

## OSU STAFF ADVISORY COUNCIL IN TULSA

### Agenda

Monday, November 21<sup>st</sup>, 2016

**12:15-1:15 p.m.**

**E-202, CHS**

**1. Call to Order:** 12:16 p.m.

**2. Roll Call:** Rebecca Crandell (*E = Excused Absence*) (*X = Unexcused absence*) (*P = Present*)

Ashley Adkins	P	Amy Green	P	Ryan Roush	P
R. D. Bell	E	Matthew Green	P	Noreen Phillips	A
Amanda Benn	P	Janifer Hilton	P	Meagan Robertson	P
Michelle Boyd	P	Angelyn Holmes	P	Sherrita Sweet	P
Xan Bryant	P	David Juergens	A	Tina Tappana	A
Dale Chapman	P	Cindie Lamon	P	Bria Taylor	P
Rebecca Crandell	P	Christina Massey	P	Tyler Thompson	E
John Crimarco	P	Melanie McClain	P	Lindsey Yoder	P
Cidney Dirickson	P	Kelly McCracken	P		
Jamie Edford	E	Kim McCrackin	P		
Marjorie Erdmann	P	Bavette Miller	P		
Earl Gordon	A	Ryan Miller	P		

Non-members present:

Johnny Stephens, Jerrad Wagner, Tanner Thompson

**OSU STAFF ADVISORY COUNCIL IN TULSA-- Mission Statement**

*The mission of the Oklahoma State University Staff Advisory Council in Tulsa is to help unify employees on all campuses and branch locations, and to represent the interests of staff in the development and implementation of policies and procedures that directly affect their morale, well-being, working conditions, and professional welfare.*

**3. Approval of Minutes:** Bria Taylor approved; Amanda Benn seconded. The minutes were approved.

**4. Approval of Agenda:** There is a new agenda format. Agenda was approved.

**5. Human Resources:** Benefit enrollment has ended for this year.

## 6. Reports of University Committees:

### A. Faculty Senate: Jerrad Wagner, Ph.D.

- Dr. Wagner is working to revise charters and bylaws to reflect the Center for Health Sciences; in the past, they were only written for the College of Medicine. Voting on those bylaws will occur in the spring of 2017.
- OSU-CHS will begin to offer free tuition to children of faculty and staff who attend Oklahoma State University. The guidelines and rules for eligibility are not available at this time.
- Dr. Wagner suggested creating a document for HR for what OSU-CHS need/want out of our 'shared services'.

### B. Administration: Johnny Stephens, Pharm D.

- The free tuition will begin in the fall semester of 2017.
- OSU-CHS currently has the following positions open: VP of Research, Assistant Dean of Rural Health, VP of External Affairs, VP of Strategy
- There is discussion for the possibility of creating a Nurse Practitioner or PA program at CHS
- Dr. Stephens will email an organizational chart to the committee soon
- The campus in OKC will need an administrative assistant
- Room E202 at OSU-CHS is now an ECHO conference room; this allows for healthcare providers to train and collaborate with each other remotely; there is no HIPPA information involved during these sessions
- OSU-CHS recently completed its Master Planning meetings and the results should be available within 6 months. There will be separate plans for COM and CHS.
- Campus beautification plans are in discussion for the future; this includes updated landscaping and more.

### C. Department of Wellness: Jesse Chaffin – No updates.

## 7. Treasurer's Report: Ashley Adkins

- ❖ R.D. Bell cannot make the meetings anymore. Matthew Green will take over the role of Treasurer.

*There were no changes to the accounts since the previous meeting in October. See below:*

- Bank Account: \$2,332.38
- SAC: \$1,094.15 (CHS Staff Scholarship Fund)
- Need to make sure the OSU-Tulsa account is closed

- Operations Account: \$396

## 8. Standing Committee Reports:

- Awards and Recognition (Chair-Bria Taylor):
  - Awards of Excellence nominations are now open. Deadline to submit a nomination is January 27. The reception will be held on February 3.
  - Continuing Education Award information has been updated on the SAC webpage. It is technically open, but we won't advertise until after the Awards of Excellence.
  - The committee would like to bring to a vote the Student's Choice Award. This would be a student nominated award. The committee wanted to pilot this award to see if it could be a yearly thing. Students nominate a staff member that has helped them or made their experience on campus pleasant. No money is involved. Just a certificate. If approved, we would take this award on with the February 3 reception.
    - Ryan Miller motions to approve the award, Janifer Hilton seconds, all approved
  - The committee will be bringing back the Clyde B. Jensen Award. It is a SAC service award presented to an exemplary SAC member.
- College and Community Relations (Chair-Xan Bryant):
  - This committee recently volunteered at Potter's Clay, a local non-profit food pantry near OSU-CHS. They would like to have other SAC members volunteer during December 13, 14, and 16<sup>th</sup>. Xan will email the sign-up sheet following the meeting. There were suggestions to give part of our fundraising proceeds to Potter's Clay in the future.
  - Earth Day coming up – April of 2017
- Communications (Chair-Amy Green):
  - SAC website information was updated in November. This included:
    - List of Officers
    - List of Members
    - List of Committee Members
    - Back Minutes
    - Continuing Education Award and Contact info for award
- Fund Raising (Chair-Janifer Hilton) :
  - Nov. 30<sup>th</sup> will be Popcorn Day
  - Dec. 8<sup>th</sup> is Spaghetti lunch (SAC members provide the Spaghetti)
  - Feb. 14<sup>th</sup> is Bake Sale (SAC members provide the sweets)
  - March 7<sup>th</sup> is Chili Cook-Off (details TBA)
- Policy and Benefits (Chair-John Crimarco):
  1. Tuition for dependents - HR does not have all of the details on how it will work, however, OSU may copy OU's model. The dependents have to be listed on your health insurance plan and this will be for undergraduate degrees only.

2. Certifications – OSU will pay for professional job certifications. Courses leading to certification may be paid for the department as part of the employee’s training plan. Travel expenses incurred through the acquisition of certification will be paid as with other training events. Examination fees are not paid for by the department since a professional certification remains with an employee should s/he ever leave the department. Also, the approval of payment for courses and incentive pay plan is discretionary. The program and courses must be relevant to the employee’s position. Payment will be based on multiple criteria including, but not limited to Director and VP approval, budgetary considerations, current position requirement and length of time in the position. The pay increases are below:

**Pay increases:**

- \$150 mo./\$1,800 yr. for acquiring approved certification
  - Increase in pay will remain active for as long as the certification is current and pertinent to the position duties.
  - Multiple certifications do not result in additional increases in pay above the initial \$150 per month.
  - All certification requirements must be fulfilled before a pay increase can be granted.
- Rules and Procedures (Chair-Amanda Benn):
    - This committee is currently updating the procedures for SAC to include online voting
    - Verbiage was modified in policy and procedures from “OSU in Tulsa” to “OSU Tulsa”
    - Changes made to bylaws are voted on by SAC

**9. Officer Reports:**

- a) Secretary – Rebecca Crandell: please let Rebecca or Ashley know if you cannot make a meeting so that you won’t be counted as “absent”
- b) Vice Chair – Bria Taylor: none.
- c) Chair – Ashley Adkins: Ashley asked the chairs from each standing committee to send Rebecca their individual reports for the minutes

**10. Old/unfinished Business:**

- Amanda Benn will look at SAC bylaws to see how it will affect SAC if we had two separate bank accounts (one per campus; OSU Tulsa and OSU-CHS)

**11. New Business:**

- BSGA canned food drive happening through Nov. 30<sup>th</sup>
- Holiday Trees are now up in Founders Hall
- Ashley Adkins will give updates from Stillwater’s SAC committee meetings

**12. Adjournment:** the meeting adjourned at 1:25pm.

- **The next meeting will be December 16<sup>th</sup>, 2016 at 12:15pm in E202.**