



"The council that's working for you."

STAFF ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES

July 12, 2006, 408 Student Union, Case Study 1

Present: Blackburn, Campbell, Castle, Chapman, Condit, Ford, Forsythe, Gladden, Hoipkemier, McIntire, Payne, Peters, Phelan, Reece, Reim, Teague, Venard, Ward, Warner, Welliver, A. York, S. York, Zweiacker

Absent: Ashworth, Curtis, Fox, Graham, Miller, Riggs-Jenkins, Weider

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

Carey asked for approval of the June minutes. Corrections included adding Liz Condit as a candidate for Treasurer. A motion was made to approve the June minutes as amended, seconded and approved by a voice vote.

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

E-Group Update – Mr. Albert Colom, Vice-President for Enrollment Management

Mr. Colom's office is looking for ways to excel with the students. There has been the creation of New Student Orientation and Enrollment program. This program will help freshman, transfer students, and international students. The department is working on making the student system paperless. Documents can be scanned using BIS software. These documents can be instantly accessed by advisors, financial aid, or any other related department. Applying to the university has also changed. Students can go on-line and enroll at any time of the day. Everything the department is working on is to be centered on the students. A question was asked about the involvement of Mr. Colom's office and the marketing department. Kyle Wray is the Director of University Marketing. That department reports to Gary Shutt and General Al Goodbary. Mr. Colom is

responsible for the marketing as it relates to the academic area. The marketing is different as it relates to a 16 year old student and non-traditional students.

Mr. Colom wished us well in our endeavors and congratulated our new officers. He has also visited the website.

Branch Campus Reports

OSU-Tulsa – Karen Castle

Karen reported that fall enrollment is doing well.

OSU-Okmulgee – Allen York – No report

OSU-OKC – Ronda Reece

Ronda reported that their first staff meeting is next week. They have 2 new officers and are ready to start the new year. The campus is having a tuition prize to help increase enrollment. There is some new building construction happening on campus. The horticulture building is being enclosed to make it available year round. The “Pond Extravaganza” is also happening. They are working on putting a fountain in their pond.

OSU-CHS – Jan Barber – absent

Report of Standing Committees

Rules & Procedures – Lori Weider, Chair

Lori was absent, therefore no report was available

Awards & Recognition – Becky McIntire, Chair

Becky stated that it was her first year as chair, therefore she would appreciate all help.

Policies, Benefits and Budget – Leslie Miller, Chair

Leslie was absent, therefore no report was available.

Public Relations – Hank Welliver, Chair

Hank attended a meeting at the Wellness Center. A Wellness Advisory Board is being formed. Robin Purdie, Interim Director of the Wellness center is heading up this project. A number of people from campus were at the meeting including Anne Matoy, Regent Lou Watkins, and Dr. Raff. The board is working to improve wellness for faculty, staff, and students.

Hank has the sign up sheet for the New Employee Orientation (NEO) meetings. Each date needs 1 presenter and 2 greeters. The presenter will show a short power point presentation describing the Staff Advisory Council. We want to advertise SAC to the new employees. Collectively, as a group, we have a lot of answers to questions that new employees may have. Hank will update the power presentation on the SAC website.

Jeremy arrived and gave an update on the shirts. The current style and orange color are no longer available. Numerous vendors have been contacted. A decision may have to be made regarding the shirt style or color if shirts cannot be found. Jeremy will keep working on this.

Old Business

SAC Proposals – 1. Staff Scholarship and Endowment – An e-mail has been sent to find out the status. Carey thinks it has been approved. She will check on it and get back to the council. Carey will work on updating the status of the SAC proposals and putting the information on the SAC website.

2. Confidentiality Agreement – SAC asked Administration to cease use of the current confidentiality agreement, to work on a new agreement, to return all signed confidentiality agreements to staff members, to have an information page added to the OSU web site, and to develop training either by class or web to enhance awareness of confidentiality. Darlene Hightower has informed the council that a committee is being formed to rewrite the confidentiality agreement. Carey asked for volunteers to serve on this committee. Gracie Teague volunteered.

Grievance Policy Revision – The PB & B committee worked on revising the Grievance Policy. We did not vote on it during the June meeting. An e-mail was sent to all SAC members with the revised Grievance Policy attached. An e-mail vote was attempted, however more info was needed. One concern about the revised policy was that the Ombudsman was not mentioned. There is another policy concerning the Ombudsman. The grievance policy was rewritten to make it more user friendly with more easy to understand steps. Carey had received multiple e-mails with questions. The committee was helpful in answering these questions. A motion was made to accept the Grievance Policy as rewritten. The council voted and approved the Grievance Policy as rewritten.

New Business

Achieving Greatness Award – Jeremy presented his idea of the Achieving Greatness Award. It will be similar to the Celebrate State Award present by President Halligan. Jeremy's proposal is included as Attachment A. After much discussion, a motion was made, seconded and approved to send this proposal to the Awards and Recognition Committee to research further.

Big XII Summit on Staff – Jeremy presented his idea of a Big XII Summit on Staff. Jeremy's proposal is included as Attachment B. After much discussion, a motion was made, seconded and approved to send this proposal to the Public Relations committee to research further.

Announcements

Carey reminded the Council of the NEO sign up sheet and the Faculty Council sign up sheet.

Diana Ward and Tara Graham have switched committees. An updated committee list is available. An updated membership list is also available.

Anne Matoy had an announcement concerning the compliance of state employees with the Oklahoma Tax Commission. There were 62 OSU employees on the list that were not in compliance with the OTC. The employees were given multiple notices by the OTC and OSU. As of June 30, 20 employees were still not in compliance. They were terminated because of noncompliance.

The Retirement committee will be relooking at retirement options after changes made by the legislature.

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

Respectfully submitted,
Lynette Venard, Secretary

Attachment A

July 12, 2006

Achieving Greatness Award

The Achieving Greatness Award will be a symbol of an ongoing campaign by students and University employees to celebrate OSU, call attention to its contributions in the community, and recognize individuals who contribute to its continued success.

Community involvement will be encouraged as part of the Achieving Greatness activities. The Achieving Greatness Award will be established to build spirit across the campus at the faculty, staff and student level, without differentiating between those three groups.

The Achieving Greatness Awards will be presented to anyone on campus that does something above and beyond the call of duty. President Schmidly will be invited to participate in the presentation of these awards.

Respectfully submitted

Jeremy L Zweiacker

Attachment B

July 12, 2006

Big XII Summit on Staff

The OSU Staff Advisory Council will correspond with other Big XII Staff Councils to establish the Big XII Summit on Staff.

The summit will serve as an opportunity for information exchange, idea generation and the sharing *of* solutions to issues facing staff across the Big XII

The inaugural summit will be held on the campus *of* Oklahoma State University. SAC will solicit vendors to help *offset* the cost and seek the advice and support *of* the OSU Administration.

Respectfully submitted

Jeremy L Zweiacker