



## Staff ADVISORY COUNCIL

### OSU STAFF ADVISORY COUNCIL MINUTES December 8, 2004, 412 Student Union, 1:15 PM

**Present:** Beeler, Blackburn, Campbell, Carpenter, Cich, Condit, Ford, Garner, Gedon, Gladden, Hoffman, Hunt, Kelly, Peters, Phelan, Phelps, Sanmann, Shields, Tanner, Thomason, Warner, Welliver, Whitmore, Williams, Zweiacker

**Absent:** Barber, Collins, DeBock, West, Wyant

Before the meeting, pictures were taken of all representatives to be used in the holiday ad in the O'Colly.

Donna Whitmore called the meeting to order at 1:15 pm, and Joan Sanmann called roll.

The November minutes were approved.

The Agenda was changed to add the following:

Under new business – Holiday Schedule – Duane Hunt  
Holiday Work Schedule – Juanita Phelan.

The spelling of Kathie Tanner's name was corrected.

The Agenda was approved as amended.

### **E-Team Update – Jerry Gill, Executive Director of Alumni Association**

Information regarding the Alamo Bowl can be seen on the Alumni Association website: [orangeconnection.com](http://orangeconnection.com). The new alumni building is scheduled to be open in July, 2005. There is a plan in place to include all OSU alumni, Stillwater and satellite campuses, in a system-wide alumni association. Fund raising is light, and is being changed to meet the strategic plan. There will be strategic points for the association in Texas. Alumni representatives will share office space with our

recruiters. There is no plan for staff salary increases, as opposed to faculty increases, as of right now.

### **New Check Disbursement Law – Kathy Elliott – Technology Manager**

All new employees hired after January 1, 2005, will be required to sign up for direct deposit of their payroll. At the present time, less than 300 staff do not have direct deposit. All employees will be required to have direct deposit by January 1, 2007. Payroll advices will end after January 2005. A new plan for paycards has been written and approval has been requested. There was general discussion regarding Physical Plant employees and Residential Life employees, who will need to know more about payroll advices. All employees, beginning January 1, 2005, will only be able to pick up payroll checks in the Bursar's Office. There will no longer be priority distributions to areas such as Physical Plant or Residential Life.

### **SPAM – Norma Earp**

A report on SPAM, definition and cost to productivity was presented. Loss of productivity costs are estimated at \$300 to \$870 per employee per year. Norma presented recommendations for procedures to avoid and attempt to eliminate SPAM. Contact information for reporting SPAM is: Norma Earp, Technology Manager, 215 LSE, or Dwayne Hunter, Technology Manager, 240 AgH.

## **Report of University Committees**

### **Faculty Council Report – No Report**

### **Branch Campus Reports**

**OSU-COM – Jan Barber – No report**

**OSU-Okmulgee – Devin DeBock - No report**

**OSU-OKC – Kristi Garner- No report**

**OSU-Tulsa – Sarah Phelps – No report**

## **Report of Standing Committees**

### **Rewards & Recognition – Carey Warner, Chair**

We will be selling basketball non-raffle tickets for the February 9, Texas Tech game. Carey has tickets now to sell. For recipient's who have not picked up their service pins, they will be in Human Resources until the end of January.

### **Policies, Benefits and Budget – Jane Carpenter, Chair**

Jane deferred the committee report to be presented at the time of Old Business.

### **Public Relations – Liz Condit, Chair**

We need one more volunteer for the New Employees Orientation on February 3, 2005. Donna Whitmore volunteered.

The estimated cost of mailing the new brochure to all staff on the Stillwater campus is approximately \$300. For a general throw the cost would be \$79. The Public Relations committee recommended we do a general throw. However, after some discussion, the motion was made, seconded and approved to do a mailing to all staff.

We will be putting a ½ page ad in the O'Colly, with picture and holiday greeting, at a cost of \$338. It should run about December 15.

### **Rules and Procedures Committee – Duane Hunt, Chair**

Duane presented recommendations for a new SAC Representation based on VP Areas:

Academic Affairs (- 1 AP, -1 Class)

Admin & Fin (No change)

Student Affairs (+1 Class)

Enroll/Marketing, EREDF, General Univ & Research (+1 AP)

This would not change the total membership.

Copies of the proposed plan were distributed to council members and will be voted upon in the next regularly scheduled meeting in January 2005.

### **Old Business - Jane Carpenter – Chair, Policies, Benefits & Budget Committee**

Jane presented a plan for staff salary increases:

Additional pay through progress in career development plan

Merit increases

Increased pay through demonstrated proficiency or significant change in duties

Incentive plans.

**Recommendation #1** was that Staff Advisory Council recommend to Administration that the following training incentive plan be implemented in all departments/units at OSU Stillwater:

Complete Leadership Development Program                      \$250 one-time  
payment (net)

Complete Ambassador Program                                      \$150 one-time  
payment (net)

Complete HRStar Performer Program                              \$75 one-time  
payment (net)

That OSU Human Resources plans be used as a template for these training programs and be implemented July 1, 2005 and be retroactive for any person completing training after July 1, 2004.

That Administration advocate the development of specialized incentive programs by offering encouragement, training and assistance to Deans and unit administrators in the process of incentive development.

That the SAC Chair be advised of all incentive programs established on campus.

Motion was made, seconded and approved to recommend the plan to Administration.

**Recommendation #2**, echoing the commitment of the Division of Administration and Finance to the importance of furthering one's education through the attainment of degrees, recommends that Administration implement the educational attainment incentive plan, which is in place for that Division, in all departments/units at OSU Stillwater, effective immediately, and be retroactive for any person completing a degree covered in the plan after July 1, 2004.

Associates degree - \$1200/year (\$.58/hr or \$100 month)

Baccalaureate degree - \$2400/year (\$1.15/hr or \$200/month)

Masters degree - \$3600/year (\$1.73/hr or \$300/month)

Doctoral degree - \$4800/year (\$2.31/hr or \$400/month)

Departments are encouraged to use this mechanism to increase the base pay of other employees who may have recently obtained degrees prior to the implementation of the incentive plan.

Motion was made to approve the recommendation, seconded and approved.

### **New Business**

Duane Hunt raised the issue of holiday schedules. As it now stands, we will be required to work on December 31, 2007, which is a Monday. He recommended

SAC ask that the President declare that a day of administrative leave, one time only. Motion was made, seconded and passed.

Juanita Phelan raised the issue of holiday work schedules. Under present policy, a classified employee who works on Thanksgiving Day or Christmas Day will be paid 1½ times for the time worked, plus straight time for the holiday. The day after Thanksgiving is a holiday, but is paid at straight time for time worked and straight time for the holiday pay. Exempt employees receive comparable time off if required to work during university holidays.

Ann Matoy stated the policy this year during Christmas holiday will be the same as last year; the university will be officially closed, but essential personnel will be required to be on call. Some offices may require voice mail to be answered within 24 hrs.

Sheryl Beeler stated that IT wants an assessment interview from several SAC representatives on January 4 or on January 7, from 9:00 am to 11:00 am. The following volunteered:

Chris Hoffman, Jane Carpenter, Donna Whitmore, Hank Welliver, Chris Williams, Kathie Tanner and Chris Campbell.

**Announcements:**

Lisa Collins has resigned her position on SAC, as she and her family are relocating. Please let Donna know if you have any suggestions for filling her position for the remainder of her term.

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

Submitted December 10, 2004

Joan Sanmann, Secretary

Joan Sanmann  
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