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STAFF ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES

September 8, 2004 412 Student Union 1:15 PM

Present: Beeler, Blackburn, Carpenter, Collins, Ford, Gedon, Garner, Gladden, Hoffman, Hunt, Kelley, Miller, Peters, Phelan, Phelps, Rogers, Tanner, Thomason, Welliver, West, Whitmore, Williams

Absent: Barber, Cich, Condit, DeBock, Sanmann, Shields, Wyant, Zweiacker

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

Donna asked for the approval of the August minutes. A motion was made to approve, seconded, and approved by a voice vote. One item was changed on the agenda, Christa Witham will give her report first. A motion was made to approve the agenda, seconded, approved by a voice vote.

E-Team Update – Dr. Michael Heintze

At present there are 23,600 students enrolled for the fall. This may be a reasonable expectation for the future. 32,000 overall for the OSU system, and Tulsa and OKC are doing well. Bus transit system between Tulsa and Stillwater has been very successful. Oklahoma City/Stillwater may be in the future. Colvin Center dedication is scheduled for Thursday and Boone Pickens Stadium on Friday.

Dr. Heintze also addressed questions from the council.

OSU has experienced fewer international students as well as other universities in the US. The Patriot Act had a lot to do with this. Other English speaking countries are taking in these students.

Universities must invest more time and money into recruiting international students by communicating its okay to come to school in the US.

In-state/Out of state tuition is doing well, maybe because of positive press, small decrease of in state tuition, and fewer high school graduates.

Web pages are still in development. OSU/OKC is using the recommended style already. The goal is as visitors navigate the OSU web pages, it is clear that all the campuses belong to the same system.

In response to a question raised regarding the clarification of the raise program, Anne Matoy answered by explaining the guidelines by which raises are given.

Fair Labor Standards Act – Christa Witham, Human Resources

Christa explained some of the changes in the law regarding the FLSA. The law has 3 aspects to it: minimum wage, child labor, overtime.

How the changes in the law affect OSU are currently being addressed. Non-exempt employees are those that are paid hourly, receive comp time or overtime or are considered classified staff. Exempt employees are salaried employees, professional, administrative or executive. At OSU there are non employees such as GA's, RA's and TA's. No student professional titles will be used anymore.

Working off the clock or going over hours will be scrutinized. Much of the responsibility will fall upon the supervisor as well as the employee. Their should always be an accurate representation of hours worked.

E-Mail/Spam – Darlene Hightower, Chief Information Officer, IT

Spam is a big issue on campus. In order to help control spam there needs to be several layers addressed. Funding is always an issue. A committee will be organized to work on a needs assessment.

One of the best practices to fight spam is to meet it with a layered approach. Something on the desktop, on the server, or filtered at the gateway before it even gets to the server or desktop.

Once the needs are assessed, then funding needs will be addressed.

Can OU-Harvest II – Dr. Brenda Solomon

The Can OU food drive will be kicked off on October 29. This year the food drive faces some new challenges. There will not be a food mural which raised last year over 60,000 lbs. of food this means that the food that would have gone to support more of the Stillwater families will have to be put into the system to support other agencies. The Can OU food drive relies much on the efforts of staff/faculty rather than students.

There will be a push to get more support from administration of both OU and OSU. This year there will also be the traveling trophy.

Brenda asked that staff/faculty volunteer their office space or buildings as drop off points for food. If you have any questions, or comments you may contact her.

Report of University Committees

Faculty Council Report – No report given

Flexible Compensation Benefits Committee –No report given

Branch Campus Reports

OSU-OKC – Kristi Garner

OSU OKC has experienced a 3% increase in enrollment. There has been a steady increase over several years. They are in the process of accepting nominations for their Staff Excellence Awards, 4 totaling \$750 each which will be given.

OSU-Okmulgee - No Report

OSU-COM – No Report

OSU-Tulsa – Sarah Phelps

Tulsa held their staff appreciation day in August.

Report of Standing Committees

Policies, Benefits and Budget – Jane Carpenter

Jane summarized a handout regarding a Training Scholarship recommendation. The recommendation reads as follows:

“Staff Advisory Council hereby recommends that Administration reestablish the scholarship funds for the LDP, ALP, and Ambassador certificate programs by allocating \$25,000 to the Human Resources Department for FY 2005 and taking action to annualize this amount in future years.

Staff Advisory Council recommends that HR administer the scholarship funds with representation on the scholarship awards committee by members of SAC and graduates of the LDP program”

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

Public Relations – Liz Condit

No report

Rules & Procedures – Duane Hunt

Duane thanked Carey Pullins for working on the history of DSA winners which will be posted to the website.

The last time the committee members met, they were asked to review the status of ex-officio members of SAC in regards to their membership and their rights and responsibilities as it is stated in the constitution.

The recommendation is as follows:

“That Section 4, Article VIII, of the SAC Constitution, entitled Quorum and Voting, be deleted from the Constitution and that this issue be distributed to the general membership of the OSU Staff for action”

There was much discussion on the issue of ex-officio members. This recommendation was removed and tabled until next meeting.

On the issue of redistricting, according to Dr. Bosserman, the organizational chart has been deferred until after the Board of Regents meeting.

Awards & Recognition – Trisha Gedon

Rooms have been reserved and pins ordered. Awards will be given on November 4. Willard Lawn has been reserved for April 26, 2005 for the staff picnic. Website has a list of pin recipients.

The PR committee is working on the Walkaround Booth request form.

Baked goods will be sold again since it went so well last year.

Old Business – Donna Whitmore

Dr. Heintze has been lined up to address the audience at the Staff Awards Day.

New Business – none

Announcements:

Donna will be attending dinner invitations with Dr. Strathe and Academic Affairs, Dr. Schmidly and the Board of Regents, and with representatives of Orange Peel. The Library Advisory Committee is still looking for staff representation.

There was no further business to come before council, motion made to adjourn, seconded and approved by voice vote.