

**Faculty/Staff Council  
Minutes  
November 18, 2008**

**Quorum was not met.**

**Present:** Bob Avakian, Mark Rodriguez, Keith Crownover, Michelle Kreps, Steve Rodriguez, Art Visconti, Dr. Bob Klabenes, Allen York, Leah Torbett, Wren Hawthorne, Angie Been, Sharon Smith, Laura Roets, Bekki Harjo, Steven Rubert.

**Guest:** James Byrd.

**October Minutes were not approved due to quorum not being met.** Angie Been urged everyone to always reply to emails either approving or disapproving the meeting minutes.

**HR Report**

No report.

**Physical Plant Update**

No report.

**OSU Faculty Representative Report**

Bob Avakian reported that the committee in Stillwater is still trying to decide whether to allow dependents to have a tuition waiver. So they're still staying with the 50% tuition waiver for employees. As soon as they get that done, he's going to suggest that they talk about waiving tuition for employees and staff completely. However, with the budget shortfall on the Stillwater campus, they may not want to waive it completely.

Bob also talked with the head of the Faculty Council after the meeting, and she's going to look into getting more of their talks and presentations broadcast to our campus. Stillwater has speakers coming in and she's going to try to broadcast them to the Tulsa and Okmulgee campuses.

Bob also mentioned to her that we used to have a program where we exchanged instructors between the Stillwater campus and our campus. This would allow our instructors to go to Stillwater for a limited amount of time, and bring some of their instructors down here to see what we're doing on our campus.

Bob said the Stillwater campus had to cut their budget by \$1.5 million because they didn't have enough students enroll in September. He suggested that they use some of the methods to solicit students that we have done on our campus, such as making phone calls. Bob will invite them to our campus to see what we're doing.

Bob said the Stillwater Council members were concerned about whether their campus would have a hiring freeze in spring semester, and they said they didn't have anything planned. Bob added that someone there said "we have our budget and the legislature can't take it back." Dr. Bob Klabenes replied that "budget" and "revenue" are two different things, so if there should be

a state shortfall, they can reduce the state appropriation, but he thinks the Okmulgee campus is OK for this year. Bob Avakian said he made a suggestion to the Council that Stillwater should consider coming up with two new groups - one would be to figure out how to recruit students, and the other would be coming up with ideas of ways to cut the budget other than just cutting positions.

### **OSU Staff Representative Report**

Allen York reported that the Stillwater campus is forming subcommittees to research having a day care facility on that campus. Allen added that the Okmulgee campus is lucky to have a day care facility.

### **Staff Committee Report**

No report.

### **Policies and Benefits Report**

Position vacant.

### **Public Relations Report**

Steven Rubert didn't have a report but foresees some PR opportunities for the New Business activities.

### **Rules and Procedures Report**

Position vacant.

### **Health and Wellness Report**

No report.

### **President's Report**

#### **1. Tobacco-Free Campus**

Dr. Bob Klabenes said he has mentioned the tobacco-free campus issue to Administrative Council and to Division Chairs and while there is not a 100% unanimous support, there is a strong consensus that we make a decision in January of 2009 that we will be a tobacco-free campus starting in July 2010. This is because the students that come in this fall that go full time for an AAS degree, will graduate in July 2010 – as long as they go full time and are successful and graduate. This will give us an opportunity in January to place the tobacco-free campus information in all of our collateral material that goes out – that when we recruit starting in fall 2009, that it won't be a surprise to those students. James Byrd and Bruce Force are on the Health and Wellness task force, and they will work on a comprehensive program for tobacco-cessation and other types of things – drug and alcohol cessation. After the first of the year we'll start developing support for that and he would like to announce the tobacco-free campus plans in January of 2009.

Concerning the trash and cigarette receptacles, Bob Seebeck and Warren Brewster have put the cigarette receptacles 25 feet from the buildings. They've gotten an estimated price on the trash receptacles and the cigarette receptacles, which was \$18,920. Dr. Bob had the division chairs look at where the receptacles should be placed around each building. The division chairs said

they would provide the funding for the receptacles around their buildings out of their budgets, which will help distribute that cost. Between now and July 2010, they recommend we purchase 45 of the ash tray bonnets to put on the trash cans and that will be \$3,600. However, we will be able to take off those ash tray bonnets in July 2010 and add the trash bonnets on them. That will be at a cost of \$75 each.

Angie said Bruce Force's recommendation is that the campus develop a tobacco-free committee, which would include some of our wellness committee members – Wren Hawthorne, Christy McCall and Laura Roets. Bruce said he feels it's too big for them to take on and he would like to see a tobacco-free committee, which includes faculty and staff, and representatives from Student Senate and Phi Theta Kappa. James Byrd agreed, and Dr. Klabenes agreed. Dr. Klabenes also mentioned that Wren Hawthorne and Lori Bryant have done a lot of research on tobacco-free campuses.

Keith Crownover had a question about where are we in the region and nationally in respect to tobacco-free campuses – are we in the majority, are we late or are we early? Wren Hawthorne said we're in the middle of the range of what campuses nationwide are doing. He said there are 130 colleges and universities that have outlawed tobacco completely. There are 500 that have policies like ours where tobacco is not allowed in the residence halls, and that New Jersey and New York have a state law that outlaws it in the residence halls. Obviously, public policy is going towards all universities being tobacco free. Wren added that what's smart about this is that we're thinking about it and we're offering services prior to a law being enacted.

Keith Crownover asked about during the cessation program we offer, will Dr. Alexander be able to write a prescription for products for smoking cessation. James Byrd said he doesn't see a problem with that as long as people take the class that goes with it.

Wren said Blue Cross/Blue Shield does offer some of the smoking cessation aides. For people who don't have health insurance, Oklahoma is one of the only states that put all the tobacco settlement money into a trust fund and they've started the "1-800-Quit Now" which will give free cessation products to people without health insurance. We're putting together some modules that instructors can incorporate into classes or into orientation to educate students. Wren will talk to Cornerstone instructors in early spring about that.

Allen York asked if this will include South Lackey – will it be completely campus-wide? Dr. Bob said there are some things we will have to iron out, and that we may want to parallel Stillwater's plan.

## **2. "Crystal Darkness" Video**

Dr. Bob said OSUIT is working with the Oklahoma State Dept. of Health and the Okmulgee County Health Coalition about the presentation of the video "Crystal Darkness," which will be presented from 6:30 to 7 on January 13 on all TV stations in Oklahoma. The program outlines the impact that meth is having on youth and the crisis of the use of meth in this country. OSUIT is hosting a watch party, and will have facilitated discussions. The video will cover the economic, social, and educational impact on our communities. There is a call center, so individuals who see the video can call and get help. We'll provide chili pies and drinks to entice

employees and students to come to the Student Union. Ina Agnew is coordinating this. I'd like to encourage Faculty Staff Council members to attend.

### **3. Holiday Schedule**

Dr. Bob added that during the holiday break, there are 2 mandatory leave days this year – Dec. 31 and Jan. 2. Dr. Bob added that classes were supposed to start on Jan. 5, but we need to allow a day for students to move in, and to turn on utilities, so he recommended that we start classes on Jan. 6, and have 72 instructional days instead of 73 instructional days in the spring semester.

### **4. Budget**

Undergraduate enrollment in Stillwater caused them to take a budget cut of \$1.5 million. We're fortunate our enrollment on the Okmulgee campus was good for fall term, so the OSUIT campus budget is OK at this point, hopefully, it will be OK with the January term. But, he added, the name of the game is recruitment and retention. He said the students that are paying tuition that make the difference. In an editorial in the *Tulsa World*, they said there may be a tuition freeze, with an appropriation of \$80 million. He said the *Tulsa World*, which is pro-higher education, in yesterday's editorial said, it's time to freeze tuition. But Dr. Bob said you have to take a good look at how much money higher education needs, which is \$80 million. He thinks it's likely we'll get a tuition freeze and \$35 million next year, so it will be a challenging fiscal year going forward. The key is aggressive student recruitment, filling up the classes, and retaining the students.

### **5. Capital Projects**

Concerning the capital projects, the Rural Health Center is still on schedule to open in July, so we can start classes in the building in the fall. The landscaping project – which is currently in the “hardscaping” phase, is getting the infrastructure in place and they're making good progress. The trees and plants will be added later. The two storage buildings are coming along really well. Angie Been asked what the storage buildings will be used for. Dr. Bob said the high voltage storage building will always be used for high voltage storage. The one by the greenhouse will be storage for the Natural Gas program for now. He said they're trying to raise funds to build on a new facility for the Natural Gas Program, so in the long term, the storage building will be used for other storage.

### **6. New Vice President for Enrollment Management**

Dr. Bob said if you haven't met Ina Agnew, the VP for Enrollment Management, please go by the Grady Clack Center and introduce yourself to her. I think she brings a lot of experience to our campus.

### **7. OSU Foundation**

Magen Davis is going to work collaboratively with the OSU Foundation, and will be housed in my office. Rex Daugherty will work more in Public Relations.

### **8. Student Recruitment Phone Calls**

Because of the student recruitment phone calls we made last fall, we received 39 or 40 tuition-paying students as a result.

## **New Business**

**E-notes** – Angie Been said the campus community wants E-notes brought back, and the marketing committee and Lori Bryant are working on that. There will be procedures, the division chairs will be the ones you will work through to publish any information, they will submit it, and Rex and Sharon will approve it, and the information will be approved and sent out from there. Angie said we also will have a discussion board on SharePoint that all employees will have access to, so if you have a dog that needs a home, instead of sending out an all-employee email, you would put it on the discussion board. Or, if instructors want to share techniques, they would put that on the discussion board. E-notes will highlight new employees, people who transition to a new position, but people who leave the institution will not be included. It'll have updates or events that will happen on campus, meeting notes, etc. Steve Rubert said Keith Gable did a really good job designing the E-notes submission process – it's really easy to use. Angie added that there will be a link that will go out every Monday, so you'll have a reminder to read E-notes.

## **New Initiatives**

Angie Been said she brought some initiatives to Dr. Bob that she would like the Council to start or continue and get more people involved. The three projects are:

- **Community Outreach and Service**
- **Health and Wellness**
- **Green Project**

Angie said that so many times when we meet, the chairs of the committees come in and make a report, and everyone else on Council is listening, but what Angie would like to see is that everyone on Council get involved in the campus community. She would like to ask that everyone on Council commit to at least one of these three projects – to send her an email about which committee they would like to be involved with.

### **1. Community Outreach and Service**

Angie talked to Curtis Miller, who is the Staff Advisory Committee chair about heading up the Community Outreach and Service project. They are doing the “Stone Soup” food drive for the local homeless shelter and the women’s safe house. They have extended the deadline for food donations through Nov. 25 so if anyone wants to donate, the boxes are in the Clack Center, Physical Plant, Noble Center, Library.

### **2. Health and Wellness Committee**

Angie said she has met with Bruce Force and James Byrd about the Health and Wellness Committee. She pointed out the “Cowboy Rewards” program that OSU-Tulsa has set up on their web site. We’re going to start trying to get cooking classes, speakers, different activities. We’ll work out the something concerning lunch hours so people can go to Covelle to workout during lunch, and we’ll make sure employees won’t misuse the time but will actually be working out.

Angie said Dr. Laura Roets is now certified as a “Smoking Cessation” instructor. Dr. Roets said her training was like going through Treatment 101 as a counselor, since there can be slips and relapses with tobacco. She proposes that we start the Smoking Cessation program the first of February and run it for 7 weeks. We need to decide whether we will open it to faculty and staff

to start with, or to open it to students right away – we need to come up with a plan. Angie said we will form a tobacco-free committee and that's where those decisions will be made.

### **3. Green Project**

Angie asked Mark Rodriguez to organize the Green Project. She talked to Bob Seebeck and found out what recycling efforts have been done on campus in the past. She went to an Okmulgee Chamber meeting and found out there will be a recycling center for Okmulgee County by January. Angie showed a powerpoint presentation that gave visual examples of non-disposable products that are being discarded into our environment. She passed out stickers that stated "Reduce, Reuse and Recycle" and "Use Less Stuff."

Mark Rodriguez is approaching other people who might have abilities to help with the recycling mission. He talked to people in Tulsa about where to dispose of things like motor oil, antifreeze, batteries, etc. He said we need to get a mentality of cleanliness, neatness and increased awareness about recycling, so students will leave here with a better view of recycling and knowledge that it will be well worth the effort for the future. Angie added that we have recycling bins but everyone is not using them.

**Next meeting scheduled for January 20, 2009**