

Staff Advisory Council Meeting Minutes
September 12, 2018
UVB Clubhouse, Meeting Room

I. Regular Business

- a. Call the meeting to order
 - i. The meeting was called to order at 2:35 p.m.
- b. Announcement of Filing Meeting Notice and Posting of the Agenda
 - i. The meeting had been properly posted on the website and in the President's Office 5 working days before the scheduled meeting date.
- c. Roll Call/Announcement of Quorum
 - i. Members present: Kyla Short, Donna Wahnee, Tom Volturo, Alaina Sprague, Kelly Holmes, Sue-Anna Miller, Heather Crain, Calli Knight Payne, Don Thompson
 - ii. Not Present: Paul Dunham, Chris Fairchild, Frank Gage, Lisa Ramsey, Dan Kara
 - iii. A quorum was met.
- d. Approval of Minutes of May 23, 2018 meeting
 - i. Sue-Anna Miller made a motion to amend Section III. G to change using to freeing up resources, Kelly Holmes seconded the motion. The motion was unanimously approved.

II. Presentation of two Staff Awards

- a. Kyla Short presented Bill Payne the staff award for service.
- b. Faith Gates will present Lisa Ramsey her award in Pryor and send pics.

III. Resignation of Chris Fairchild and possibly Heather Crain

- a. Chris has turned in his resignation from the SAC
- b. Heather Crain will be leaving
- c. There will be 3 spots to fill
- d. Kyla will reach out to HR for a list of employees from whom we can nominate/elect

IV. Employee Handbook

- a. After meeting with the President and his cabinet there are two policy updates/changes.
- b. 10.15 Purchase of refreshments: see attached sheet Label A
- c. 10.16 Employee Recognition: see attached sheet Label B
- d. 10.16 is available to James D. Hess Awards and for University Cash Recognition
- e. Six awards per year for staff members
- f. Two awards for James D. Hess awards at \$250.00
- g. Caleb with the legal team is working on the changes from over the years that will need to be included
- h. Jamil is showing a lot in interest in the handbook and would like to get some HR updates included such as the background checks; utilizing a 3rd party instead of the campus police
- i. Updates and changes are continued to be developed

V. Subcommittee for Best Practices

- a. The committee has yet to meet therefore no updates, hope to start meeting before the end of the semester

VI. Paul Eicher: proposal for a 36 hour work week

- a. See attached sheet Label C
- b. Would love the support of SAC
- c. Tom- what the institution is trying to do is come up with solutions to the furloughs and the income for faculty/staff
- d. Overtime before: could not get overtime had to take comp time, now staff is eligible for overtime with the new policy change. Supplemental pay is still overload pay
- e. Departments are understaffed and underpaid
- f. You can get paid for overtime if the form is filled out and signed by the department head
- g. Supplemental work paid for exemplary work for faculty

VII. Council Member's Comments/Announcements

- a. JC Penney Suit-Up @ Woodland Mall. 40% off
- b. RSU will be setting up booths at the Rogers County Fair

VIII. Adjournment

- a. Motion made by Sue-Anna Miller, seconded by Don Thompson. Meeting adjourned at 3:28
- b. Next meeting is October 10, 2018, 2:30pm, CTC Executive Boardroom

Staff Advisory Council
Meeting Minutes
December 12, 2018 2:30pm
Dr. Carolyn Taylor Center, Executive Boardroom

I. Regular Business

a. **Call the meeting to order**

- i. The meeting was called to order at 2:36

b. **Announcement of Filing Meeting Notice and Posting of the Agenda**

- i. The meeting had been properly posted on the website and in the President's Office 5 working days before the scheduled meeting date.

c. **Roll Call/Announcement of Quorum**

Members present:

Kyla Short	Paul Dunham
Donna Wahnee	Dan Kara
Don Thompson	Trey Robertson
Derek Larkin	Chris Fairchild
Calli Payne	Sue-Anna Miller
Tom Volturo	Dan Kara
Sue-Anna Miller	

Members absent:

Lisa Ramsey
Alaina Sprague

A quorum was met.

d. **Approval of the Minutes of November 14, 2018 meeting**

- i. Trey Robertson made a motion to approve the minutes for November 14, 2018. Derek Larkin seconded the motion. The motion was unanimously approved.

II. Budget Advisory Meeting Update

- a. There were two Budget Advisory Council meetings and will be having every two weeks
- b. Furlough days will be cut in half and employees will be taking 4 hours a per month as their furlough time
- c. The employees will need to get with their supervisor to arrange appropriate time off

III. Resignation of Sue-Anna Miller

- a. We want to wish Sue-Anna Miller as she starts her new career and leaves RSU
- b. We will need to nominate a new Chair-Elect

IV. Chair-Elect Nominations

- a. Dan Kara made a motion to nominate and elect Paul Dunham as the new Chair-Elect. Donna Wahnee seconded the motion. There were no other nominations, motion approved unanimously

- V. Follow-up Nomination of Professional seat**
- a. There were three nominations for the professional seat, Dakota Remy, Rachel Smith and Brandi Mulanax
 - b. Donna Wahnee made a motion to elect Brandi Mulanax to the open professional seat. Don Thompson seconded the motion. Motion was unanimously approved.
- VI. Committee Update on Dependent Tuition Waiver**
- a. Out of 26 higher education entities 23 offer tuition waivers to the dependent family members of employees
 - b. Paul Dunham made a motion for a resolution to be created to propose a 100% tuition waiver for the dependent family members of full-time employees. Dan Kara seconded the motion. The motion was unanimously approved.
 - c. The resolution will include some of the following parameters; dependent tuition waiver only, any undergraduate program, the employee must be full-time as defined by policy, 100% tuition waived up to 15 hours for Fall & Spring, 6 hours for the Summer, the dependent must be claimed on federal tax forms, must maintain a minimum 2.5 GPA
 - d. Sue-Anna Miller agreed to write up the resolution prior to her departure.
- VII. Nominations for Management Open Seat in January**
- a. The following individuals were nominated for the open Management Seat; Shelly Borgstrom, Joy Lin Hall, Ronna Hatley, Audrey Schmidt, Dawn Tatro
 - b. Kyla Short will reach out to each individual to ensure they are willing to serve and we will revisit at the next scheduled meeting.
- VIII. Employee Recognition Nominations for January Convocation Awards**
- a. The individuals nominated by their co-workers or peers were Dawn Childress, Renna Robinson, Braeden Strickland, Bill Payne, Suzanne Perry, Vance Remington, Alaina Sprague, Clint Tiblow, Connie Wall, Kaitlen Crotty, Nan Melton, Hue Xiong, and Heather Isaacs.
 - b. Through secret ballot voting, Suzanne Perry, Connie Wall and Vance Remington were selected for the Employee Recognition awards.
- IX. Council Member's Comments/Announcements**
- a. No additional comments
- X. Adjournment**
- a. Donna Wahnee made a motion to adjourn, Don Thompson seconded, meeting adjourned at 3:33
 - b. Next scheduled meeting is February 13, 2019, 2:30pm, CTC, Executive Boardroom

Staff Advisory Council
Meeting Minutes
January 9, 2019, 2:30 p.m.
Dr. Carolyn Taylor Center, Executive Boardroom

I. Regular Business

a. Call the meeting to order

- i. The meeting was called to order at 2:33 p.m.

b. Announcement of Filing Meeting Notice and Posting of the Agenda

- i. The meeting had been properly posted on the website and in the President's Office 5 working days before the scheduled meeting date.

c. Roll Call/Announcement of Quorum

Members present:

Paul Dunham	Kyla Short
Donna Wahnee	Lisa Ramsey
Dan Kara	Frank Gage
Calli Payne	Chris Fairchild
Kelly Holmes	Brandi Mulanax

Not Present:

Alaina Sprague	Trey Robertson
Derek Larkin	Don Thompson

Guest Present:

Stephanie Webster

A quorum was met.

d. Approval of Minutes of December 12, 2018 meeting

- i. Dan Kara made a motion to approve the minutes for December 12, 2018. Calli Payne seconded the motion. The motion was unanimously approved.

II. Nominations for Management Seat

- a. Tabled until the next meeting to allow Kyla to reach out to Shelly Borgstrom

III. Draft Proposal on Dependent Tuition

- a. Donna Wahnee made a motion to present the attached resolution to the Budget Advisory Council for review. Brandi Mulanax seconded the motion. The motion passed unanimously.

IV. Update on Survey Conducted by Paul Eicher

- a. The survey has not been created or started.

V. Council Member's Comments/Announcements

- a. During Convocation when the award winners are names list all of the nominees on the slides.
- b. Kelly Holmes made a motion that a person staff or faculty can only nominate one person for employee awards. Dan Kara seconded the motion. The motion unanimously passed.
- c. Paul Dunham made a motion to support the recycling club on having a campus wide shredding day to support earth day. Donna Wahnee seconded the motion. The motion passed unanimously.
- d. Donna Wahnee volunteered to work with the club to get the project set up and to promote

VI. Adjournment

- a. Paul Dunham made a motion to adjourn. Dan Kara seconded the motion.
- b. Meeting adjourned at 3:10pm. The next meeting will be held Wednesday, February 13, 2019 at 2:30pm in the Dr. Carolyn Taylor Center, Executive Boardroom.

Staff Advisory Council
Meeting Minutes
February 13, 2019 2:30 p.m.
Dr. Carolyn Taylor Center, Executive Boardroom

I. Regular Business

a. Call the meeting to order

- i. The meeting was called to order at 2:33 p.m.

b. Announcement of Filing Meeting Notice and Posting of the Agenda

- i. The meeting had been properly posted on the website and in the President's Office 5 working days before the scheduled meeting date.

c. Roll Call/Announcement of Quorum

- i. **Members present:** Kyla Short, Lisa Ramsey, Donna Wahnee, Kelly Holmes, Alaina Sprague, Brandi Mulanax, Don Thompson, Frank Gage, Chris Fairchild, Calli Payne, Tom Volturo, Paul Dunham

- ii. **Not Present:** Dan Kara, Trey Robertson

- iii. A quorum was met.

d. Approval of Minutes of January 9, 2019 meeting

- i. Paul Dunham made a motion to approve the minutes for January 9, 2019. Don Thompson seconded the motion. The motion was unanimously approved.

II. Voting on Management Seat

- a. Voting for the Management Seat vacated by Sue-Anna Miller completed by secret ballot.

- b. Shelly Borgstrom received the most votes and will be seated on the SAC. Kyla Short will reach out to her, advise of the voting results and invite her to future meetings.

III. Follow-Up on Dependent Resolution

- a. The Faculty Senate wrote a letter of support to the Dependent Tuition Resolution to be sent to the President and Cabinet.

IV. Thank you note from Suzanne Perry

- a. Suzanne Perry sent a note thanking the SAC for selecting her to receive an award at the Spring Convocation

- b. Dr. Woller commented positively on our website

- c. At the next award presentation, it would be nice to have all of the nominees mentioned

V. Council Member's Comments/Announcements

- a. JC Penney Suit-Up is March 3rd. Faculty, staff, staff and alumni will receive a 40% discount for professional dress

- b. Kyla will be attending the next Budget Advisory Committee meeting on Friday, February 15th and will update at the next SAC meeting

VI. Adjournment

- a. A motion was made by Paul Dunham to adjourn the meeting. The motion was seconded by Don Thompson. The meeting adjourned at 3:08pm.

- b. The next meeting is scheduled for March 13, 2019 at 2:30pm

Staff Advisory Council
Meeting Minutes
March 13, 2019 2:30 p.m.
Dr. Carolyn Taylor Center, Executive Boardroom

I. Regular Business

a. **Call the meeting to order**

- i. The meeting was called to order at 2:35 p.m.

b. **Announcement of Filing Meeting Notice and Posting of the Agenda**

- i. The meeting had been properly posted on the website and in the President's Office 5 working days before the scheduled meeting date.

c. **Roll Call/Announcement of Quorum**

Members present: Kyla Short, Lisa Ramsey, Donna Wahnee, Kelly Holmes, Alaina Sprague, Brandi Mulanax, Don Thompson, Chris Fairchild, Calli Payne, Tom Volturo, Paul Dunham, Shelly Borgstrom, Dan Kara

Not Present: Trey Robertson

A quorum was met.

d. **Approval of Minutes of February 13, 2019 meeting**

- i. Paul Dunham made a motion to approve the minutes for February 13, 2019. Brandi Mulanax seconded the motion. The motion was unanimously approved.

II. Budget Advisory Council

- a. The Budget Advisory Council have met three times in February 13th, to discuss the shortage on funding.
- b. The meeting on 3/1 discussed budget priorities and reductions
- c. The Admin. Assistant in the Health Center is retiring. She will be returning to come in only while the doctor is in the office. This will result in an approximate savings of \$20K.
- d. The two priorities that need focusing is the First Year Experience and Distant Learning.
- e. Some possible considerations are not filling some of the vacant faculty spots, offering less classes in Bartlesville and Pryor since enrollment has decreased.
- f. Other considerations could be cutting supply through Physical Plant and looking at the cost/value of the Vietnam recruiter.
- g. Another scenario could be possibly increasing tuition by 7% to help with budget crisis.
- h. \$772K is the furlough amount that is needed to be covered but we need to come up with a total of \$2M in savings.
- i. Positive Note: the county will be working on conservation area removing trees and widening the road for emergency vehicles.

III. Follow-Up on Dependent Resolution

- a. The tuition waiver goes toward the 3.5% of scholarships.
- b. The resolution will be changed to reflect a maximum of 12 hours per semester for 4 years.

IV. Council Member's Comments/Announcements

- a. Paul Dunham advised that we need to seek nominees for those positions that become open
- b. The positions that will be up for election are: Donna Wahnee- Administrative; Kelly Holmes- Professional; Dan Kara- Technical; Derek Larkin- Professional; Don Thompson- Service
- c. The nominees will be accepted until March 27th. April 17th the ballots and email will go out to staff for voting then have a special meeting in May.

V. Adjournment

- a. A motion was made by Dan Kara to adjourn the meeting. The motion was seconded by Paul Dunham. The meeting adjourned at 3:23pm.
- b. The next meeting is scheduled for April 10, 2019 at 2:30pm