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# STAFF ADVISORY COUNCIL

## OSU STAFF ADVISORY COUNCIL MINUTES

May 10, 2006, 408 Student Union, Case Study 1

**Present:** Beeler, Condit, Ford, Forsythe, Fox, Gladden, Hunt, Kelley, McIntire, Peters, Phelan, Reece, Warner, Welliver, Whitmore, Weider, A. York, Zweiacker

**Absent:** Barber, Blackburn, Campbell, Castle, Hoffman, Reim, Teague, Ward, S. York

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

Hank asked for approval of the April minutes. Corrections included spelling errors and clarification on creation of diversity committee. A motion was made to approve the April minutes as amended, seconded and approved by a voice vote.

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

### **E-Group Update – No Report**

### **Report of University Committees**

#### ***Faculty Council Report – Duane Hunt***

The Faculty Council passed a number of resolutions and heard year-end reports from committee chairs. Resolutions regarding a number of issues were presented, discussed, and recommendations were passed on the following: University

Confidentiality Agreement; Report of special committee on African Americans; Transfer Student Probation Policy and Procedures; Athletics Facilities Upkeep, Maintenance and Utility Expense Report; Annual Athletic Payment Explanation; and Entrepreneurial Faculty Fellows Program. Copies of these resolutions/recommendations are available. Contact Duane Hunt.

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

**Branch Campus Reports**

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

***OSU-Okmulgee – Allen York***

Allen stated construction on campus streets has been completed. The council is currently working on a Rural Health Clinic (Creek Nation) with plans to start mid-2007.

***OSU-OKC – Ronda Reece***

Ronda stated a silent auction begins today and nominations are underway.

***OSU-Tulsa – Karen Castle – No Report***

**Report of Standing Committees**

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

Results of the 2006 SAC election were reported as follows:

Elected to the: Enrollment/Management/Marketing/General University & Research Classified seat was Carol Hoipkemier, Undergraduate Admissions; Academic Affairs A/P seats were Leslie Miller, Fire Protection Publications and Laura Payne, Horticulture and Landscape Architecture; Academic Affairs Classified seats were Liz Condit, School of Applied Health and Educational Psychology and Tara Gladden-Graham, Fire Protection Publications; Administration and Finance A/P seat was Lynette Venard, University Accounting; Administration and Finance Classified seats were Dave Ford Physical Plant Grounds and Labor and Larry Curtis, Physical Plant Mech-Trades; Student Affairs Classified seat was Tina Russell, Colvin Recreation Center.

There remain two vacant classified seats in Academic Affairs and one in Administration and Finance. The Rules and Procedures committee asked SAC concurrence to direct the SAC Chair to approach the two staff members listed on the ballot and not elected as a classified representative for Academic Affairs to see if they would be willing to serve in one of the vacant seats. The first staff member contacted would be the individual receiving the third highest number of votes. SAC did concur.

***Public Relations – Jeremy Zweiacker, Chair – No Report***

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

Tara stated the committee has sent a preliminary recommendation to Carolyn Hernandez for review and still have yet to hear from Anne Matoy regarding such.

***Awards & Recognition – Bea Peters***

Bea stated the committee was grateful that the year has come to an end. Remaining Service Pins will be sent out to staff members during next meeting.

### **Old Business**

Carey stated the Ad Hoc Committee is awaiting the completion of the 2005 Annual Compensation Report.

The Ad Hoc Committee on the Confidentiality Agreement met and developed a recommendation that was presented and discussed. The following is the text of the resolution as passed by the SAC.

**WHEREAS:** The Staff Advisory Council established an Ad Hoc Committee to review issues raised with the University Confidentiality Agreement during the April 2006 meeting;

**Whereas:** Members of the Ad Hoc committee (Duane Hunt, Gracie Teague, Diana Ward, Donna Whitmore, and Sandy Runowski) met on April 24, 2006 in regards to the Confidentiality Agreement to review staff input collected by the Council Chair and other concerns the Council has been made aware of through contact with other staff members;

**Whereas:** The committee members determined there were significant concerns and issues as well as enforcement policies across campus with the Confidentiality Agreement and that these concerns and issues as well as enforcement were significant enough for the Staff Advisory Council to take action.

**Whereas:** The committee is certain representatives of the Staff Advisory Council concur with the principle on which the Confidentiality Agreement rests – “OSU accepts its ethical and legal responsibility to protect the privacy of students, prospective students, faculty, staff, alumni, donors and others, including obligations to protect and safeguard confidential information”.

**Whereas:** The University presently has and enforces confidentiality agreements for SIS and HRS access.

### **THEREFORE BE IT RECOMMENDED BY THE STAFF ADVISORY COUNCIL OF OKLAHOMA STATE UNIVERSITY THAT:**

The use of existing confidentiality agreements found on the various system specific computer systems (HRS, SIS, etc.) continue to be used and the development of a new agreement, as well as the efforts for staff to sign and submit the Confidentiality Agreement be suspended. All agreements submitted to Human Resources should be returned to the staff member.

An informational page be added to the OSU web site which provides information to staff on what information is confidential.

Training –both web accessible and physical classroom presentations - be developed for staff to enhance awareness of the types of information that is confidential.

The New Employee Orientation include the topic of confidential information and the responsibilities staff members have in protecting/safeguarding such information.

Should efforts continue to develop an agreement for signature by all staff members SAC shall be involved.

**BE IT FURTHER RESOLVED THAT THIS LEGISLATION BE FORWARDED TO President Schmidly.**

**New Business**

**Announcements**

Hank reminded the Council of the SAC Luncheon to take place on June 14<sup>th</sup> at noon in the Sequoyah Room. End of the Year reports will be heard during the regular scheduled meeting following lunch.

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

Respectfully submitted,  
Carey Warner, Secretary