



STAFF ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES October 13, 2004, 412 Student Union, 1:15 PM

Present: Beeler, Blackburn, Campbell, Carpenter, Cich, Collins, Condit, Ford, Garner, Gedon, Gladden, Hoffman, Hunt, Kelly, Peters, Phelan, Phelps, Pullins, Shields, Tanner, Thomason, Welliver, West, Whitmore, Williams, Wyant, Zweiacker

Absent: Barber, DeBock, Sanmann,

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

Approval of the September Minutes was postponed until such time as paper copies could be provided to council, as most members didn't receive the email copy.

Donna asked for the approval of the Agenda. It was suggested we amend the Agenda to include discussion regarding tele-conferencing in the Student Union among branch campuses. With this addition, the Agenda was approved.

E-Group Update – Dr. Lee Bird

Dr. Bird reported that the first monthly meeting with representatives from Administration, Staff Advisory Council, Student Government Association & Faculty Council went very well, and is expected to improve communication both between staff, faculty, students and administration. There was good discussion of things that were effective and issues on campus.

Dr. Bird clarified the misconception regarding an event in the Student Union a few weeks ago. It was not a case of our campus police supposed to be there and not being there; it was the Logan County Sheriff's Department which was supposed to be there, and called at the last minute to let us know they would not be there. Our campus police helped out, even though they were not supposed to be at the event.

Dr. Bird announced the Convocation tomorrow, with Dr. Schmidly, at 4:00 pm.

Report of University Committees

Faculty Council Report – Duane Hunt.

Rick Allen, Assoc. Athletic Director, provided a report to Faculty Council on NCAA recruiting changes, academic reform and incentives/disincentives. Essentially, the changes to recruiting were enacted to control the “celebrity atmosphere” in recruiting student athletes. No special limos or customized cars or private/chartered aircraft for transporting recruits to and from campus, no special lodging, no personalized recruiting presentations, and students hosting prospects must receive training from the Office of Undergraduate Admissions. The academic reform changes included the number of degree credits student athletes must pass each term and academic year, changed the effective date of the annual GPA requirement and provided a minimum degree completion standard. Rick indicated these reforms would most likely provide less flexibility for student athletes to change the majors and reduce transfer student athletes.

Darlene Hightower, CIO of Information Technology, provided a report on the status of “Information Technology Issues.” She stated there were four areas of concern, personnel, help desk operations, approach to project management and major projections.

In the personnel area, Darlene reported efforts continued to broadband and classify positions to meet changes in FLSA, continue searches to fill the Director of Client Services and Director of Systems positions, and work in internal strife and distrust between the IT groups via continuing meetings with employees in groups and individually.

Regarding help desk operations, she indicated changes have been made regarding staffing, implementation of a decision tree, and tracking and analyzing calls not resolved. Darlene stressed the importance of help desk users to complete and return the survey callers receive as it provides her information on the problem areas.

The project management approach IT will use will involve external IT individuals and a web-site will be used to describe the scope, timetable, progress, cost and comments of projects. The following were major projects highlighted by Darlene: active directory review; equipment review (most of the equipment is old and needs to be replaced), develop a spam solution; working with Baylor University on content management; web page redesign and document imaging. She did mention reinstating the Student Technology Fee Committee in the near term.

The Long-Range Planning and Information Technology Committee submitted their report on IT. A copy of this report is on the Faculty Council web-site.

The FAC reviewed and discussed 3 resolutions. The first was addressed access to vested funds in TIAA-CREF accounts. The second resolution requested Administration conduct a comprehensive health insurance survey of the Big 12 institutions. The last resolution supported the Administration’s stated prioritization and allocation of the proceeds of the 2005 Capital Bond monies. Copies of any and all of these resolutions may be obtained from Duane Hunt.

Branch Campus Reports

OSU-COM – Jan Barber – No report

OSU-Okmulgee – Devin DeBock - No Report

OSU-OKC – Kristi Garner-

Nominations for Staff Excellence Awards have been received for 5 Classified and 2 AP. The awards will be given next month, with a reception in April. The fall fundraiser will be a Super chili Cook-Off on November 2, with a red/white/blue theme.

OSU-Tulsa – Sarah Phelps – No Report

Approval of Minutes

After having time to look over the minutes, motion was made and seconded to approve the minutes from the September meeting. Motion passed.

Report of Standing Committees

Public Relations – Liz Condit, Chair

We are in need of volunteers for new employee orientation for December through June of 2005. A sign-up sheet was passed around. At the last orientation our power point presentation was used. It improved and simplified the presentation.

A second sign-up sheet for Can-OU, to be held on October 29, was circulated. Volunteers were needed for 10:00- am through 1:00 pm. Donna reported that Dr. Solomon said there may be a reception the week before the OU game where students may bring cans of food. However plans have not been finalized. She wanted us to be aware of it because they may need some volunteers to help collect food, etc.

Friday, October 15 will be the Walk-Around. We will be serving hot chocolate, sodas, and the non-raffle. Everything we sell will be \$1. A sign-up sheet was also circulated for volunteers. We still have no news yet as to where our booth is going to be. We will not know until 5:00 pm Friday! We still need baked goods. Hank Welliver said the mail carriers could pick them up and bring them to him.

Awards & Recognition – Carey Pullins

Announcements regarding Staff Appreciation Day will be going out on payroll advice forms. Also it has been put on the University Calendar and a flyer will be emailed to you so you can print it off for distribution in your area.

Tomorrow is the last day to sell tickets. If you checked out tickets for the Bedlam non-raffle, you should return your tickets and money to Trish Gedon.

Brenda Wyant reported that she has found it necessary to step down as Chair of the Awards & Recognition Committee, and Carey Pullins has graciously consented to serve as Chair. She expressed her appreciation to Carey for being willing to devote her time and effort.

Policies, Benefits & Budget Committee – Jane Carpenter, Chair

Asked for information on incentive programs in your area. This would include any incentive programs for obtaining certification, training, education, etc.

Rules and Procedures Committee – Duane Hunt, Chair

The Committee is working on redistricting based on organization changes. Alan Shryock has delivered the employee distribution needed, but the Committee is still waiting for information from Denise Weaver regarding the University organization chart.

Old Business

Hank Welliver asked Council to consider using technology, i.e. teleconferencing, to assist Ex-Officio members. This would allow them to be a part of the meeting without having to drive to Stillwater. We did know there were some unknowns, i.e. cost, how it could be accomplished, etc. In interviewing Bill Elliott in IT, he has volunteered to determine if it would be feasible to use university resources to make that happen. He had a few ideas, such as to hold Council in Classroom Bldg where the technology would be available for teleconferencing. It would be interactive.

There was general discussion of teleconferencing in the Student Union among branch campuses.

Anne Matoy brought up the "Open-Meeting Act," and will research further. This Act prohibits teleconferencing.

Motion was made to move research of teleconferencing to Rules and Procedure Committee. Motion seconded and approved by voice vote.

New Business

No new business.

Announcements:

Option period for health insurance is due by October 15. If you wish to retain vision insurance that must be noted, even if there are no other changes in your coverage. Cancer and critical illness policy will be offered to employees. All premium costs will be increased.

Faculty Council made recommendation to President Schmidly asking that Administration conduct a comprehensive health insurance survey of Big 12 institutions, to include comparison of types of insurance programs available, premium costs & share of costs paid by employer. Details should be collected for employee, spouse & children.

Chris Hoffman will represent Staff Advisory Council on Transit Committee.

Donna emailed Darlene re: Spam Committee, names & staff members.

Holiday Schedule Committee names were submitted to Dr. Bosserman: Jane Carpenter, Trisha Gedon.

Denise Weaver is looking for staff representation for the search committee for VP Institutional Diversity. Michael Cich volunteered.

Library Committee is still looking for staff representation.

We received a check from Dr. Ivey for \$1,500, to go to the scholarship fund.

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