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# STAFF ADVISORY COUNCIL

## OSU STAFF ADVISORY COUNCIL MINUTES

March 8, 408 Student Union, Case Study 1

**Present:** Beeler, Blackburn, Campbell, Castle, Condit, Ford, Gladden, Hunt, Peters, Phelan, Reece, Reim, Teague, Ward, Warner, Welliver, A. York, S. York, Zweiacker

**Absent:** Barber, Conneywerdy, Hoffman, Kelley, McIntire, Whitmore

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

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

Changes to the agenda included Dr. Bosserman providing the Executive Update, the addition of Norma Earp addressing Anti-Spam, and seating a new member, Greg Fox. A motion was made to approve the agenda as amended, seconded and approved by a voice vote.

### **E-Group Update – Dr. Bosserman, Vice-President for Administration and Finance**

As announced the day before, Dr. Bosserman reiterated the Custodial Services provided by the Physical Plant will not be outsourced and Administration will not be pursuing the proposal further at this time.

Dr. Bosserman stated the budget for FY2007 is tentatively scheduled to be completed in April 2006. The first three priorities for next year's budget include diversity, the Faculty Restore, Reward and Grow Program as well as annual raises, and mandatory costs such as increasing costs for utilities. At this time, the SAC Scholarship Endowment request is still in the budget plans.

Dr. Bosserman stated he attended every Master Plan meeting and felt the communication was terrible. OSU could have addressed the issues in a different, more efficient manner. However, the Master Plan is a good plan. Dr. Bosserman addressed questions regarding financial support of the new buildings. Administration will request additional funding from the State of Oklahoma to support the new academic buildings and the Athletic Village will rely on revenues they generate. Completion of the five (5) year plan will depend on revenue. Administration is currently reviewing the 20 year plan.

Dr. Bosserman addressed concerns regarding staff pay and raise program. Several Council members asked Dr. Bosserman to consider the cost of living, the current pay scales, and the Faculty Restore, Reward and Grow Program when planning next year's raise program. Carolyn Hernandez, Director of Affirmative Action, stated Human Resources is currently reviewing issues concerning staff salaries, with plans to make staff salaries more equitable in departments across campus.

### **Facilities Planning and Space Utilization Committee – Dr. Mary Lawler**

Dr. Lawler summarized the Facilities Planning and Space Utilization Committee meeting handout. The handout read as follows:

Items will be reported as they appeared on the agenda.

1. Approval to install plaque outside Thatcher Hall-APPROVED

Request by 2LT Caleb Emde, Oklahoma State Army ROTC, to place memorial plaque on concrete pillar next to bench outside Thatcher Hall in honor of 2LT Luke S. James. 2LT James was a graduate of OSU and OSU Army ROTC and was killed in action in Iraq, January 27, 2004. The committee also discussed future consideration of developing a memorial space somewhere on campus for OSU graduates who have lost their lives while serving in the military. Location possibilities include Bennett Chapel. This will be presented at a future committee meeting.

2. Nominations for naming of residential life facilities-APPROVED

Names had been presented at a previous committee meeting but some adjustment had been made regarding names on the primary list and alternate list. These are the names to be assigned to the new suites being built across from Kerr- Drummond. This list will be submitted to the Regents at the January meeting. The primary list names are: Henry Bellmon, Berry Family, Dr. Ed Chappibitty, General George P. Hays, Lew Meibergen, Oliver S. Wilham. Alternates are: Brent Ashabranner, Sam Combs, Jordan Tang. These names need to be decided in time for Residential Life to prepare for students to enroll in the new suites across from Kerr-Drummond that will be available for occupancy in fall, 2006.

3. Space request by Dr. Peter Sherwood, Dean, Arts and Sciences-SENT TO JOE WEAVER FOR REVIEW AND RECOMMENDATION AT NEXT COMMITTEE MEETING.

Dean Sherwood presented a request for space for 1) the Center for the Study of Disasters and Extreme Events, and 2) the College of Arts and Sciences Technical Support Office. Committee members discussed the request and referred it to Joe Weaver for consideration along with the request for space presented by Dean Emslie, Graduate College. Both deans requested space that will be vacated in the basement of Life Sciences East.

4. Space request by Dr. A. Gordon Emslie, Dean, Graduate College-SENT TO JOE WEAVER FOR REVIEW AND RECOMMENDATION AT NEXT COMMITTEE MEETING.

Dean Emslie requested space for the Environmental Science Graduate Program and identified the area in the basement of Life Sciences East that will be vacated. This space is also the space requested by Dean Sherwood. Therefore, the request was referred to Joe Weaver for consideration.

5. Space request by Dr. Steven McKeever, VP, Research, for the EPSCoR

program-APPROVED

Dr. McKeever requested space for the EPSCoR program which is housed currently in the Noble Research Center in space loaned by the Department of Entomology. The Office of University Research Compliance on the fourth floor of Whitehurst will be moving to Cordell Hall. Dr. McKeever requested that EPSCoR be moved into that space so that the program would be in close proximity to the office of Grants and Contracts, the graduate college and the office of the VP for Research. The EPSCoR program is funded by NSF and is the largest funded EPSCoR program in the nation with a funding base exceeding \$132 million.

6. Jeff Stewart, Interim Facilities Officer, presented a request for a policy regarding the use of banners on campus -DEFERRED TO FUTURE COMMITTEE MEETING WITH RECOMMENDATION TO PRESENT GUIDELINES.

Apparently there is no university policy regarding the hanging of large banners as often seen at Willard Hall and Human Environmental Sciences.

7. Request from Dr. Abramson to find new location for research site for bee research-DEFERRED TO FUTURE COMMITTEE MEETING ONCE DR. ABRAMSON RETURNS FROM SABBATICAL IN AUGUST.

Currently Dr. Abramson' research bees are located on the roof of the Dairy Barn, which is scheduled to be demolished in August of 2006. Dr. Abramson has requested relocation that is accessible to students conducting research with him.

ADDITIONAL INFORMATION PROVIDED BY DR. BOSSERMAN:

1. Purchasing will be moving to the old Bank N .A. building that is north of the library annex on Boomer Road. A staff member in purchasing will remain at Whitehurst.

2. The fourth floor of the Classroom Building will be converted to classroom space.

NEXT MEETING OF THE FACILITIES PLANNING AND SPACE UTILIZATION COMMITTEE IS APRIL 14, 1006.

### **Institutional Data Warehouse**

– **Dr. Brenda Masters, Director, University Accreditation**

The Data Warehouse, an Institutional Research Information Management Project, is a website that allows data querying to access institutional information. Several data collections such as SIS, BRS, FRS, and HRS will be will be accessible to the public, students, staff, faculty, and administrators with restrictions for various levels of access. Data querying will allow one to search variables such as basic information including names, ranks, email addresses, awards, teaching schedules, salaries, FTE assignments, etc.

Dr. Masters stated the committee is in need of at least one representative from the Council to act as project contact person relaying information to the Council and staff members. The representative would also relay ideas (variables) important to staff members for the Data Warehouse.

Dr. Masters addressed a concern about the updated the data available to the Data Warehouse by stating annual updates would be required.

### **Anti-Spam – Norma Earp**

The Anti-Spam solution was completed last fall and feed back to improve the current program is being accepted. Norma Earp proposed an addition of an “Add to Safe Senders List” button to the Anti-Spam “spamblocker” emails so that one could add a sender to the safe list without opening the email. A motion was made to approve the proposal, seconded and approved by a voice vote.

## **Report of University Committees**

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

***Treasurer's Report – Donna Whitmore – No Report***

## **Branch Campus Reports**

***OSU-COM – Jan Barber – No Report***

***OSU-Okmulgee – Allen York – No Report***

***OSU-OKC – Ronda Reece***

Ronda stated new buildings are being constructed on the OKC campus and a fountain has been added to the pond. Renovations are underway to make student services area more user friendly. February's meeting was good and plans are being made for the summer staff program.

***OSU-Tulsa – Karen Castle***

Karen stated TCC/OSU dual enrollment plans are still being worked on. Enrollment starts tomorrow.

## **Report of Standing Committees**

***Rules & Procedures – Duane Hunt, Chair***

Duane stated nomination forms have been sent out to the staff and are due March 24, 2006.

***Public Relations – Jeremy Zweiacker, Chair***

Jeremy stated the vendors for the Staff Appreciation Day Picnic have been contacted and the lunch tickets will be printed and sent out soon. Jeremy expressed concerns that the Council is due for a new banner. Discussion was held, but no decision was made at this time. The newflash emails sent out periodically via the Council listserv have been conducted by Jeremy and the Council discussed who should be primarily in charge of such. A motion was made to appoint the PR Committee Chair as the primary manager of the Council listserv newflashes/updates, seconded and approved by a voice vote.

***Policies, Benefits and Budget – Tara Gladden, Chair***

Tara stated the committee has not met yet, but will continue discussing the grievance policy and compare it to the Big 12 schools. Tara questioned our support for the Peer Meditation program as Mac McCrory who originally proposed the program has transferred to OSU-OKC. Robin Purdie is currently acting as Interim Director of the Seretean Wellness Center.

***Awards & Recognition – Katie Reim, Chair***

Katie announced Cherokee Strip was awarded the bid for the Staff Appreciation Day Picnic lunch. Menu will include BBQ sandwiches, potato salad, baked beans and cookies. The students are working hard on Serenity Island. Picnic volunteers need to arrive to Willard Lawn by 8am to morning of the picnic. The picnic will be relocated to the Student Union Ballroom if raining. Katie reminded the Council of the \$200 gas certificate raffle and stated the Basketball raffle earned a total of \$100.00.

### **Old Business**

Hank stated he is currently working on the recommendations from last year.

Hank stated while recruiting a representative from the Council to sit on the Flexible Compensation Benefits Committee he thought of filling a vacant seat with Greg Fox who is currently on the FCBC. *See New Business.*

### **New Business**

Hank asked for a motion to seat Greg Fox in the vacant A/P – Administration and Finance seat. A motion was made, seconded and approved by a voice vote. Discussion was held concerning a list containing names of staff members seated on Standing Committees to be available on the Council's website. Hank said he would look into obtaining a list.

Hank asked for a volunteer to attend the Faculty Council meeting on Tuesday, March 14, 2006 and Gracie Teague volunteered.

Carey announced the creation of an Ad Hoc Committee to address concerns/issues on staff pay/equity, the Faculty Restore, Reward and Grow Program and broadbanding and asked for volunteers. Donna Whitmore, Tara Gladden, Sherril York, Billie Blackburn, Liz Condit, Lori Wieder, and Juanita Phelan volunteered.

### **Announcements**

Hank announced the E-Group will be looking for staff members to fill vacant seats before elections take place.

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

Respectfully submitted,  
Carey Warner, Secretary