

**Faculty/Staff Council
Minutes
June 19, 2007**

Present: Sharon Smith, Stevon Gregory, Danna Martin, Leah Torbett, Eric Cunningham, Jenny Duncan, Bruce Force, Larry Singleton, Allen York, Lori Freeman, Steven Rubert, Punkin Fisher, Brandon Thrash, John Pemberton, Bob Seebeck, Maria Christian, Felix Cuellar, Sergio Lyon, Bill Martin

Absent: Melissa Dreyer (excused), Roger Shepherd, Sareca Wilson (excused), Angie Been (excused)

Meeting was called to order 11:33 a.m.

Lori Freeman took roll. Jenny Duncan asked for approval of May's minutes. Jenny made mention that there were a couple of name changes from May's minutes: Rick *Copeland* to Rick *Holkum* and Punkin *Boss* to Punkin *Fisher*. Bruce Force moved to approve with changes. Allen York seconded. All approved.

Guests

Jenny introduced guests: Melanie Champion, Residential Life; Rick Jackson, Compliance Coordinator, Campus Safety & International Affairs; and Brenda Lewis, Arts & Sciences Faculty.

HR Report

No report given.

Physical Plant Updates

Bob Seebeck said that Stanley Teague, Energy Coordinator, will be doing presentations to different departments about conserving energy on campus.

Bids for Rural Health Center were \$1,000,000 over. New bids will be done. Proposal will go to Construction Management.

Grady Clack is still in litigation.

Stevon Gregory asked if we could occupy Grady Clack until it was completed. Dr. Bob said there would have to be substantial completion until we were able to occupy.

Felix Cuellar asked if we had stated a deadline. Dr. Bob said in order to do that we would have to go to court, and we do not want to do that. He made a compromise and told legal counsel he just wanted it done.

OSU Faculty Report

Danna Martin said that 1/3 of the members were rotating off. Steve Doede is representing OSU-Okmulgee for committee looking for new president. Marlene Strathe is interim president and CEO.

Danna also said that they talked about smoke free campus, and some seem frustrated with moving up the date by 2 years.

They also discussed academic integrity. There is a website that OSU system wide has access to that allows faculty to see if a student has plagiarized. The website is turnitin.com.

Danna said they also discussed ½ price tuition for dependents. There has not been a decision on that as of yet.

They are negotiating with Blue Cross/Blue Shield for lower health insurance. They should know something by January. Dr. Bob interjected that he just received an e-mail that Blue Cross/Blue Shield withdrew their bid.

OSU Staff Report

No report given.

Faculty Committee Report

The group has met twice. They are looking at policies and procedures. Sergio Lyon asked about student ratio. Felix said that they are trying to determine faculty load and that they need guidelines to go by.

Staff Committee Report

No report given.

Policies and Benefits Report

Eric Cunningham has been looking at signage. Signs by dorms seem to be helping. Jenny Duncan asked if there is a plan for new signs all over campus. Bob Seebeck said he has a prototype, and is waiting to meet with the SWOT committee that Mary Dickson chairs.

Public Relations Report

Sharon Smith said that she had written an article about Maria Christian (outstanding faculty award) and Doreen White (outstanding staff award) and service awards.

Rules and Procedure Report

Jenny Duncan said we still need a Rules and Procedures Chair. We need one by August. Felix Cuellar nominated Brandon Thrash. Danna Martin seconded. All approved.

Health and Wellness Report (Special Report)

They are working with Core Fitness, Access Fitness, and Curves to provide discounts to faculty/staff.

Everyone should be receiving the Best of Health Magazine.

President's Report

Dr. Bob gave a summary of the report from the Art and Science Group. The priorities are: 1) Work on the website (Rex and Carol have developed prototypes and they are presenting these to division chairs) 2) Academic Landing Page and 29 Program pages 3) Campus Tour- preparing for it and making it more effective. In order to make it more effective, give students information before visit, during the visit, and follow up with them after the visit. 4) Technology Showcase-change to spring from the fall. In the fall, we

will have a Senior Day for just the seniors (about 800 students versus 3,000), and we will collect data on these students. We will also have work sessions with these students (enroll them, complete their financial aid, etc.). Technology Showcase will be in the spring, and it will include freshmen, sophomores, and juniors.

In addition to the above priorities, there will be also significant improvements to our photography (both print and web). We will be adding distinctiveness to the photography. Rex and Carol will be interviewing photographers.

Felix Cuellar said he would like to give some input for Technology Showcase and Senior Day. Dr. Bob said to give information to division chairs.

Stevon Gregory asked if there was money for a good video presentation about our school and programs. Some other schools have really good videos that they have invested a lot of money in. He said it is hard to compete with them. Dr. Bob said it was possible to do one institutionally, and that he would talk to Rex.

Dr. Bob said that the proposed budget will be sent to Regents for FY07-08 on Thursday. On Friday they should be approving the budget. There will be a tuition increase next year: lower division classes for residents the increase will be 5.9% and for non-residents 7.5%. For upper division classes (nursing, culinary, and watch making) the increase for residents will be 6.4% and for non-residents 7.7%.

Regina Foster has done a great job with the Cooperative Alliance. Several have already enrolled here. Thomas Kipkurgat has also done a good job recruiting international students.

Dr. Bob mentioned the retirement incentive. 5 took the plan. 8 or 10 would have been better, but some thought the incentive wasn't as good. He felt it was, because there was a greater bonus up front than from years past.

Dr. Bob said that they hired Wren Hawthorne to be Director of Enrollment Management and Institutional Assessment and Research. He currently works at EduAdventures, which serves 50 name brand institutions (2/3 public and 1/3 private). He graduated from OSU Stillwater, and he earned his Master's from Harvard. He is currently working on his dissertation.

Ultimately, there will not be any additions to the administrative structure, but there is a new position open for Vice President of Academic Innovation and Performance. Dr. Bob would like 4 faculty to serve on the committee, with 2 being recommended by the faculty/staff council. Steve Doede chairs the committee.

We were approved for a 3 year Nanotechnology grant with NSF. It is a cooperative grant with the career techs, academies, and OSU Okmulgee.

Old Business:**Employee Picnic**

The employee picnic is Friday, June 22nd.

FSC, Current Financial Statement

The current financial statement is that we have used all the money that was budgeted to the Faculty/Staff Council. There was a \$500 increase from last year, and we also had a \$3,000 institutional conference account.

New Business:**OSU-Okmulgee Policy and Procedures Manual**

Ken Morris discussed the Policies and Procedures manual. Currently many policies are waiting for review by legal counsel, and once they have approved them, then we will be able to put them in place. He said that the manual should be on the web by the fall. Felix Cuellar asked if we could look at the drafts of the proposed changes, and Ken said yes.

FSC Budget Recommendation

Jenny Duncan asked if Faculty/Staff Council would have the same budget next year: \$1,750 and \$3,000 institutional conference, and Ken Morris said he would have to get back with her.

Campus Phone Directory

Jenny Duncan discussed the campus phone directory. She had received several e-mails from people stating they would like to have it in print again. To save costs, Ken Morris urged us to use the one on the web. He said you can print it if you wanted to. Many felt that training was an issue and didn't feel people knew how to access the entire list from the web. Jenny said she would talk to Lori Bryant about training. Bruce Force said we could each go back to our departments and see what they wanted and then bring recommendations back to the council.

Move-In Day Volunteers

Melanie Champion and Devin Debock said that Move-in Day and Cowboy Connection will be on Tuesday, September 4th from 12:00 p.m. to 5:00 pm. They need volunteers to help recruit volunteers. Give names and times to Melanie of those who want to help. Punkin Fisher, Danna Martin, and Felix Cuellar will help to gather volunteers. Devin said for those who do help students move in and who sit at registration tables, they will receive a very nice polo style shirt with OSU-Okmulgee on it.

Allen York motioned to adjourn. Punkin Fisher seconded. All approved.

July 17, 2007 next meeting