

**OSU-Okmulgee Faculty/Staff Council**  
**Meeting Minutes**  
**February 19<sup>th</sup>, 2008**

1. **Present:** Angie Been, Felix Cuellar, Jenny Duncan, Punkin Fisher, Bruce Force, Lori Freeman, Stevon Gregory, Louise Lee, John Pemberton, Mark Rodriguez, Sharon Smith, Leah Torbett, Allen York, Sergio Lyon, David Martin, Bob Avakian, Steven Rubert, Kevin Hulett, Brenda Lewis,

**Absent:** Todd Anderson, Maria Christian (E), Melissa Dreyer (E), Charlotte McCall, Danna Martin & Sareca Wilson (E)
2. **Guests:** Bob Seebeck, Christy McCall, Curtis Miller, Dr. Linda Avant, & Magen Davis
3. **Meeting came to order at 11:35 a.m.**
4. **Appointment of 2 new Council members.**
  - Bob Avakian, A&S Faculty
  - David Martin, HEVI Faculty
5. **Approval of January Minutes**
  - Council approved the January minutes via email.
6. **HR Update - Christy McCall**
  - TIAA-CREF will be here April 9<sup>th</sup>.
7. **Physical Plant Update – Bob Seebeck**
  - Rural Health Bldg. –
    - Interviewed Construction Firms for the Landscape project, selection of the next construction firm will be determined at the next Regents meeting first Friday of March.
  - Daycare Center – Will start on the roof soon, and the inside will follow.
  - Felix said he would like to be in the loop on construction projects, so that he and his students can participate.
8. **OSU Faculty Representative Report –**
  - OSU-Okmulgee Faculty recently received an envelope from OSU-Stillwater about nominating a new OSU Faculty Representative; Leah will send out an email to all Faculty with further instructions.
9. **OSU Staff Representative Report – Allen York**
  - No Report
10. **Faculty Committee Report – Felix Cuellar**
  - No Report
11. **Staff Committee Report – Punkin Fisher**

- No report.

#### 12. Policies and Benefits Report - Vacant

- No report. Jenny mentioned that before he left, Eric Cunningham was working on a proposal concerning compensation for OSU-Okmulgee employees that attained an advance degree.

#### 13. Public Relations Report – Sharon Smith

- Will help promote April FSC Luncheon.

#### 14. Rules and Procedures Report - Vacant

- No Report.

#### 15. Health & Wellness Report – Bruce Force

- James Byrd is creating a proposal for Deborah McIntyre for future funding on different initiatives.
- Tobacco-Free – pulling a group together. Placing 8 questions on SSI (Student Satisfaction Inventory). The data will be available by summer.
  - Leah T. – Tobacco-free campus may eventually be mandated, so we need to figure out how to do it in a way that's not punitive.

#### 16. President's Report – Dr. Linda Avant (Dr. Klabenes was gone due to a prior commitment)

- Crises Management – A group has been working on a crises management plan for OSU-Okmulgee, over the past year.
- Policies and Procedures – The Policies and Procedures Committee lack proofing 4-5 policies, including Tobacco Use, Purchasing, Facilities, and Emergencies. All of the policies are located for viewing in the Library. Several policies have not been approved by legal council yet, but once approved, they will be posted on the web.
- NCA Self-Study report – Three representatives from NCA will be here April 7<sup>th</sup> – 10<sup>th</sup>. Each division just completed a self-study that the NCA team will look at.
- Ad Hoc Committee – Students' Ability to Pay – The committee has discussed the following:
  1. Students will be required to pay the \$15.00 application fee to enroll.
  2. Determine/identify the student's ability to pay.
  3. Establish a payment plan for payment of the balance within that semester.

#### 17. Administrative Council Report – Jenny Duncan

- Jenny distributed the February [Administrative Council Minutes](#). Due to time constraint, she noted just a couple of the following items:
  - Technology Showcase is in the spring this year (April 3<sup>rd</sup>). Due to Career Encounters of the Orange Kind in the fall, about half the students are expected from previous years.
  - Announcement of Changes to Computer Access for Courtesy Patrons (non-students) in the Library. (See Attachment)

## 18. Old Business

- Outstanding Employee Awards – An email has been sent; flyers and forms are around campus for students. These awards are given at the Employee Banquet each year. This year's banquet will be held in Covelle Hall on Tuesday, June 3<sup>rd</sup>, hosted by the Visual Communications Division.
- Universal Lunch Hour – The purpose of the universal lunch hour would be to free up students and Faculty over the lunch hour to attend committee meetings, professional development, club meetings, etc... Leah said 6 Arts & Sciences Faculty emailed her saying they disagree with the universal lunch hour. They claim quite a few of their students work, and want to attend classes straight through, without a break. There was discussion by the Council on this; some agreed with the Arts & Sciences Faculty, while others felt students wanted the Universal Lunch hour. Ultimately, the Council concluded that this should come from the Student Senate.
- Promoting Birthday Luncheons – Leah commented how wonderful the birthday luncheons were, and asked the Council members to promote it within their areas.

## 19. New Business

- Date Change for March Meeting – (Third Tuesday falls during Spring Break). We will meet the 4<sup>th</sup> Tuesday for March only, March 25<sup>th</sup>.
- April Luncheon – The Council will host a luncheon between the spring and summer semesters. More information will soon follow.

Meeting adjourned at 12:35 p.m.

**Next meeting scheduled for March 25<sup>th</sup>, 2008**