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STAFF ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES

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

Present: Beeler, Blackburn, Campbell, Castle, Condit, Forsythe, Fox, Gladden, Hunt, Kelley, McIntire, Peters, Phelan, Reece, Reim, Teague, Ward, Warner, Welliver, Whitmore, S. York, Zweiacker

Absent: Barber, Ford, Hoffman, Wieder, A. York

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

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

Changes to the agenda included the addition of a budget report from Tara Gladden as a Report of University Committees and Juanita Phelan addressing the Litigation Committee as New Business. A motion was made to approve the agenda as amended, seconded and approved by a voice vote.

E-Group Update – Dr. Joe Alexander, President CIED

Dr. Alexander and Fiscal Officer, Shawna Goodwin, passed out organizational charts of OSU Center for Innovation and Economic Development, Inc. and explained each branch and their purpose. Not only does CIED assist small companies in creating new products, but CIED assists companies with finding contracts for their products. Most of the contracts currently reviewed by CIED pertain to military organizations. For instance, the ASSET department of CIED assists with Tinker Air Force Base with finding parts for planes by helping Oklahoma companies compete for such contracts. Dr. Alexander stated 60% of the funds stay within CIED and 40% goes to OSU.

Report of University Committees

Faculty Council Report – Gracie Teague

During the March Faculty Council meeting the Institutional Data Warehouse was discussed at length.

Faculty Council Report – Liz Condit

During the April Faculty Council meeting President Schmidly addressed fiscal year 2007 budget. A special committee was formed to address concerns with the Confidentiality Agreement and a report will be given during the May meeting. A resolution was passed requesting Administration to address the staff salary and benefits issue and attempt to allocate funds in order to increase said salary and benefits.

Treasurer's Report – Donna Whitmore – No Report

Budget Report Committee – Tara Gladden

On March 23, 2006 Joe Weaver gave a very preliminary report on the Review of Mandatory Cost Increases which included annualizing the October 2005 Annual Raise Program and utility costs. The report also included the possibility of another Annual Raise Program effective July 1, 2006.

Branch Campus Reports

OSU-CHS – Jan Barber – No Report

OSU-Okmulgee – Allen York – No Report

OSU-OKC – Ronda Reece

Ronda stated plans are being made for a silent auction and Family Safety Day will take place on May 20, 2006.

OSU-Tulsa – Karen Castle

Karen stated Staff Luncheon is scheduled for May 4, 2006 and graduation will take place on May 8, 2006.

Report of Standing Committees

Rules & Procedures – Duane Hunt, Chair

Duane stated ballots are completed and will be sent via campus mail this week. Vacancies include two A/P seats and three Classified seats within Academic Affairs, one A/P seats and two Classified seats within Administration and Finance, and one Classified seat within Enrollment Management/Marketing/EREDF/General University/Research.

Public Relations – Jeremy Zweiacker, Chair

Jeremy expressed need for a new banner. As well, Jeremy questioned as to if the Council needed to update its letterhead. After much discussion, Jeremy agreed to create a letterhead template until a decision has been made regarding changes to the OSU logo. Jeremy announced the Robert's Rules of Order were now available on the Council's website.

Policies, Benefits and Budget – Tara Gladden, Chair

Tara stated the committee continues to review the grievance policy.

Awards & Recognition – Katie Reim, Chair

Katie announced 1200 staff members attended the Staff Appreciation Day Luncheon and the gas certificate raffle generated \$684. Service Pins will be sent out to staff members soon. The committee has elected not to conduct a Carnation Sale this year, but has plans for a fall fundraiser.

Old Business

Carey stated the Ad Hoc Committee has been charged with researching the numerous concerns/issues involving broadbanding (budget driven/equity), the Faculty Restore, Reward, and Grow Program, and staff pay/equity issues. Results from this research will ultimately influence any and all recommendations the committee submits to the Council. The committee will request information pertaining to average salaries by sub-codes, research the percentage of staff members qualifying for state and/or federal assistance, and review Career Development Programs, both those proposed and those in currently in use.

Anne Matoy stated the average salaries by sub-code are available on E-Print.

New Business

Juanita Phelan expressed need for a staff representative to sit on the Mitigation Committee. This committee has been charged with outlining a plan as to how OSU would recover from a natural disaster. In order to qualify for Federal assistance, we must have a plan in place. The committee will meet once per month until a plan is written.

Hank addressed staff concerns regarding the Confidentiality Agreement. A committee needs to review the concerns received to date and give input to Information Technology. Anne Matoy stated the Confidentiality Agreement was initially created to address serious problems that occurred during the past three months as Information Technology is in need a ways to inform employees of what is "confidential" information. Sheryl Beeler made a motion to create an Ad Hoc Committee review the Confidentiality Agreement, the motion was seconded and approved by a voice vote. After more discussion, Duane Hunt agreed to Chair the Ad Hoc Committee.

Hank joined a committee in August 2005. The committee has been reviewing African American issues specifically. President Schmidly has been open to the issues and is currently working to address such. Hank requested support from the Council. After much discussion, it was decided that the Council could not support a "non-registered" university committee.

Announcements

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

Respectfully submitted,
Carey Warner, Secretary