

**Faculty/Staff Council**  
**Minutes**  
**August 22, 2007**

1. Meeting called to order 11:35 a.m. Quorum was not present.
2. **Present:** Jenny Duncan, Bruce Force, John Pemberton, Steven Rubert, Maria Christian, Sharon Smith, Bob Seebeck, Dr. Avant, Felix Cuellar, Christy McCall, Sergio Lyon  
  
**Absent:** Angie Been (Excused), Melissa Dreyer (Excused), Punkin Fisher (Excused), Lori Freeman (Excused), Stevon Gregory (Excused), Danna Martin (Excused), Larry Singleton, Kurt Stenstrom (Excused), Brandon Thrash (Excused), Leah Torbett, Allen York
3. Approval of July '07 Meeting Minutes tabled
4. **Guests:** Wren Hawthorne, Director, Enrollment Management, Marketing and Research Institutional Advancement and Marketing

Comments:

- Charged with responsibility to improve student recruitment and retention
  - Charged with reviewing and implementing report generated by Art & Science Group
  - Charged with oversight of move into Grady Clack. Move into building has begun. Efforts toward full occupancy will not be attempted until after start of Fall semester.
  - Reports that Career Encounters will take place October 9<sup>th</sup>. Event will target seniors and adults who wish to explore OSU-OK technical programs. Technology Showcase has been move to Spring '08.
    - i. John Pemberton comments that HS Juniors concurrently enrolled in OSU-OK programs should be invited. He suggests these students may benefit from information presented during Career Encounters event.
  - Reports he is working with *Fair Isaac* (consultant service) on revisions to OSU-Okmulgee website. Fair Isaac offer designs and can capture data on visitors to website. Information can be used for marketing OSU-OK.
5. **HR Report**
    - Christy McCall reports new health benefit enrollment forms will be coming late September or early October. Open enrollment will commence in November. Benefit changes will take effect January '08.
  6. **Physical Plant Update**
    - Rural Health Science and Technology Center will be built using Construction Management contract (CM). Letters of interest and information were received from nine (9) contractors who provide CM services. A committee has been formed to review and rank CM proposals. Committee will meet Thursday, 22Aug07 to select and recommend three CM contractors to Board of Regents to consider for contract.
    - John Sanford is working on a landscape design for area west of Grady Clack.

**7. OSU Faculty Representative Report**

- No report

**8. OSU Staff Representative Report**

- No report

**9. Faculty Committee Report**

- Committee met Friday, 27Jul07
- Discussion Item(s) –

- Faculty “Contract Agreement”

According to Christy McCall there is no template nor are there published general guidelines for faculty employment letters. Employment letter is drafted by administrator to match the agreed to terms for employment of faculty.

Universally, faculty serves a 12 month probationary period.

Faculty Advisory Committee (FAC) will consider recommending OSU-Okmulgee guidelines be established on issues related to faculty employment.

FAC will compile and recommend a list of issues that should be addressed

- North Central Association of Colleges & Schools – Higher Learning Commission (NCA) report

Committee will review report for background on faculty related issues

- Committee is reviewing proposed revisions to Policy & Procedures. Pending revisions date back to 2004-2005. Committee surmises OSU-Okmulgee Policy and Procedures dated 1996 are in currently in effect.
- Dr. Avant states Policy & Procedures Standing Committee does not “make” policy or establish procedures. Committee is responsible for editing, clarifying, or updating policy and procedures to reflect changes in title, organization, or responsibility.

**10. Staff Committee Report**

- No report

**11. Policies and Benefits Report**

- No report
- Committee Chair is currently vacant

**12. Public Relations Report**

- Employee Lunch is scheduled for Monday, 27Aug07. “Thank you” to Steven Rubert for designing employee luncheon invitation.

### 13. Rules and Procedures Report

- Brandon Thrash has distributed ballots for election of Faculty Staff Council members.
- Brandon Thrash's resignation leaves a vacancy

### 14. Health & Wellness Report

- 11 individuals were selected to participate in Health Challenge

### 15. President's Report (Presented by Dr. Avant)

- President has requested Administrative Council be revamped/reorganized for the sake of efficiency and improve effectiveness.
- Thailand Guest made a presentation on their country at last Administrative Council meeting.
- Stanley Teague, Coordinator Energy Management of Physical Plant Services presented on campus wide efforts on energy management.
- President's goal is to improve communication efforts across campus. Past efforts like E-News were mentioned.
- Dr. Klabenes' notes –
  - Clack Center
    - i. Furniture installed Aug 23, 24 and 27
    - ii. All staff (Student Services, Business Services, etc) should move about the middle of September.
    - iii. Physical Plant staff will do the necessary rework, hopefully much before mid-September.
  - Enrollment
    - i. Projecting about a break even with Fall 2006. Cooperative Alliance enrollment may add to head count but not semester credit hours
    - ii. Focus on retention and recruitment of new students for Fall 2008
  - Marketing Proposal
    - i. Wren Hawthorne is working to implement a small number of priority recommendations now. Implementation of other recommendations will take place over the next three years
  - Rural Health Science and Technology Center
    - i. Proceeding with a Construction Management at Risk approach to build the project. Nine firms have submitted proposals. A committee will present three unranked firms to the Regents in September. The Board of Regents will make the final selection.
  - Phone Directory
    - i. The publication of the phone directory is in progress.

### 16. Old Business

- FSC currently has approximately \$1800 in account
- Campus phone directory has been published. There is some question as to whether the directory will be provided to departments or be for sale in book store.
- FSC Luncheon is scheduled for Monday, 27Aug07

- 1<sup>st</sup> Employee Birthday luncheon was held for ±20 employees. Event deemed a success.

17. New Business

- Election of New FSC Secretary tabled
- Maria Christian presents request for discussion on feasibility of employee designated parking. A number of employees have sustained damage to their vehicles while parked in public parking areas. Topic will be added to next meeting's agenda.

**Next meeting scheduled for September 18, 2007**