch Campus Reports

OSU-CHS – Jan Barber – No Report

OSU–Okmulgee – Allen York – No Report

OSU-OKC – Ronda Reece

Ronda announced the silent auction/bake sale fundraiser raised over \$2000 which funded the annual summer appreciation picnic.

OSU-Tulsa – Karen Castle – No Report

Report of Standing Committees

Rules & Procedures – Duane Hunt, Chair

Rules and Procedures Committee 2005-2006 Annual Report

During the July 2005 Staff Advisory Council meeting the following change to Article XII, Section A (2) of the by-laws was presented to the Council.

Add the following to the section: "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."

It was also recommended a new subsection be added to section A of the article as follows. "(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."

These two additions were approved during the November 2005 Council meeting.

In March and April 2006, the committee prepared and distributed the nomination form and ballots for the annual election.

Public Relations – Jeremy Zweiacker, Chair

Public Relations Committee 2005-2006 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: Jeremy Zweiacker (Chair), Chris Campbell, Randy Kelley, Becky McIntire

Partial Term Members: Jana West

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 member NEO notebook. The presenter is allowed 5 minutes to give a short message welcoming new staff. The PR Committee uses a slide presentation used at each orientation by the presenter which is available for view online at <http://fp.okstate.edu/sac>

Staff Advisory Council ENews: The PR committee has begun putting together a monthly email to all staff regarding what the Council is doing and information that may be pertinent including Staff nominations, scholarship info, current issues, etc.

Staff Advisory Council Website: The PR committee has made monthly efforts to keep the SAC website content current and attractive.

Monthly Breakdown

June 2005

OSU Institutional Calendar-The PR Committee placed all SAC meeting dates for 2005-2006 on the institutional calendar.

KOSU Calendar- The PR Committee placed all SAC meeting dates for 2005-2006 on the KOSU calendar.

Stillwater NewsPress- The PR Committee placed all SAC meeting dates for 2005-2006 to the Stillwater NewPress.

OSU Institutional Calendar-The PR Committee placed the annual Staff Awards Day on the institutional calendar. (The first Thursday of November.)

July 2005

Staff Advisory Council Shirt-The PR committee finalized the shirt order and ordered new shirts for the council. Many compliments have been received throughout the year.

Staff Advisory Council Special Collection- SAC has a collection with the University in its Special Collections and University Archives division. The collection is Collection Number: 93-091. This collection was started in 1975 and is ongoing. The PR Committee made a donation of materials on behalf of SAC dating to 1991

October 2005

Harvest II Food Drive - Staff Advisory Council developed a page on the SAC website in order to promote this event. The PR Committee has contacted Harvest II Chairman Melissa Hall (melissahall@cox.net) to help promote the event on campus. The event helps stock the food pantry in Stillwater.

Distinguished Service Award Selection Committee: A member of the Public Relations Committee served on the selection and interview committee.

November 2005

Distinguished Service Award Nominations: The PR committee promoted the DSA nominations that were to be awarded at Staff Awards Day, November 3, 2005. The nomination form was placed on the SAC website.

Staff Awards Day: The PR Committee worked with Awards and Recognition Committee in promoting Staff Award Day, November 3, 2005. Many of our members also served at the service pin table, greeted staff, served refreshments and anything that was needed to promote the event. A public service announcement was released on KOSU and a press release was sent to PIO, the Daily O'Collegian and the Stillwater NewsPress with information about the recipients of the awards.

Redesigned SAC website: The SAC website debuted with a new look and feel to the general staff that is a reflection upon the institutional website.

December 2005

Holiday Greeting: An electronic greeting was sent to all members of STREP-L wishing them a wonderful Holiday.

SAC Brochure: The PR Committee updated the NEO brochure and distributed the updated brochure with the new officers and members to HR. The brochure was placed on the SAC website.

January 2006

OSU Institutional Calendar-The PR Committee placed the annual Staff Appreciation Day on the institutional calendar.

February 2006

Stillwater NewsPress-The PR Committee placed the contact information for SAC in the origination listings in the Stillwater NewsPress.

March 2006

Staff Emails: With the assistance of Anne Matoy, the PR committee added all emails of OSU Staff to the list serve. This will greatly enhance communications to all Staff throughout OSU-Stillwater. A program was developed to harvest the staff emails for updates per SAC request.

SAC Nominations: The PR committee promoted the SAC Nominations for new members. The nomination period closed on March 24th.

April 2006

Staff Advisory Council Banner: The PR Committee secured a donated banner from the Physical Plant sign shop for use with Staff Appreciation Day, Staff Awards Day and fundraising activities.

Staff Appreciation Day – This event was held April 6, 2006 inside the Student Union Ballroom. 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 since the separation of Awards from Staff Appreciation Day and this year's event was highly successful. Vendor booth set-ups proved to be an asset for gaining participation from local vendors with a total of 28 vendors present.

SAC Elections: The PR committee promoted the SAC elections for new members. The election period was from April 17th to April 28th. The elections were placed on the institutional calendar.

May 2006

Staff Scholarship Selection Committee: A member of the Public Relations Committee served on the selection committee.

Policies, Benefits and Budget – Tara Gladden, Chair

**Policy, Benefits, & Budget Committee
2005-2006 Annual Report**

Committee Members:

Tara Gladden (Chair), Sheryl Beeler, Greg Fox, Juanita Phelan, Diana Ward, and Sherril York

The following were issues addressed by the SAC Policy, Benefits, and Budget Committee from July 2005 – June 2006:

Peer Mediation

Mac McCrory came to Staff Advisory Council to ask for our support about Alternative Dispute Resolution/Peer Mediation. We drafted a resolution to show that SAC supports ADR/Peer Mediation. A motion was made by the Policies, Benefits, and Budget committee to Staff Advisory Council to support a Peer Mediation program overseen by the Institute for Issue Management and Alternative Dispute Resolution (IIMADR) and that the Policies, Benefits, and Budget committee be involved in the process. Since the resolution was passed, Mac McCrory has left OSU-Stillwater. Linda Jaco is now oversees the IIMADR. The next PB&B committee should work directly with Linda Jaco if anything else is needed from Staff Advisory Council.

Tuition/Fee Waiver

Our committee was asked to review the tuition/fee waiver policy. Sheryl Beeler brought forth the issue from a constituent regarding the tuition/fee waiver not allowed when taking outreach/extension courses or independent study courses. Discussion included justification of such exceptions for outreach courses as outreach/extension needs the revenue made from their courses in order to pay employees, etc. No one was sure on justification of such for independent study courses. A recommendation was made for clarification of the policy by including the following state in Policies 3-0744 and 2-0108: "some courses taught through correspondence study, extension and outreach are excluded. For more information, contact the department offering the course to see if it qualifies for the fee waiver."

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Reporting unethical conduct and complaint protection policy review

Our committee reviewed the policy and made some clarifications to the policy. There is no policy number yet because this policy has not been published.

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Grievances and appeals for staff review (OSU Policy #3-0746)

The committee completed a review of the Grievances and appeals process for staff. The document was revised based on input from HR, Affirmative Action and PB&B members. The revised document will be presented to SAC at the June 2006 meeting.

Attendance and leave policy review (OSU Policy #3-0713)

A request was made of the committee to review the attendance and leave policy based on a request for clarification by a constituent. The constituent was concerned the requirement that staff in some areas of the University must take accumulated annual leave during periods of time when that area is closed (Fall, Spring breaks and between semesters). All of OSU's policies are written for the benefit of the majority of the staff. The committee determined that the policies and procedures are appropriate.

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Broad band updates

Our committee periodically received broad band updates from Human Resources.

Awards & Recognition – Katie Reim, Chair

Awards and Recognition Committee 2005-2006 Year in Review

Members: Katie Reim – *Chair*; Bea Peters, Dave Ford, Kim Forsythe and Gracie Teague.

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 awards 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 and one (1) member from each of the permanent committees 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, one (1) member from each of the permanent committees 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 3, 2005 *(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 Theater. Administration provided funds for the cookies/punch reception; a total of \$757.50. Administration also funded the Years of Service pins. 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.

The contract for Years of Service pins is with Terry Berry Co. There are four more years left on this contract.

During the May A&R Committee meeting the "unclaimed" pins and clocks were mailed to Deans, Department Heads and Directors advising them to distribute the pins/clocks to the employees listed on the attached sheet.

The Little Theater has been reserved for the 2006 Staff Awards Day for Thursday November 2, 2006.

Staff Appreciation Day

Staff Appreciation Day this year was a great success, even though at the last minute it was moved from Willard Lawn to the Student Union Ballroom due to weather. Still with the change in plans, over 1,200 staff attended the event. Cherokee Strip BBQ catered the meal consisting of barbecue sandwiches, baked beans, potato salad, condiments and a cookie. The meal cost \$5,670. 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. In addition to vendors, a student group hosted an event with booths called "Serenity Island" which went over well with the staff.

Fundraisers

This year the A&R committee had two fundraisers. The first one was tickets to the OSU vs. Texas Tech basketball game. These tickets were donated by the President's office. A total of \$200 in donations was received.

The second raffle consisted of a \$200 gift card to any ConocoPhillips for the purchase of gasoline; a cost of \$200. We received a total of \$684 in donations.

All donations received from the raffles were deposited into the SAC Scholarship Fund. Tickets were sold at one ticket for \$1.00 and 6 tickets for \$5.00.

Loose Change Donation

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.

Old Business

Announcements

Hank reminded the Council one classified vacant seat remains in Student Affairs.
An Annual Pow-Wow will be held October 14th in the Gallagher-Iba Arena.
Friday, July 14, 2006 all university systems will be down for updates.

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

Respectfully submitted,
Carey Warner, Secretary