



**STAFF
ADVISORY
COUNCIL**

OSU STAFF ADVISORY COUNCIL MINUTES

September 14, 2005, Conoco Phillips Alumni Center, Barnes Conference Room

Present: Beeler, Blackburn, Campbell, Eynon, Ford, Forsythe, Frazier, Gladden, Hoffman, Hunt, McIntire, Peters, Phelan, Phelps, Ward, Warner, Welliver, Wieder, A. York, S. York, Zweiacker

Absent: Barber, Condit, Conneywerdy, Kelley, Reece, Reim, Whitmore

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

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

Changes to the agenda included tour of the new Conoco Phillips Alumni Center in place of the E-Team Update, Anne Matoy addressing the Confidential Reporting System, and the addition of Fee Waivers to New Business. A motion was made to approve the agenda as amended, seconded and approved by a voice vote.

E-Group Update – Jerry Gill, Director, Alumni Relations

Those present toured the new Conoco Phillips Alumni Center under the direction of Jerry Gill.

**Institutional Accreditation Site Visit from the Higher Learning Commission (HLC)
– Dr. Brenda Masters, Director, University Accreditation**

Dr. Masters began by clarifying that accreditation is not required to grant degrees; that is up to the state. However, accreditation is required in order for students to be eligible for federal grants and loans.

The Executive Summary book assists with preparing for the accreditation procedure. The North Central Association is divided into two bodies; one reviewing common education and the other, higher education. The summary book outlines five criteria and core components associated with such. The first criterion is our mission, the second addresses preparing for the future and the last three relate to teaching.

The HLC will visit OSU September 26-28, 2005. An open forum for staff members will be held on Monday, September 26th from 3:30 p.m. to 4:30 p.m., 412 Student Union. Dr. Masters encouraged staff to attend and to be honest. Evaluators should report on their findings within two to six months.

Dr. Masters addressed the concern regarding current communication issues between administration and faculty. The accreditation process will assist OSU in identifying and addressing any problems or issues.

Confidential Reporting System – Anne Matoy, Assistant Vice-President, HR

Months ago the Council reviewed concern about protection of employees when reporting issues. Many higher education organizations had confidential reporting systems ran by a third party. A new online reporting system, provided by EthicsPoint, will be accessible to all employees soon. All reports will be reviewed by EthicsPoint and routed to administration. Reports are anonymous and sub-categories assist with directing the report to the appropriate party. Approximately 21 people will receive such reports depending on the concern/issue reported. Once an individual has submitted a report, they may review the status of their report within two or three days by logging in with a username and password. This function will allow administration to reply to the reporter with questions if necessary. A chat room is also available allowing administration and the reporter to set a date and time to discuss the report in “real time”.

Those reviewing reports will only have access to reports pertaining to their area. If a report is filed against one of the 21 people reviewing reports, the report will be sent to another person within administration. Reports will eventually be filed away if no more information is required or if no response is given within a certain length of time. This new confidential reporting system does not replace any normal reporting system currently in place i.e. student complaints, sexual harassment, etc.

Anne Matoy also addressed the new PeopleAdmin system replacing the current hiring process. The PeopleAdmin system is an online system in which departments enter job descriptions (PQ's), job vacancies, Requests to Staff, etc. This new system will route such to the appropriate levels of approval via email. Applicants will be able to view all vacancies and apply to such using this new online system. Departments can view applications online and when someone has been hired, this system will allow the department to complete recruiting reports online and link the new hire to the job description.

The PeopleAdmin system should be available by next week and will replace the old system permanently. Vacancies currently listed on the old system will remain until filled. Total conversion to PeopleAdmin is projected to be complete by January 2006.

Report of University Committees

Faculty Council Report – Chris Campbell

Dr. Brenda Masters discussed the accreditation process with the Faculty Council. A presentation was made by a Stillwater resident regarding Boone Pickens Stadium renovations and ADA compliance.

Discussions included dual admission with Tulsa Community College, concerns regarding differences in percentages of raises given to faculty within several departments, and lack of parking enforcement during the first few weeks of school.

The Faculty Council expressed concerns regarding the closing of University Printing and assisting the staff with finding new jobs. Concerns were also expressed regarding survey being conducted to possibly outsource custodial staff and how these two issues affected the Strategic Plan.

Anne Matoy added to this report by stating that administration is currently assisting University Printing staff with finding new jobs on campus. As for the survey being conducted on outsourcing the custodial staff, similar surveys have been conducted on several areas within the OSU system over the past twenty years. When question as to why it seems that the “lower paid” staff are always contracted out, Anne Matoy replied that is not always the case. Flex Benefits was outsourced over 15 years ago and as of January 2006, the Alumni Association will no longer under OSU.

Treasurer's Report – Donna Whitmore – No Report

Branch Campus Reports

OSU-COM – Jan Barber – No Report

OSU–Okmulgee – Allen York – No Report

OSU-OKC – Janet Strickler

New board is being installed and plans are underway for the faculty and staff luncheon and fundraisers. A brand new employee program has been created where a new employee is given a tour of the campus by another employee from a different department.

OSU-Tulsa – Sara Phelps

Currently collecting monies to assist Katrina victims and planning United Way Chili Cook off. The meeting to discuss dual admission will take place next week between Tulsa Community College, OSU-Tulsa and OSU-Stillwater. Approximately 700 students have dual admissions between OSU-Tulsa and OSU-Stillwater.

Report of Standing Committees

Rules & Procedures – Duane Hunt, Chair – No Report

Public Relations – Jeremy Zweiacker, Chair

Announced Distinguished Service Award advertisement will appear in the Stillwater Newspress and the O'Colly.

Policies, Benefits and Budget – Tara Gladden, Chair

Awards & Recognition – Stacey Frazier, Chair

Preparing for Staff Awards Day.

Old Business

Discussion was held regarding the status of past resolutions. Duane Hunt made a motion for the Council Chair to send a letter to administration addressing pending resolutions. Motion was seconded and approved by a voice vote.

New Business

A staff member emailed Sheryl Beeler questioning as to why the fee waiver does not cover outreach courses or independent study courses. After discussion, motion was made to move this issue to the Policies, Benefits and Budget committee for further review. Motion was seconded and approved by a voice vote.

Announcements

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

Respectfully submitted,
Carey Warner, Secretary