

**Faculty/Staff Council
Minutes
October 21, 2008**

Quorum was met.

Present: Curtis Miller, Allen York, Bob Avakian, Bekki Harjo, Bruce Roberts, Bruce Force, Steve Rubert, Kevin Hulett, John Pemberton, Louise Lee, Trudy Book, Bob Seebeck, Dr. Klabenes, Christy McCall, Angie Been, Sharon Smith, David Martin, Brian Caldwell, Mark Rodriguez.

Absent: Art Visconti (E), Stevon Gregory, Thomas Kipkurgat, Todd Anderson, Keith Crownover, Leah Torbett (E).

Guests: Laura Roets, Deborah McIntyre, Michelle Kreps, Wren Hawthorne.

September Minutes were approved.

HR Report – Christy McCall said the deadline for vision and dental changes is Friday. The option enrollment period for Health/Life/LTD & Flex began Monday, November 3rd and will run through December 3rd. For employees who want to make changes, they should log on to *Web for Employees* at <http://webemp.okstate.edu>. There will be representatives from Blue Cross Blue Shield on campus Monday and Tuesday, Nov. 3 and 4. If you can't attend those days, there is a link that provides more information about the Annual Benefits Enrollment. There is also a video available, click on "OSU Annual Enrollment 2009."

Christy said she and Wren Hawthorne worked together on the new performance appraisal forms – the first of next year they will be online. They're short, simple, and were combined into one form. Training will be offered next month for supervisors and unit leaders. They're still trying to decide on whether to require that all performance appraisals be completed on an employee's employment anniversary date or all at the end of the year. Wren Hawthorne said the performance appraisals now tie in to the university's mission and core values. They received a lot of input from faculty and staff. The forms provide sections that cover accomplishments, future goals and future professional development.

Physical Plant Update: Bob Seebeck said the Rural Health Center project is coming along really well – it's scheduled to be completed by next July. Brewer Construction is building storage buildings to be used by HEVi and High Voltage. Work will begin on Nov. 1 on the landscaping project on the west side of the Clack Center and should be completed next spring. Control systems have been ordered for the Student Union and for the IT/EDT building. They're installing the controls for the Noble Center starting next week. The roofs are being replaced over the Construction Technologies office and on the west side of the HEVi department.

OSU Faculty Representative Report: Bob Avakian says OSU-Stillwater is holding a Creativity Festival on Feb. 16 and 17 to highlight creativity and innovation, to reflect the university's new mission. The festival will include booths, music, art and fun.

OSU Staff Representative Report – Allen York reported that they distributed the results of the questionnaire about Staff Leave.

Faculty Committee Report –Mark Rodriguez was named as the Faculty Committee Chair.

Staff Committee Report – Curtis Miller said the committee met about the birthday luncheons.

Policies and Benefits Report – No report – Stevon Gregory resigned from this position. Vacant

Public Relations Report: Steven Rubert said Angie Been and Sywan Shih worked on the design of the invitation for the employee picnic, which was distributed to all employees.

Rules and Procedures Report – No report – chair position vacant.

Health and Wellness Report: Bruce Force said there have been a couple of meetings with the other OSU campuses talking about pooling resources for health and wellness efforts. He also said that today there is a seminar about “The Faces of Methamphetamine” for Alcohol Awareness Week activities.

President's Report: Dr. Klabenes said there is a policy that states there is no smoking within 25 feet of the buildings on campus, and since the cigarette containers have been removed, people are throwing their cigarette butts on the sidewalks, especially on the north side of the Library building. Lori Bryant and Bob Seebeck have been given the assignment of developing a marketing campaign and posters to announce the smoking cessation/education marketing initiative. He said that 75% of the leaders on campus have expressed support of the smoking cessation initiative.

He announced that the new Vice President of Student Services has been selected – Ina Agnew will start work in mid-November. All employees in Student Services met with her when she was interviewing and the response to hire her was overwhelming. She will bring a lot of new ideas to recruitment.

Enrollment numbers just came in from Cary Fox – there are 3, 546 students – the most this institution has ever had. The Cooperative Alliance program has produced a significant number of students – averaging over 6 hours per student per semester, thanks to Regina Foster's efforts.

The feedback on the Career Encounters event from the division chairs was very positive. Kari Oglesby almost has all the students who attended the event entered in Recruitment Plus, so we will now have current data available to use to recruit those students.

Around the holidays, there will be two mandatory leave dates. Christy McCall added that according to policy, employees must be in a pay status before and after the leave date in order to receive pay. She said if anyone knows any employees who don't meet that requirement, let her know so she can help them so they won't be penalized.

We received a grant from the George Kaiser Foundation, which was matched by Boone Pickens and the state, for a \$4 million endowed chair for nursing.

Wren Hawthorne announced that 360 people responded to the survey about their interest in the RideShare program on the KATS bus. Starting January 5, there will be a bus from Tulsa to the campus and another bus from the Henryetta/Morris area to the campus for students and employees. The cost for the Tulsa bus will be \$10 per day or \$40 per month, and the cost for the Henryetta bus will be \$5 per day. Initially, the buses will arrive at campus at 7:30 a.m. and leave at 4:30 p.m.; there might be more runs added if there is interest.

New Business:

Election of a Chair-Elect – Bruce Roberts, Construction Faculty, was nominated and seconded for the position of Chair-Elect of Faculty Staff Council.

Employee Picnic: The picnic is scheduled for Oct. 24th.

Next meeting scheduled for November 18, 2008.