

Staff Advisory Council Year End Reports

POLICIES & BENEFITS COMMITTEE 2011-2012 REPORT

Members: Cyndi Canning (Chair), Trey Alward, Earl Gorden, Tracie Martin, Sam Werdel, Jean Keene, and Kathy Lee

Activities:

On **August 18, 2011** initial meeting scheduled. Meeting was cancelled/rescheduled due to unavailability of committee members.

August 18, 2011. Cyndi Canning, chair, contacted HR department to see if the iBracelet (emergency personal identification) that is being distributed to staff on the Stillwater campus would be available to Tulsa employees. She was told that the iBracelet was limited to the Stillwater Campus.

Committee had initial meeting on **September 15, 2011.**

- Reviewed committee functions as described in the SAC bylaws.
- Discussed past initiatives
 - AFLAC coverage for OSU employees
 - OSU-Stillwater HR said that any additional benefits were not being considered at this time.
 - Leave/Sick-time Pool
 - OSU-Stillwater HR has a policy against pooling leave/sick-time
 - Employee lounge/break room at CHS
 - Space concerns at CHS make this an impossibility
 - Use of fitness centers at both Tulsa Campus & CHS Campus by employees
 - Tulsa campus employees pay \$20 per semester
 - CHS employees pay \$15 per month
 - CHS book store discount
 - Tulsa campus employees receive at 10% discount at that campus' bookstore
 - CHS employees receive no discount
- Discussed initiatives to concentrate on for 2011-2012 session
 - Use of fitness centers
 - CHS Book store discount

September 28, 2011. Committee members met with Eric Pollack to discuss free use of fitness centers for all OSU in Tulsa employees and discount at CHS bookstore for employees. Mr. Pollack he would contact Dr. Bussert to see about the possibility of allowing employees to have free use of the fitness centers. He

said it was impossible to get CHS employees a discount at the bookstore on that campus because of the negotiated contract with Matthews Bookstore, who runs the store. He said that in 3 years, when the current contract expires, that point will be revisited.

October 25, 2011. Chair, Cyndi Canning, received news for Mr. Pollack that employees would get free use of the fitness centers on both campuses starting 1/1/12.

February 23, 2012. Chair, Cyndi Canning, received a request from SAC President, Austin McCoy, for committee to draw up a proposal to submit to HR regarding splitting direct deposit checks between multiple accounts. Before calling a meeting of the P&B committee, Ms. Canning contacted HR in Stillwater to confirm if splitting checks between multiple accounts was possible. She was told that the current payroll system is unable to accommodate splitting payroll into different accounts. Ms. Canning informed Mr. McCoy and the other committee members about her conversation with Stillwater.

February 24, 2012. Ms. Canning received an email from an employee who was concerned about parking issues at Houston Center. The parking lot is apparently being used by people going to the convention center, as well as several other locations. Ms. Canning emailed Chief Murdock, head of security at the Tulsa campus. He informed her that Dale Chapman, security Captain at the CHS campus was responsible for monitoring the parking lot at Houston Center. Ms. Canning contacted Captain Chapman and informed him of the concerns. He said he was aware of the situation and plans were being made to try and cut down on the illegal parking. Ms. Canning notified employee, President McCoy, and P&B committee members.

February 24, 2012. At regular SAC in Tulsa meeting, Ms. Canning brought up concerns she and other staff members had regarding safety protocols at both campuses, as well as at clinics. It was decided by P&B committee members that a meeting would be set-up with new Safety Officer, Matt Sharpe.

On Friday, **March 9, 2012**, Policies & Benefits Committee members, Trey Alward, Cyndi Canning (Chair), and Kathy Lee met with Safety Officer, Matt Sharpe to discuss several safety concerns. Matt was glad to meet with us as he has only been in his position since January 2012.

The committee wanted to know if there is a working procedure for the CHS campus and outlying clinics if there is an emergency such as an active shooter, fire, tornado, etc. Matt replied that there are procedures, however even he had a hard time finding them on the website. He stated that he was in the process of developing a site on the web where all the safety information will be readily available. He would like to see a "Safety Update" in the online newsletter that goes out to all employees.

He will also be recommending that HR develop an employee handbook that will include safety information. The Policies & Benefits Committee will be following up on this recommendation.

Matt agreed that there are some issues regarding safety that have been lax at best. He was also concerned that some information that the school is legally required to have posted, such as the OSHA regulations are not posted. He is in the process of remedying this situation. He said he has set up a Safety Committee of select members to discuss some changes that need to be made. He would like to see each campus and clinic have Area Emergency Coordinators that would be able to assist in the case of an emergency.

A question was brought up regarding emergency drills. Matt said that he is in the process of scheduling Emergency Drills. He plans to have them at various times throughout the year. However, before drills can begin, plans have to be firmed up and training conducted. He said that he is also trying to establish a code system for emergencies. For example Code Red =Fire; Black =Bad Weather; Blue=Person Down; Silver=Gun; etc.

He also said that he is in the process of getting a policy made that will require ALL employees to wear an ID badge. Once this policy is in place, all people who are not wearing either a visitor badge or employee badge will be challenged, and it will be the responsibility of ALL employees to challenge those who do not have a badge.

Matt will be visiting each department and go through the Environmental Tour Process. He will be checking to see if safety equipment is available, and will ask employees if they know where the safety equipment is located. He will also talk to them to see if they know what to do and where to go in case of an emergency. He said that he would be happy to come to an SAC meeting, introduce himself, and update the SAC regarding safety for OSU in Tulsa.

(A fire drill was performed at the CHS campus on April 18, 2012.)

There have been no further committee meetings.

Respectfully submitted
Cyndi Canning
Policies and Benefits Committee, Chair

SAC FUNDRAISING COMMITTEE 2011-2012 REPORT

We started the term with Season Ticket sales. This was good and bad. Some people were not able to access the facebook page to bid. Now the facebook page is now open so if this was to be another fundraiser, it may be better. Just be prepared that some tickets will sell great and others may not. Austin McCoy would be the contact person on this if it was to be done again.

We sold autographed footballs. We made a profit of \$960.00 for 6 footballs. This was all thanks to Austin McCoy as he did all the work on this fundraiser. He is a very good source of information for getting the footballs and getting the autographs. This will be the same for the basketballs, in which we were not able to do this year. We were going to do the basketballs as well, but that did not work out. If this is something that the committee might like to do, you would need to get with Austin ASAP to get information as the balls have to be in Stillwater during a certain time frame.

We sold World's Finest Chocolates. This is good for a period of time. The cost is \$25.00 for 50 candy bars which sell for \$1.00 each. We made \$570.03 in candy bars sales for this term. We sold them from

September through February at which time I believe people were burnt out by candy bars. This is probably a good fundraiser for that time of year as it is around the holidays. I had several that bought these for stocking stuffers. Also Cyndi Canning took a box to sell during a conference and they sold out quickly. If the next FR committee wants to be aware of the events going on and selling them at events that would probably work well. I would recommend at least 2 boxes per event as Cyndi said that she probably could have sold 2 boxes. The contact person for that is Bill Higerson at 918-691-0926.

We held a spaghetti lunch and both CHS and Tulsa campuses. We made \$430.00. The price was \$5.00 for spaghetti, salad, bread and water. These food fundraisers are great as no money is out from SAC at all. All items are donated by SAC members.

We offered to make Thanksgiving desserts for employees. We made a list of different pies, cookies and a cake that they could order from. This also was no money from SAC, all donations. We profited \$120.00 which was 17 desserts made.

We held a Chili lunch, which was the same as the spaghetti lunch. The price was \$5.00 which included chili with cheese and crackers (& fritos at the Tulsa campus) and water. We made \$287.50.

We held a used book fair at the Tulsa campus with books that were donated by employees. The books were sold for .50 to \$1.00. We made \$88.50.

We had several other ideas that we did not get around to getting accomplished. There was an idea to do a Krispy Kreme donut eating contest. This was scheduled but had to be canceled due to lack of participation. The contest was going to be held at the store at 71st and 169. The manager there was very receptive to the idea and very excited. His name is Rustin Coit. His phone number is 918-294-5293. We had a plaque already made for this event so if this is to be done, it is available.

Another idea we had was a shirt design contest. We would open it to all employees and they would submit designs for an "OSU United" shirt. There would be a subcommittee to vote on these designs and the winners design would go on shirts that we would have printed and sold at very little profit to be able to sell more. They would have to be pre-ordered so that we were not out too much money to order the shirts. The winner of the contest would get a monetary prize or gift card; that was not decided.

We discussed doing a Sonic lunch which would be a certain date and time in which whomever went to Sonic, a part of the profit would come to us. All that would have to be done with this would be to set the date with the manager and get flyers out and emails out to the employees. The Sonic at 23rd and Southwest Blvd was receptive to the idea. We discussed talking to manager at a Sonic near the Tulsa campus for the same day but that was not done.

Another fundraiser that did not go through was the Applebee's Flap Jack Breakfast. This was done a couple years ago. It was actually a fun fundraiser. We sold tickets for a flap jack breakfast which include 2 or 3 flap jacks, sausage and beverage. We did this fundraiser at the Applebee's at 41st and Yale. The information can be found at <http://www.aggregrestaurants.com/neighborhood-involvement/host-a-flapjack-fundraiser.asp>.

Another idea was to sell Mazzio's Coupon Books. The cost is \$25.00 for 100 books which would sell for \$5.00 each. That would be a profit of \$475.00 for 100 books sold. The information can be found at http://www.mazzios.com/about_us/fundraising/tulsa_and_okc.php.

I have enjoyed being the Chair of the Fundraising Committee. It was a joy to work with my fellow committee members. I appreciate all the members of SAC whom helped with the fundraisers this year.

Awards and Recognition Committee 2011-2012 Report

Staff Advisory Council Awards and Recognition committee presented request to SAC President this year for additional scholarship funding from Human Resources to offset the increase in applications with the merging of OSU Tulsa and Center for Health Sciences campuses. Human resources agreed with the request and increased the number of scholarships that would be partially funded from 6 to 10.

We had 12 individuals submit an application for scholarships and as a committee we were in agreement that we should fund as many applications as possible. We were pleased to announce at the final Staff Advisory Council meeting in May that we were able to fund all 12 applications.

Communications Committee Report 2011-2012 Report

Chair: Dallis Graham

Members: Angelyn Holmes, Brandy Brown, Barbara Newman, Gail Carpenter

Early in the term, the SAC webpage was updated to include new officers and committee members and a new mission statement.

Angelyn Holmes began composing and distributing a monthly report (brief synopsis of what was discussed at each SAC meeting), as a supplement to the minutes. The report was distributed to all staff via email and posted in various locations around campus.

Throughout the year the committee conducted email correspondence on behalf of the various committees.

At the end of the term, management of the SAC facebook page was passed from Austin McCoy to the Communications Committee. Gail Carpenter volunteered to take on oversight of the page. Her first move was to change the format of the page from private to public.

Rules and Procedures Committee 2011-2012 Report

The Committee reviewed several mission statements for advisory councils from several universities, including the mission statement adopted by Stillwater SAC. A mission statement was crafted for OSU in Tulsa SAC which was based upon the mission statement adopted by Stillwater SAC. The proposed statement was presented for approval by SAC membership. Voting and adoption were completed during the March monthly meeting. The mission statement has been incorporated into the OSU in Tulsa SAC website.

The nominations period was extended to Friday, May 4 this year. The nominations need to be forwarded to the programmer in preparation for annual elections. This year the R&P Committee proposed that electronic elections be bypassed because only 2 districts had nominations, so only 2 districts would be voting. The Executive Committee was consulted and Cyndi Canning, VP, suggested a vote of confidence, accepting the nominees to SAC membership. R&P Committee accepted the proposal which is in keeping with Roberts Rules of Order and would save time and effort in the election process.

No changes were made to the Bylaws this year. The document was reviewed for grammatical correctness.

Krys Hatfield
Tamara Barnes
Rules and Procedures Committee, Co-Chairmen