

Faculty/Staff Council
Minutes
October 16th, 2007

1. No Quorum
2. **Present:** Jenny Duncan, Felix Cuellar, Danna Martin, Leah Torbett, Bruce Force, Kevin Hulett, Lori Freeman, Louise Lee, Steven Rubert, Sharon Smith, and Allen York

Absent: Angie Been (Excused), Melissa Dreyer (E), Maria Christian (E), Stevon Gregory, Brenda Lewis, John Pemberton, Mark Rodriquez (E), Sareca Wilson (E), Melanie Champion, Punkin Fisher (E), Sergio Lyon
3. **Guests:** Deborah McIntyre & Bob Seebeck; Leah introduced Deborah as the new Vice-President, Business Affairs.
4. **Administrative Council** – Jenny said the minutes were now online on the Employee Website.
5. **Approval of September Minutes**
Quorum was not met; therefore, we could not approve the minutes.
6. **Physical Plant Update**
 - **Rural Health Science Center** – Contract signed this week to do construction management oversight.
 - **Landscape Development Plan** – John Sanford is working on landscape development between the LRC and Grady Clack Center.
 - **Next Project(s)** –Room 11 in IT and ETD Building and the Daycare Center; campus signage within the next 2 to 3 weeks.
 - **Discussion** - It was asked if there is going to be a new sign at the entrance off Mission Street. Bob Seebeck replied, no.
7. **OSU Faculty Representative Report – Danna Martin**
 - Dr. Marlene Strathe was at the meeting, and Danna commented on her administrative strengths.
 - They are working on several building projects, but none pertaining to OSU-Okmulgee.
 - They watched a 10 minute video on Academic Integrity. Danna said they have implemented “F Shriek”; which is placed on the students’ transcript indicating they failed because of a violation of academic integrity. Danna suggested OSU-Okmulgee may want to consider both implementing the “F Shriek” and watching the Academic Integrity video. There has been a huge increase in prosecution of students plagiarizing at OSU-Stillwater.
 - Arts & Sciences currently uses Turn-it-in, “the worldwide standard in online plagiarism prevention, Turn-it-in helps educators and students take full advantage of the internet's educational potential”. Danna suggested professional

development training on Turn-it-in for all instructors. Leah asked if Danna could get the Academic Integrity video for our campus. Danna said she would look into it.

8. OSU Staff Representative Report – Allen York

- Dr. Cornell Thomas, Vice President, Institutional Diversity for OSU-Stillwater came and spoke on promoting diversity. More training to come on diversity here.

9. Faculty Committee Report – Felix Cuellar

No Report

10. Staff Committee Report – Punkin Fisher

No Report

11. Policies and Benefits Report

- Brenda Lewis, previously nominated, is considering it.

12. Public Relations Report – Sharon Smith

No Report

13. Rules and Procedures Report

Vacant

14. Health & Wellness Report – Bruce Force

- Halfway through 8 week challenge. Good feedback from “contestants”.
- OSU-OKC to go tobacco-free Jan. 1, 2008.
- Alcohol Awareness Week. For more information, go to http://www.osu-okmulgee.edu/news_and_events/alcohol_awareness.php . They are promoting “teaching responsibility”.

15. HR Report – Deborah McIntyre

- Insurance package should have been delivered to divisions. Tri-fold forms should arrive soon. Reminder of next week’s sessions.
- Immigration Bill – New law in OK, Nov. 1st, HR has to check the citizen status of every new employee; paperwork needs to be in immediately. They have 3 days to “e-verify” citizenship. Sanctions – fines.

16. President’s Report

- Recognized Deborah McIntyre.
- Every 5 years we have the Technical Occupation Study; Dr. Avant is chairing it.
- Grady Clack Dedication – Jerry Clack will be here. It is November 29th, 10:00 a.m. – 11:30 a.m. Everyone is invited to attend.
- Statehood Day – We are going to have classes that day. Most employees will be able to take that Wednesday off prior to Thanksgiving without taking Annual Leave (this year only). They are going to keep the Clack Center open. Bursar

and Admissions will be open with a skeletal crew. Felix asked if the campus is going to do something on Statehood Day. Dr. Bob said that Steven Rubert may want to spearhead some activities.

- President of Murray State College – Killed in a car accident on Saturday night. His wife is a professor at East Central in Ada. Only married since July 7th.

17. Old Business

- **Nominations for and Election of a Chair-Elect** - No nominees
- **FSC, Financial Report** – Regular Account Balance- \$1412.00; Institutional Account Balance - \$1500.00

18. New Business

- **Approval of FSC Minutes via Email** – Send today’s minutes out to the Council, review, and approve or reject via email. This will expedite the process and disseminate the information to all employees faster.
- **Faculty Professional Development Opportunities** – The question arose of “is there another way to partake in the professional development opportunities that Stillwater offers?” *Discussion:* They are broadcasting certain ones to Tulsa, and they can broadcast here as well...can we videotape? Do we want to check them out? Submit to e-notes? What about real-time? We can record it, but the recording room is also a classroom. Set up the 29th as an experiment? Leah will follow up.
- **Cards to employees, i.e., Greeting, Congratulations, Sympathy, etc...** - Danna Martin said she would assume this responsibility. She will seek the Council and e-notes for updated information on who has had a baby, etc...
- Felix asked about having a universal lunch hour on our campus, and mentioned that the Student Senate has talked about it. Jenny recommended having Mary Graves, Student Senate Advisor; attend the next meeting to discuss it.
- Leah said we have 3 Faculty positions and 1 Staff position open on the FSC. It was suggested that she visit with Division Chairs to recommend Council membership.
- Kevin Hulett said there is a new lock down security feature on the computers. Several employees have complained; they are considering lengthening the time from 5 minutes.
- Bruce Force said Carnifall is next Thursday, October 25th.
- Allen York asked about what types of things need to go to the Archive Room. Jenny said that a “Retention Records” committee has been formed, and that she has asked to be placed on the next Administrative Council to discuss it with the Unit Leaders.

Next meeting scheduled for November 20th, 2007