

**Faculty/Staff Council  
Minutes  
July 17, 2007**

**Present: Felix Cuellar, Danna Martin, John Pemberton, Brandon Thrash, Leah Torbett, Eric Cunningham, Jenny Duncan, Bruce Force, Larry Singleton, Allen York, Lori Freeman, Sharon Smith, and Steven Rubert**

**Absent: Maria Christian, Melissa Dreyer (excused), Steven Gregory, Kurt Stenstrom, Sareca Wilson (excused), Angie Been (excused), Punkin Fisher (excused), and Sergio Lyon (excused).**

Meeting was called to order at 11:35am by Jenny. Motion was made to enter in to the meeting by Allen York and seconded by John Pemberton.

Leah Torbett took roll. Jenny Duncan asked for approval of June's minutes. John Pemberton moved to approve the minutes. Bruce Force seconded the motion. All approved.

**Guests**

Jenny introduced guests: Keith Crownover, O & P, and Brenda Lewis, faculty.

**Appointment to Council**

Jenny Duncan appointed Brenda Lewis to the Council.

**HR Report**

Christy McCall reported that OSU was looking into new insurance plans that would hopefully lower rates. One plan that was being discussed was Blue Cross Blue Shield (BCBS). However, new rates would not be effective until January 1, 2008.

**Physical Plan Report**

Bob Seebeck had several items to discuss: 1) The Grady Clack Center was still in litigation and no date had yet been established for move in, 2) the plans for the Rural Health Science Center were to be awarded to a construction management firm but that process had not been bid out yet, 3) Work was to be done on the old laundry mat for a kitchen for the international students that were to be housed in England Hall, 4) New campus signage had been designed. Bob presented examples of the signage for buildings and directional signage. The pattern was designed from similar signs on the Stillwater campus. Warren Brewster and Carol Schaffer had worked very hard on this project. Members of FSC reviewed the examples and reported they like the looks of the new signage.

**OSU Faculty Report**

Danna Martin reported there were no meetings scheduled for July and August so the next meeting on the Stillwater campus would be in September.

### **OSU Staff Report**

Allen York reported that Ann Matoy had spoken with the OSU Staff in regards to the new insurance information. Allen said BCBS was the insurance company they discussed. There were several downfalls to this plan: 1) there is no HMO in Stillwater, 2) no single child rate so a person had to choose family coverage, 3) and changes in the prescription coverage. Christy McCall reported that there would be no change in the dental or vision plans.

### **Faculty Committee Report**

Felix Cuellar reported that this group has not met since the last FSC meeting. He said they planned to review the proposed changes to the policies and procedures. Felix mentioned that the proposed changes had been under review since 2005 and questioned why it took so long for legal approval. Dr. Klabenes reported that the current policies and procedures we utilize were last reviewed in 1996 and it took three years to complete that review. Felix asked where a copy of the changes was kept. Christy reported he could find a copy in the library.

### **Staff Committee Report**

Punkin had reported to Jenny via email that this committee has not met this month due to conflicting schedules, but they were in the process of scheduling a meeting.

### **Policies and Benefits Report**

No report given.

### **Public Relations Report**

Sharon Smith reported that stories regarding the outstanding faculty and staff awards had been sent to the Okmulgee Daily Times as well as the recipient's hometown newspaper. This information will also appear in the Regents newsletter. A story with pictures of the employee picnic also ran in the Okmulgee Daily Times. Jenny mentioned that Sharon's next project would be to advertise the Annual Faculty/Staff Luncheon held on August 27<sup>th</sup>.

### **Rules and Procedure Report**

Brandon Thrash reported that he does not have a committee as of yet but he has made plans to have the nomination and election of FSC members via campus email instead of at the luncheon. He stated that not all faculty attend this luncheon and we would see more input from all employees if we did this via email. He said we could expect to see an email in the next 2 weeks.

### **Health and Wellness Committee**

Bruce Force reported that the Health and Wellness committee has issued an 8 week wellness challenge. Ten applicants will be chosen by the wellness committee with criteria that are still being determined. Applications were sent out this week with quick response of 8 applicants. Several members of the committee want to take the challenge as well but pay for their training separately. Access Fitness and their personal trainers will host the challenge that looks at weight, percentage of body fat, dietary education, and

weight training. The committee will not receive individual information about each participant but will know the overall success of the challenge. Bruce also reminded the council of the blood drive being held today in Covelle hall.

### **President's Report**

Dr. Bob asked John Pemberton to report on a human interest story regarding an employee. Mike Avant will be seen in a nationally televised Toyota commercial filmed in Okmulgee this week.

Dr. Bob reported that last meeting, Steven Gregory asked about a video that could be used for recruitment purposes. Dr. Bob reported that Rex and Carol Schaffer were working on a 5-7 minute video promoting the campus. He suggested if individual programs wanted something that targeted their program, they should follow-up with Rex.

Steven Rubert has filled a position that will handle events such as Technology Showcase. Felix had questions regarding Technology showcase last month so Dr. Bob encouraged him to address these questions or concerns to Steven.

The insurance changes that Christy mentioned previously were scheduled to go before the board next week.

The energy education program is well under way. It is a system wide program for the next seven years to conserve energy on campuses. It is projected to save millions of dollars. Stanley Teague is conducting the project on our campus and he will be coming in and out of our buildings at all hours of the day and night to survey how we can save money.

Jenny had asked for information regarding standing committees. Dr. Bob provided a handout that listed standing committees and committee members. He reported it was a bit outdated because some of the members are no longer working here. Allen York asked if someone was interested in serving on one of these committees, who he should contact. Dr. Bob reported that Dr. Avant would be the contact person. Felix asked who these committees reported to. Dr. Bob said it depended on the committee, some reported to him, others to Dr. Avant; others simply had functions to serve (such as graduation committee). Jenny had also requested an organization chart and Dr. Bob provided one today. However, he reported that changes will be made to this organizational chart very soon.

Dr. Bob reported he had read an article recently regarding the astronomical financial and environmental cost of bottled water. He encouraged future discussion among the Council on this.

### **New Business**

Jenny reported we needed to choose 2-3 council members who would be willing to serve as the FSC representative for the Policies and Procedure committee. These members would have to meet the criteria provided by Dr. Avant (handout provided).

**Brandon Thrash nominated Felix Cuellar for consideration to serve on the Policy and Procedures Committee, Eric Cunningham seconded the nomination. Felix accepted the nomination. All approved. Felix nominated Sharon Smith for consideration to serve on the Policy and Procedures Committee. Brandon Thrash seconded the nomination. All approved.**

Jenny will pass this information on to Dr. Avant, and their committee will determine which of the two will serve.

**Jenny asked for any nominations for the new chair-elect of the FSC. Sareca Wilson had nominated Leah Torbett via email correspondence with Jenny. The nomination was seconded by Allen. All approved.**

Jenny reported that the current financial statement, FY07, ended with \$30.95 in the FSC account.

Jenny provided members with a copy of printouts showing how to utilize the campus phone directory via campus website. Chris Yandle made some changes and if anyone saw any other errors, contact Chris. She reported that this directory can be printed out. John Pemberton reported that he surveyed his department and found that all of those employees had unanimously agreed they would rather use a phone book than the computer directory. He asked how much it would cost to get one printed. Jenny did not know the exact cost.

**John Pemberton made a motion that the FSC recommend to Dr. Klabenes that a Faculty & Staff Telephone Directory be designed, printed and made available for sale to all employees at the OSU-Okmulgee Bookstore. Bruce Force seconded the motion. Jenny asked for discussion. Allen offered that everyone is moving toward computers and that most people have access to computer. A vote was taken. The motion carried with a vote of 8 for approving the motion and 5 against.**

Jenny reminded that move in day was fast approaching – September 4<sup>th</sup>. She had the sign-up book if anyone wanted to sign up today.

Bruce Force stated he feels like we should move forward in making this a tobacco free campus.

**Danna Martin made a motion that the FSC support making this a tobacco free campus and appoint a subcommittee that would report to the Health and Wellness committee their recommendation. Bruce seconded the motion. The vote was taken and the motion was declined.**

Brandon Thrash was concerned with the “Tobacco Free Campus” taskforce committee being completely tied to the currently Wellness Committee, and asked how the members of the subcommittee would be chosen and he recommended that it be comprised of

people who smoked and people who did not smoke. Felix asked Dr. Bob what power the standing committees have. He reported all recommendations had to be reviewed.

**Allen York made a motion that the FSC show support to make OSU-Okmulgee a tobacco free campus by forming a special committee that will report directly to the FSC. The FSC Chair will appoint a chair person of the special committee and that person would recruit members for the special committee. The motion was seconded by Danna Martin. All approved.**

John Pemberton asked about going to a four day work week. Jenny referred him to the Faculty Advisory committee. Felix Cuellar reported that similar ideas are being considered.

Bruce Force made the motion to adjourn the meeting. John Pemberton seconded the motion.

**Next FSC Meeting will be Tuesday, August 21<sup>st</sup>, 2007**