

**Northeastern State University  
Staff Council**

**Minutes of First Meeting: August 26, 2010**

Members in attendance: Chris Adney, Margret Blan, Leslie Byrd, Sue Catron, Amanda Chappelle, Zachary Chappelle, Bonnie Dickson, Jim Gargone, Dawn Giles, Robin Hutchins, Rick Manes, Mike Monholland, Teddy Parris, Jerrett Phillips, Eric Pool, Olaf Standley, and Eric Yost. Julienne Crittenden was absent.

Other staff members in attendance: Martha Albin, Monica Barnett, Christy Landsaw, and Jeanna Wing.

**Introduction:**

Martha Albin, Director of Human Resources, called the meeting to order at 2:00 p.m. and followed with introduction of the Council membership.

**Election of Officers:**

Dr. Albin then opened the election of Chairperson by reading the listing of duties for the position as presented in the Staff Council Bylaws. Amanda Chappelle nominated Olaf Standley. There being no further nominations, Olaf Stanley was elected Chairman by acclamation.

Chairman Standley assumed direction of the meeting at this point.

Nominations for Vice-Chairman opened with the reading of the position duties as presented in the Staff Council Bylaws. Members nominated included Bonnie Dickson and Chris Adney. Chris Adney was elected through member votes as denoted by a show of hands.

Chairman Standley opened the election for the position of Recorder by reading the position duties as presented in the Staff Council Bylaws. Members nominated included Sue Catron and Eric Pool. Sue Catron was elected through member votes as denoted by a show of hands.

Through discussion it was agreed that meetings would be conducted under the general guidance of Roberts Rules of Order.

**Determination of Terms:**

Discussion continued to defining a method to determine which member terms will be one year and which will be two year for the inaugural Council. Jerrett Phillips made a motion that officers be assumed to hold a two-year term. This motion passed unanimously.

Through further discussion, the Council determined that the term of office for the officers will be one year. Membership in the Council will continue to the second year to provide continuity and support for those officers elected for year two.

Division of the membership into one and two year terms continued with each Representation Area considered separately. The Executive, Administrative, Managerial, Director area has two representatives. Sue Catron, as an officer, has been designated to a two year term. Jerrett Phillips' term was determined to be one year by default.

Professional Non-Faculty area has four representatives. Chris Adney, as an officer, has been designated to a two year term. Rick Manes volunteered to serve a one year term. Robin Hutchins volunteered to serve a two year term. Julienne Crittenden was assigned to a one year term by default.

Clerical & Secretarial area has four representatives. Olaf Standley, as an officer, has been designated to a two year term. Dawn Giles volunteered to serve a one year term. Amanda Chappelle volunteered to serve a two year term. Margret Blan was assigned to a one year term by default.

Technical and Paraprofessional area has two representatives. Jim Gargone volunteered for a two year term. Eric Poole agreed to serve a one year term.

The Skilled Crafts and Service/Maintenance area has four representatives. Leslie Byrd and Teddy Parris volunteered to serve two year terms. Zachary Chappelle and Mike Monholland volunteered to serve one year.

In the two at-large positions, Eric Yost volunteered to serve a one year term, leaving Bonnie Dickson to serve a two year term.

Those members who have taken one year terms are eligible for election to full two-year terms in future.

#### **Meetings:**

Chairman Standley led a discussion of selection of a standing date for future meetings. The third Thursday of the month, with default to the Thursday immediately preceding in the case of a holiday, at 2:00 p.m. was selected.

Recognizing the need to host these meetings in a location that encourages strong interaction, the Council determined that future meetings should be held in rooms with open mic technology at both campuses. Jarrett Phillips volunteered to secure meeting space for the Broken Arrow campus and Chris Adney will secure space on the Tahlequah campus for the remainder of the fiscal year.

Chairman Standley stated that he would attempt to alternate his attendance at each campus. A staff member from the Muskogee campus will be asked to attend future meetings to help ensure that their needs are addressed.

As per the Council Bylaws, Chris Adney as Vice-Chairman, is responsible for preparation of future meeting agendas. Members are encouraged to forward items for the agenda to Mr. Adney in advance of each meeting.

#### **Committee and Task Development:**

Jarrett Phillips introduced a discussion of the need to use the Staff Council website as a repository for information related to the Council. Minutes from each meeting will be posted to the website after review and approval by the Council. After discussion, Chairman Standley opened nominations for a member to be responsible for updates and maintenance of the website. Jarrett Phillips volunteered and was approved by the Council.

There was discussion of the possibility that members of the Council may be asked to participate on some of the University standing committees. Chairman Standley will work toward getting that list of

committees. Determination of participants will be made at the next Council meeting. Robin Hutchins noted that the Staff Council chairman will be considered a member of the President's Council.

Jarrett Phillips suggested that the Council should consider development of a focused mission statement. A committee was formed to develop a draft statement for review and discussion at the next Council meeting. Members of the committee include Jarrett Phillips as chair, Bonnie Dickson, and Margret Blan.

Development of a standing Staff Awards committee was discussed. Eric Poole suggested that a non-voting member from Human Resources should participate on this committee. Dr. Albin volunteered Tere Feller, Assistant Director of Human Resources. Amanda Chappelle was named chairman of the Staff Awards committee. Additional members include Eric Poole, Chris Adney and Bonnie Dickson.

The need for a standing Communication committee was also discussed. This committee will be chaired by Jarrett Phillips. Other members include Jim Gargone and all elected officers of the Council.

**Closing:**

Dr. Albin thanked the group for their participation and emphasized the potential for success.

Eric Yost made a motion that the meeting adjourn, which was seconded.

The meeting adjourned at 3:15

**Northeastern State University  
Staff Council  
Minutes of September 16, 2010 Meeting**

Members in attendance: Chris Adney, Margret Blan, Leslie Byrd, Sue Catron, Amanda Chappelle, Julienne Crittenden, Bonnie Dickson, Jim Gargone, Dawn Giles, Robin Hutchins, Rick Manes, Mike Monholland, Teddy Parris, Jerrett Phillips, Eric Pool, Olaf Standley, Eric Yost

Other staff members in attendance: Tere Feller, Dr. Evelyn Woods.

The September 16, 2010 meeting of the Northeastern Staff Council was called to order by Chairman Olaf Standley at 2:01 p.m. Jarrett Phillips made a motion to approve the minutes of the August 26, 2010 meeting as presented. There being no objection, the minutes were approved as written.

**Chairman Announcements:**

Chairman Standley reported that he had met with staff from the Muskogee campus and encouraged them to attend future Staff Council meetings.

Dawn Giles has been appointed as the Staff Council representative to the Compensation Action team.

Chairman Standley has received a listing of the standing committees of the University. Staff Council members will be appointed to these committees during fiscal year 2012. At that time the listing of committees will be distributed for Council members to indicate interest in serving.

In future, meeting rooms for the Staff Council will be included on the agenda.

President Betz has asked that the Staff Council meet collectively as often as possible. We may want to consider meeting in Muskogee as a central location. Until a travel budget is established, any travel for the Council will have to be funded from existing departmental budgets.

Chairman Standley will represent the staff at a planned Sustainability Dinner.

**Guest Presentations:**

Tere Feller, representing the Employee Appreciation committee, was introduced by Amanda Chappelle. The Employee Appreciation Committee plans one event per quarter, with one large dining event each year. Discussion was of the possibility of scheduling a coffee break for introduction of the Staff Council to the staff on each campus. These would be scheduled on different days and would not be held during Homecoming week. The Staff Council agreed that these would be of value and that we would participate.

Dr. Evelyn Woods, Assistant Dean of Student Affairs, was introduced by Chris Adney. Dr. Woods provided a brief explanation of Strength Quest, describing how this process helps to identify each individual's top five strengths. If the Staff Council is interested in membership participation, the cost is \$10.50 per person. This is an on-line assessment which takes 30-45 minutes to complete. The Staff Council agreed to add this to the agenda for the October meeting.

**Old Business:**

Jerrett Phillips presented a draft focused mission statement for the Staff Council. The Council requested the addition of wording tying to the campus mission statement. This addition will be made and the revised focused mission statement will be presented at the October Council meeting. Any suggestions should be routed to Jarrett.

Committee Reports:

Amanda Chappelle reported that the Staff Awards committee has met once. Staff of the Year award was discussed at that meeting. At a later date the Staff Awards committee will bring the proposed criteria, process to award, and award makeup to the Council for approval. The Kudos program was discussed as a method for peer recognition. Also discussed was the possibility of soliciting discounts for employees and accumulating a listing of those discounts which are currently available.

Chairman Standley asked that committees add their recommendations to the next agenda so action could be taken.

Jerrett Phillips reported that the Communication Committee has not met. An initial planning document has been shared online for collaboration by committee members.

**New Business:**

There was discussion regarding the process to be used when Staff Council representation is requested for ad hoc committees. It was determined that an email will be sent when a request is received, asking members to indicate interest. If interested, the member should provide three reasons why they should be chosen to serve. If there is more than one volunteer, the Council officers will vote to elect the representative to be named.

Jerrett Phillips suggested that each Council member provide a listing of their current committee memberships to Chairman Standley to assist in the making of appointments.

There is a current request for a representative to serve on the Academic Administrators Council. Jerrett Phillips volunteered.

The process to be used to propose bylaws changes was discussed. Council members are encouraged to review the bylaws for needed changes. Proposed changes should be provided to the Council membership in writing one month in advance of consideration. A proposed amendment related to election dates was distributed for consideration at the October Council meeting.

**Closing:**

Dawn Giles will be unable to attend the next meeting of the Compensation team. She asks that an officer be allowed to serve in her absence.

Robin Hutchins noted that the December Staff Council meeting is scheduled for the 16<sup>th</sup>. This may be in conflict with the President's annual open house. More information will be available at the October meeting.

Chris Adney said that an Announcement section will be added to the agenda for the next meeting. The agenda will be prepared and distributed to campus three days in advance of the meeting.

Chris Adney made a motion to adjourn, which was seconded.

The meeting adjourned at 3:16 p.m.

**Northeastern State University  
Staff Council  
Minutes of October 14, 2010 Meeting**

Members in attendance: Chris Adney, Margret Blan, Leslie Byrd, Sue Catron, Amanda Chappelle, Zachary Chappelle, Bonnie Dickson, Jim Gargone, Dawn Giles, Robin Hutchins, Teddy Parris, Jerrett Phillips, Eric Pool, Olaf Standley, Eric Yost

Other staff members in attendance: Dr. Martha Albin, Laura Boren, Robin Johnson.

The October 14, 2010 meeting of the Northeastern Staff Council was called to order by Chairman Olaf Standley at 2:02 p.m. Teddy Parris made a motion to approve the minutes of the September 16, 2010 meeting as amended. Jerrett Phillips seconded the motion. There being no objection, the minutes were approved as written.

**Chairman Announcements:**

Chairman Standley distributed a brochure entitled "the a-b-c's of Parliamentary Procedure" to council members. He also announced that Jerrett Phillips will speak to the council regarding the Staff Council Blackboard site.

During the month, Chairman Standley met with Vice President Koehn regarding inclusion of himself and Chris Adney as representatives on the Budget Committee. Chairman Standley then discussed the potential Staff Council budget request.

University coffee breaks are scheduled for November 2, 3, and 4 at the three campuses during which Staff Council members will be informally recognized.

**Guest Presentations:**

Dr. Martha Albin, Director of Human Resources, discussed a proposed Human Relations policy concerning employment of internationals. NSU will help acquire a temporary work visa but will not help with associated fees or provide additional benefits that are not available to other employees.

Laura Boren, Dean of Student Affairs, discussed the transition of NSU to becoming a tobacco free campus by January 01, 2011. The proposal originated in Fall 2009. Student Affairs is prepared to assist employees to participate in existing cessation classes. The emphasis is on healthy living. Dean Boren asked that the Council consider making recommendations regarding enforcement. Chairman Standley asked the Council to deliberate with recommendations to be presented at the November meeting.

Robin Johnson from the NSU Foundation and Robin Hutchins discussed how the NSU Foundation can assist the Council in managing donated funds. The types of accounts that are available through the Foundation were described. How the funds may be used and the process to request funding was also discussed. Chairman Standley asked for a volunteer to draft a resolution on a proposed budget and on a Foundation account for the Council.

**Old Business:**

Jerrett Phillips read a proposed focused mission statement to be used to more concisely describe the purpose of the Staff Council and a proposed listing of values. Chairman Standley called for discussion. Margret Blan made a motion that the focused mission statement be accepted as presented. This was seconded by Bonnie Dickson. The motion passed unanimously.

Bonnie Dickson moved that the values be adopted as presented. The motion was seconded by Margret Blan and was passed unanimously.

Committee Reports:

Amanda Chappelle reported that the Staff Awards committee has continued to work to define a Staff of the Year award. There was discussion regarding criteria and definition of the selection process and selection committee. Jerrett Phillips moved that the Staff Awards committee explore the proper process to request donations. This was seconded by Robin Hutchins. The motion passed.

Jerrett Phillips presented the report of the Communication Committee. The NSU web design staff have suggested that the Staff Council webpage be moved from the Arapahoe server to Blackboard. There was discussion about determining how and when this should be opened to the University community. We will also need to determine whether the site will be public with no restrictions. Chris Adney noted that it is possible to keep documents under construction restricted until they are ready to be made public. The Council agreed that all council members should be designated as a leader. Jerrett suggested that training on use of Blackboard be added to the agenda for November.

Chairman Standley led a discussion of a bylaw change concerning dates which was proposed at the September meeting. Jim Gargone moved acceptance as presented, Chris Adney seconded the motion. It passed unanimously. Mr. Standley will forward the proposal to President Betz for approval.

The Strengths Quest discussion will be moved to Blackboard.

#### **New Business:**

Margret Blan led discussion of three staff concerns. There was a request to have vending machines on the Broken Arrow campus accept the NSU ID for payment. Discussion followed regarding the vending machines and the card readers not being NSU property and that the ability to use the NSU ID as a payment method no longer works at the Tahlequah campus.

There is a proposal that employees be allowed to pay university charge account balances through payroll deduction. Chairman Standley will contact Payroll to inquire about the auto deduction process and will work with Ms. Blan to draft a resolution.

An employee has lodged a request that the word "garnishment" not be displayed on the payroll slip when an amount is voluntarily withheld from a paycheck. Chairman Standley will also discuss this with the Payroll office and work with Ms. Blan on a resolution.

Rick Manes sent an email report on the progress of the Compensation Committee. He will provide further reporting at the November meeting.

Chairman Standley reported that he had determined that the Faculty Council has a budget of approximately \$4,100 for the fiscal year for such items as travel and awards. He asked that the Staff Council be prepared to make recommendations at the November meeting.

Chairman Standley had previously emailed copies of the proposed changes to the Staff Handbook to Council members. He asked for volunteers to review portions of the Handbook for the Council.

December 16 will be the date of the President's reception from 2:00 to 4:00 p.m. The Staff Council will meet in Tahlequah on that date at 1:00, to allow members time to attend.

#### **Announcements:**

Chairman Standley reminded members that the Bylaws require that Council members who miss three meetings within a year be replaced. This will need to be discussed at the November meeting.

Leslie Byrd reminded members of the Wilson Haunted House which is being sponsored by Housing. Attendance is free.

Chairman Standley encouraged attendance at the Haunted Seminary Hall event which is being hosted by the Graduate Student Association.

**Closing:**

Jerrett Phillips made a motion to adjourn, which was seconded.

The meeting adjourned at 3:32 p.m.



# MINUTES 11/18 /10

Call to Order: 2:06p.m.

**Attendees:** Leslie Byrd, Robin Hutchins, Rick Manes, Eric Pool, Dawn Giles,  
Bonnie Dickson, Olaf Standley, Jerrett Phillips, Teddy Parris, Chris Adney,  
Amanda Chappelle

**Guests in attendance:** Donna Roberson, Michelle Farris, Claudia Voigt, Sherry Pilant, Nancy Miller

Minutes read; Motion to approve minutes made by Jerrett and seconded by Teddy; motion passed.

## Announcements –

We need to review Shared governance for Dr. Tadlock.

Handbook done

Next meeting, Olaf will do a small review of resolution writing.

## Jerrett –

Next month briefing on blackboard, everyone needs to fill out personal info

Tobacco Free – would like to throw around some ideas.

- Should be taking away ashtrays & giving gentle reminders
- Discussion about consequences of smoking on campus.
- Who will be policing this?
- Dean Boren had previously addressed that this will be done in steps.
- We think that she wanted Staff & Faculty to lead by example.
- Start Discussion Board thread about this subject.

## Staff Awards –

No Staff Meeting

## Academic Council –

Jerrett gave overview of AC meeting

Susan Meyers – transfer connections

Richard Carhart – transfer credits & Articulation

Dr. Tadlock asked for shared governance vote.

Dr. Jackson informed Kathy leaving

Info about World Creativity forum

## Communication Committee –

Very important that we get our profiles done very quickly

## Budget Resolution –

Concern that we make sure the account can purchase food for staff.

Make this old business for next month to get it hopefully approved.

## Staff Concerns –

Donna (Musk) – Connors taking up a lot of parking and not paying for it.

Olaf mentioned looking for University-wide parking reform

Robin mentioned that she spoke with Dr. Betz, and Connors will be paying somehow, they will not be not parking for free.

Olaf asked to make a pointed effort to visit with people (staff) to see if they have concerns.

## New Business –

Julienne resigned. – need to

Contact old nominees from that class.

Olaf will coordinate

Leslie Byrd – MLK day of Service

Competition for sign-up

Is there things planned for each campus?

More support

Look for emails from Olaf

## Next Meeting –

Next meeting at Tahlequah, CASE Building Dec. 16, 2010 at 1:00 p.m.

Motion to adjourn was made by Chris, and Seconded by Bonnie, motion passed, meeting adjourned.

**Northeastern State University  
Staff Council  
Minutes of December 16, 2010 Meeting**

Members in attendance: Chris Adney, Leslie Byrd, Sue Catron, Amanda Chappelle, Bonnie Dickson, Jim Gargone, Dawn Giles, Robin Hutchins, Rick Manes, Mike Monholland, Teddy Parris, Jerrett Phillips, Eric Pool, Olaf Stanley, Eric Yost

There were no guests in attendance.

The December 16, 2010 meeting of the Northeastern Staff Council was called to order by Chairman Olaf Standley at 1:35 p.m. Jerrett Phillips made a motion to approve the minutes of the November 18, 2010 meeting as presented. The motion was seconded by Eric Pool and passed unanimously.

**Chairman Announcements:**

Chairman Standley announced that he had contacted the staff members who had originally been nominated for election to the professional non-faculty group representative position to determine interest in filling the open position vacated by Julienne Crittenden. Three expressed continued interest. Each has been invited to attend the next Council meeting, with an interview followed by ballot vote proposed as the method to be used to fill the position.

All members of the Staff Council have been RSVP'd for attendance at the President's holiday reception.

**Old Business:**

Amanda Chappelle presented the report of the Staff Awards Committee. The committee is considering defining two awards: the Rising Star for employees with one to three years of service and the Star award recognizing service, teamwork, etc. Discussion continues on appropriate rewards and a nomination process is being developed. Robin Hutchins suggested that the reward be something that could be used, rather than a plaque. Olaf Standley noted that current Staff Council members should be excluded from consideration. The next committee meeting will be held January 07 at 2:00 in the Library conference room of both the BA and Tahlequah campuses.

The Academic Administrator's committee report was given by Jerrett Phillips. During the most recent committee meeting violations of study week were noted and Commencement plants were discussed. The College of Education presented software for performance evaluations. A copy of the minutes is available if requested.

Jerrett Phillips continued with the Communication Committee report. Council member profiles should be placed on Blackboard. Assistance is available if Council members need help. The Blackboard site is live. An all-staff email is planned to notify the campus.

Olaf Standley distributed a draft of wording for Council resolution #2 related to a proposed budget for the Staff Council. Eric Pool proposed that the draft be amended to delete the itemization. This was seconded by Zach Chappelle and passed unanimously. Bonnie Dickson proposed that the wording be modified to request the same funding level as the Faculty Council. This was seconded by Leslie Byrd and passed unanimously. Robin Hutchins moved approval of the revised Resolution #2. Amanda Chappelle seconded the motion. The motion passed by consent, without objection.

Teddy Parris brought forward for discussion a staff concern related to a need for supplemental training on computers and newer communication methods for staff. The Council agreed that we should work with IT to request establishment of in-house training geared toward increasing familiarity with current technology. The Communications Committee will review the concern and make recommendations for further action.

**New Business:**

There was no new business.

**Announcements:**

Margaret Blan is seriously ill. Council members were asked to sign a get-well card.

The Chancellor and other dignitaries will be meeting at the Broken Arrow campus tomorrow.

The next Staff Council meeting is scheduled for January 20, 2011 at 2:00 p.m.

The meeting was adjourned at 2:35 p.m.

**Northeastern State University  
Staff Council  
Minutes of January 27, 2011 Meeting**

Members in attendance: Chris Adney, Leslie Byrd, Sue Catron, Amanda Chappelle, Zachary Chappelle, Jim Gargone, Dawn Giles, Robin Hutchins, Rick Manes, Mike Monholland, Teddy Parris, Jerrett Phillips, Eric Pool, Olaf Stanley, Eric Yost

Guests Nadia Hall and Dr. Dilene Crockett were also in attendance.

The January 27, 2011 meeting of the Northeastern Staff Council was called to order by Chairman Olaf Standley at 2:34 p.m. Because of time constraints, order of business as presented in the agenda was modified to allow Dr. Crockett to speak first.

Dr. Crockett presented information about changes to the University Planning Committee structure and charge. Volunteers and nominees for participation on the committee are needed. The restructured committee is intended to blend the tasks of the Higher Learning Committee and the University Planning Committee. The new mission will be structured around the concept of incremental improvement. List serves will allow those not participating to monitor activities and progress. Appointments will be made by mid-February. Work of the committee will begin soon after.

Reverting to the agenda, Jerrett Phillips asked that the word "plants" be modified to "plans" in the draft minutes of the December 16, 2010 meeting as presented, then moved that the minutes be approved as corrected. The motion was seconded by Chris Adney and passed unanimously.

**Chairman Announcements:**

Chairman Standley announced that the Staff Council budget was approved by the Cabinet. The annual budget is now \$4,100, matching the Faculty Council budget.

The passing of Staff Council member Margaret Blan was noted. The Council is deeply saddened by the loss of Margaret and very much appreciates her work on the establishment of the Council. Her position on the Council will remain unfilled for the remainder of the term as a gesture of respect and appreciation.

Chairman Standley took the opportunity to remind Council members that they should be looking at the larger picture for the purpose of the Council.

Committee memberships were discussed. Chairman Standley will represent the Council on the University Planning Committee and Chris Adney will be our representative on the Budget Committee.

**Old Business:**

Chairman Standley announced that Chris Cisternino has withdrawn his name from consideration as a candidate to fill Julienne Crittenden's vacant position. This leaves Nadia Hall as the only remaining candidate. Jim Gargone moved that Nadia be approved to the position by acclamation. Jerrett Phillips seconded the motion. It passed unanimously.

Amanda Chappelle presented the report of the Staff Awards Committee. Amanda distributed the Star award criteria and forms for review. The Awards Committee would like the Council to approve the criteria and forms at the February Council meeting and make an announcement to the campus community during March. This will be on the February Council agenda. The Committee is still working on definition of the prize package.

The Academic Administrator's committee report was given by Jerrett Phillips. During the January 19 meeting topics included, an overview of the College of Extended Learning, the travel form process shift requiring prior approval for travel, brown bag lunches with administrators, and academic goals and plans.

Rick Manes reported that the Compensation Committee is working to establish peer groups for salary comparisons.

Leslie Byrd reported that the Healthy Campus Initiative has not has as many incidents or concerns related to smoking cessation on campus as anticipated.

Chairman Standley asked that if a Council member is serving on a committee that they start a discussion board thread on Blackboard so communication can stay up to date.

Staff concerns noted by Council members were presented. Amanda Chappelle had questions related to how contractors fit in the tobacco free campus initiative. Campus police may be contacted to address any issues.

Robin Hutchins noted that the phone directory will not be printed this year. A PDF file is being created that may be printed by an individual or by the Copy Zone.

Sue Catron noted constituent concerns related to gender equity on campus.

The Council was reminded that any concerns that might require Council action should be added to the agenda and written information about those concerns provided to Council members prior to a meeting via email so Council members may consider their responses.

**New Business:**

Discussion was held regarding the need for a Treasurer to administer the Council budget. Sue Catron was asked to assume these duties for the remainder of the term. Sue made a motion that an ad hoc committee should be formed to draft procedures for our financial transactions. The motion was seconded by Amanda Chappelle. Olaf Standley, Jerrett Phillips, Eric Yost, and Nadia Hall volunteered to serve on the committee.

**Announcements:**

The Council has been encouraged to meet as often as possible in one location. The February meeting will be held on the Broken Arrow campus with ITV available. A bus will be reserved for travel from Tahlequah. Meetings will alternate between campuses in future.

Jim Gargone suggested the establishment of alternate Council positions. Olaf Standley asked that a draft proposal and resolution be created.

The next Staff Council meeting is scheduled for February 17, 2011 at 2:00 p.m.

The meeting was adjourned at 3:34 p.m.

**Northeastern State University  
Staff Council  
Minutes of February 17, 2011 Meeting**

Members in attendance: Chris Adney, Leslie Byrd, Sue Catron, Amanda Chappelle, Zachary Chappelle, Bonnie Dickson, Jim Gargone, Dawn Giles, Nadia Hall, Robin Hutchins, Rick Manes, Mike Monholland, Teddy Parris, Jerrett Phillips, Olaf Standley, Eric Yost

The February 17, 2011 meeting of the Northeastern Staff Council was called to order by Chairman Olaf Standley at 2:20 p.m.

Olaf noted that his last name was misspelled in the draft minutes from the January 27, 2010 meeting. Jerrett Phillips made a motion approve the minutes as corrected. Bonnie Dickson seconded the motion, which passed. In addition, it was proposed that copies of Minutes be distributed to Michelle Farris at the Muskogee campus in the future.

Opening remarks given by Chairman Olaf Standley informed the council members that the Staff Council budget is operational.

**Old Business:**

Amanda Chappelle presented the report on the Staff Awards Committee, stating the committee had not met recently. Amanda informed the Staff Council that The Riverhawk Shoppe has provided two \$100.00 gift cards for Staff Awards prizes.

Sue Catron reported for the Treasurer Committee. The NSU account number assigned is 026531 and a working budget has been established for travel and other operating categories. It was noted that the Staff Council Treasurer Committee has not yet met to draft procedures for utilizing the budget.

Discussion moved to consideration of the staff awards program proposed by the Staff Awards Committee. The proposed criteria forms distributed in the last Staff Council meeting were previously revised and distributed to council members for review prior to the current meeting. It was noted that an increase to the size of the font and grammatical changes are still needed. It was recommended that the designation "Staff Council at-large" be added to the draft criteria form. Chairman Standley will present the revised criteria form to the Cabinet. Jerrett Phillips moved for acceptance of the form with the proposed revisions, Chris and Robin seconded the motion. It was approved unanimously through a show of hands.

**New Business**

A summary concerns expressed by employees regarding the essential personnel positions policy for the purposes of inclement weather was presented by Leslie Byrd. Leslie noted there is a discrepancy in policy wording and definitions, disparity regarding the application of the policy, as well as poor communication to staff. Chairman Standley asked what action was requested of Staff Council with regard to the policy. Eric Pool offered additional information and input from Physical Plant perspective. There was a discussion regarding the response or action that should be taken by the Staff Council. It



was proposed that a resolution be prepared for presentation to the Cabinet. It was also suggested that a special meeting should be called to review and pass said resolution.

Discussion moved to the role of the Council as it relates to employee grievances. The discussion confirmed that the role of the Staff Council is to present general staff concerns to the Cabinet for their consideration. In addition, it was determined that the Council should only respond to issues that cross campuses and affect the larger institution. Chairman Standley will further work on defining when it is appropriate for the Staff Council to respond to general staff concerns.

An emergency meeting will be scheduled for early next week, which would allow the results to go to the Cabinet for their first meeting in March. Jerrett Phillips moved that Staff Council members draft a resolution, that the resolution be reviewed in the emergency meeting, and then forwarded to the Cabinet for consideration. The motion passed. Leslie Byrd and Eric Yost have volunteered to draft the proposed resolution.

Jerrett Phillips inquired as to what the protocol is to secure Staff Council funding for individual travel to University committee meetings. Jerrett offered a motion to approve all travel by the Staff Council Chair through the end of current fiscal year. The motion also stated that the Treasurer Committee would discuss and propose a permanent process to begin the new fiscal year starting July 1, 2011. The motion was seconded by Amanda Chappelle, and passed.

Teddy Parris gave a verbal report on the Parking Committee activities. There was discussion by the Parking Committee to increase cost of decals and tickets on campus. Some Staff Council members expressed concern about increasing cost of decals.

### **Announcements**

There was a reminder about the movie being shown on the Broken Arrow campus tonight, Feb 17, entitled "Race to Nowhere".

It was announced that OBI (Oklahoma Blood Institute) is seeking permission from NSU to use the University's logo, or brand, as a designated elite partner on promotional tee-shirts and other Public Relations materials, to be used before and during blood drives within the state.

The next Staff Council meeting is scheduled for Thursday, March 10, 2011 at 2pm on the Muskogee Campus, with broadcasts via ITV to the Broken Arrow and Tahlequah campuses.

Teddy Parris made a Motion to adjourn the meeting. Jerrett Phillips seconded the motion and the meeting was adjourned.

**Northeastern State University  
Staff Council Emergency Meeting  
Minutes of February 28, 2011**

Members in attendance: Chris Adney, Sue Catron, Amanda Chappelle, Zachary Chappelle, Bonnie Dickson, Jim Gargone, Dawn Giles, Nadia Hall, Robin Hutchins, Rick Manes, Mike Monholland, Teddy Parris, Jerrett Phillips, Eric Pool, Olaf Standley, Eric Yost

The February 28, 2011 emergency meeting of the Northeastern Staff Council was called to order by Chairman Olaf Standley at 2:01 p.m.

Through introductory remarks, Chairman Standley encouraged cordial disagreement and noted that the Chair would only vote in the case of a tie.

**New Business**

Eric Yost submitted resolution #3, regarding inclement weather policies for review. Eric Pool asked for examples of instances when staff might have been given conflicting information. Eric Yost noted that all published sources should reflect the same policy. Teddy Parris provided information about a task group he has been asked to join developed by Martha Albin, to review the inclement weather policy.

Rick Manes asked that the resolution be amended to include the wording "to review and publish the policies". The motion was seconded by Teddy Parris and passed by acclamation. Sue Catron moved that the wording be amended to include "and compensation related thereto". The motion was seconded by Zachary Chappelle and approved.

Chairman Standley will plan to present the resolution as amended to Mr. Koehn for presentation to the Cabinet.

Olaf Standley presented resolution #4, related to concealed carry of handguns on campus for review. This resolution has been drafted in response to legislation introduced at the state capital. General staff of NSU have been polled to determine their views on the subject. Of 206 responses, 70% are opposed to allowing handguns on campus. Jerrett Phillips noted the need for law enforcement to have more specific wording related to their jurisdiction.

A motion to approve resolution #4 as written was made by Bonnie Dickson and seconded by both Zachary and Amanda Chappelle. There were no objections and the motion carried.

Chairman Standley will also present this resolution to Mr. Koehn.

There being no further announcements, the meeting adjourned at 2:33 p.m.

**Northeastern State University**  
**Staff Council**  
**Minutes of March 10, 2011 Meeting**

Members in attendance: Olaf Standley, Eric Pool, Rick Manes, Dawn Giles, Bonnie Dickson, Nadia Hall, Chris Adney, Robin Hutchins, Amanda Chappelle, Mike Monholland

(Sue Catron, Jerrett Phillips, Teddy Parris, Jim Gargone, Eric Yost and Zach Chappelle- absent)

The March 10, 2011 meeting of the Northeastern State University Staff Council was called to order by Chairman Olaf Standley at 2:05 p.m.

Approval of Minutes from previous meeting – Eric Pool made a motion to amend the minutes because they refer to a comment that was made by him but he was not in attendance that day. Eric moved that the minutes should be changed to show the comment was made by Teddy Parris. Bonnie Dickson seconded the motion and the minutes from the February 17, 2011 Staff Council Meeting were approved with one amendment.

Opening remarks were made by Chairman Olaf Standley. Chairman Standley said Mr. Koehn has a copy of the inclement weather resolution but did not know if it had been discussed by the Cabinet yet. He asked the Cabinet to review the resolution and let him know their decision. Mark Kinders received the hand gun resolution in time for the State vote. The Cabinet was very happy with the Staff Council's progress.

Update on Emergency Staff Council Meeting from the week of February 28, 2011 – Currently, Chairman Standley is awaiting word from Mr. Koehn regarding the inclement weather resolution. Robin Hutchins said that following the emergency meeting she was able to get the gun policy resolution faxed to OSRHE in time for their vote. Robin said that Dr. Betz is very proud of the Staff Council and pleased with the diligent work the Council is doing. Olaf Standley said he is proud and happy to work with the Staff Council.

**Old Business**

Committee Reports

Communications Committee - Jerrett Phillips emailed a report from the Communications Committee to Chairman Standley for review. The report indicated that Blackboard is updated with all new hires and terminations as of March 1. Advertising requests have information about our Blackboard organization site through the Riverhawk Daily and BA E-bulletin. In addition to the Provost's repository, the Council needs to update its work on the Blackboard site also. Jerrett asked that each committee chair upload their meeting minutes, work product, etc. so we are clearly transparent in our work on behalf of NSU staff. Work is ongoing to replace the Arapaho site that is connected on the website and redirect it to

Blackboard as a central source of information. Jerrett welcomes any future information releases so we can develop a communications plan that is effective to all staff with or without access to technology.

Robin Hutchins said Dr. Albin asked if we are going to let people know about the inclement weather policy and Chairman Standley said he would get with HR and let them know the status. Dr. Albin thinks that Blackboard may not be the most effective method of communication. Chairman Standley asked everyone to think of two ways of communication with staff besides Blackboard, such as email. Chairman Standley said he would check on email methods with regard to Blackboard.

Academic Administrators' Committee – Bonnie Dickson gave report on the meeting of February 16, 2011 and announced opportunity for anyone with a degree to partner with CIBT to go to China to teach. The individuals must be ESL certified or have a degree and they would be eligible for a Travel/Housing stipend. Bonnie asked members to identify faculty that would participate. Recruitment for the office of the Vice President of Teaching and Learning will be finalized and a list of candidates will be ready by February 24, 2011. HLC visit discussion included an HLC study update from Dr. Barr's assessment academy Capital Budget Improvement procedure and form is based on a 1-3 year outcome. Bonnie said there has been a 3% budget cut but it will not come from AARA stimulus funds, because the funds are already gone. Please address any questions regarding budget and funding to Mr. David Koehn. The Academic Calendar for next year has been posted on the website. Dates designated for Professional Enrichment have not been set but are included on the calendar as research days for the campus.

Staff Awards Committee – Amanda Chappelle said there was no update available. There has been some discussion about meal plans, not from Sodexo, for awards packages. Randy Shelton said a meeting needs to be scheduled. Bonnie Dickson suggested there should be an employee cook out and that we should start scheduling things for the summer and fall semesters.

### **New Business**

Staff Concerns – Broken Arrow Incident regarding non-specific threats which closed the building was not a bomb threat, in fact was no real threat at all. The staff has been asking about the lack of communication and would like to address the issue with management. Chairman Standley offered to open the floor to discuss how to initiate a possible round table or town hall type meeting for staff to address the issue and improve methods of communication in the future. Nadia Hall said as a staff member she would like to see such a meeting. Visitor Mary Ann Dodson also verbalized the need for an organization wide meeting to allow staff members a chance to talk about the incident and improve communication. Chairman Standley suggested the Staff Council write a resolution requesting a round table or town hall meeting with Dr. Tadlock and Mr. Koehn. Rick Manes and Bonnie Dickson suggested that Chairman Standley send an email on behalf of Staff Council to ask for consideration in making such arrangements. Bonnie suggested publishing a copy of the email on the Staff Council Blackboard page. Chairman Standley said he would do the email to administration regarding the BA incident and publish the email as an announcement on Blackboard.

Ad Hoc Committee – Chairman Standley wants to establish an Ad Hoc committee to approve purchase orders for Staff Council. He said there is a need for a Treasurer and Recorder and Eric Pool said he believes they should be separate individuals. Chairman Standley agrees but asked members to think about it and decide if it should be one person or separate individuals. Discussion led to agreement by everyone that they should be separate individuals and no Ad Hoc committee will be needed. Chairman Standley said he will write a resolution before the next meeting and also will be adding by-laws for the positions to take care of the Council budget.

Open Forums in April – Robin Hutchins announced that there will be open forum meetings in April and early May to be conducted by President Betz, VP David Koehn, VP Mark Kinders, Dr. Martin Tadlock and Dean Laura Boren to update all campuses on events happening in the area. The first open forum will be April 24<sup>th</sup> in Broken Arrow. There will be two will be held in Tahlequah April 27 and May 5. Everyone is invited to attend as interested. Dr. Tadlock encourages staff and faculty to attend. Dawn wants to be sure they include Muskogee because Muskogee tends to be left out of things. Chairman Standley said he would talk at Muskogee, and Robin Hutchins said she would address inclusion of Muskogee with the Cabinet.

Parking Decals – Sherri Pilant addressed the cost of parking decals and said that at other campuses, such as Conner's' State, the staff does not pay to park and felt that should be the policy at NSU. She asked why we have to pay to park at work. Chairman Standley said he would ask Teddy Parris for a verbal report. Chairman Standley said it may be different for Muskogee because of Conner's.

## **Announcements**

Employee Appreciation – Amanda Chappelle announced dates for Employee Appreciation: April 26 – Broken Arrow; April 27 – Muskogee; April 28- Tahlequah. Amanda said she was calling President Betz and the Vice Presidents to see if each could be present at all three events. She said if Staff Council members can attend at other campuses please do so. Amanda made a motion to purchase name badges for Staff Council members to wear at the Employee Appreciation and other events. After some discussion it was decided that Staff Council lapel pins would be a better option. The motion was amended to the purchase of lapel pins for Staff Council similar to the current NSU pin, with a maximum cost of \$10.00 each. If the unit cost is more than \$10.00 then Staff Council will revisit the item. Robin Hutchins seconded the motion and the motion passed with a unanimous vote.

Upcoming meetings – Chris Adney said future meetings should be cycled between campuses with ITV in rotation. Chris has the list of the upcoming meetings and will send it by email. He will calendar the meetings and post as an announcement on Blackboard.

The next Staff Council Meeting will be April 21, 2011 at 2:00pm in BT220 with ITV to Muskogee and Broken Arrow. Bonnie Dickson made a motion to adjourn, Nadia Hall seconded the motion and the meeting was adjourned at 3:20pm.

**Northeastern State University**  
**Staff Council**  
**Minutes of April 21, 2011 Meeting – Bagley 107B**

Members in attendance: Olaf Standley, Eric Pool, Rick Manes, Dawn Giles, Bonnie Dickson, Nadia Hall, Amanda Chappelle, Jerrett Phillips, Jim Gargone

(Sue Catron, Teddy Parris, Eric Yost and Zach Chappelle, Chris Adney, Robin Hutchins- absent)

**GUEST SPEAKER – Chuck Mize - IT Services**

The April 21, 2011 meeting of the Northeastern State University Staff Council was called to order by Chairman Olaf Standley at 1:02 p.m. Chairman Standley declared a quorum and opened the floor for discussions.

Approval of Minutes from previous meeting – Minutes having been distributed and reviewed by council members, Jerrett Phillips made a Motion to approve and Jim Gargone seconded the Motion. The Motion for approval of minutes was passed without objection.

GUEST SPEAKER CHUCK MIZE – Mr. Mize spoke to the council regarding the changes that are coming to IT at NSU. He indicates IT is going through large transitions with Banner implementation and the challenges and implications on the IT department. He said it's not just about software; it is about the whole University business. In the process they realized the IT structure going back to 2007 was inadequate for the long term in several major areas of the existing data center. Architecturally, the facility is unfit for equipment in the Webb Building server room, as it is cooled by plumbing at the present time, and heat condensates in the server room where water sometimes accumulates. The new facility is state of the art wasn't costly and in fact reduced costs month to month because the new facility has "POD" to computer servers to cool with a 20-30% decrease. This in effect should double growth capacity and reduce cooling costs of the new infrastructure for years to come. A new facility built in October and they are moving Banner in now and already going live there. The Banner transition will be uncomfortable for a period, but OSAGE was going to fail, parts were becoming unavailable and the system was outdated. Reports for Student services and overall efficiency will improve. Current IT resource has two jobs in the next 12 months going from OSAGE to Banner, and the existing IT department will run parallel systems. There will be a need for a grace period to address issues and consider thoughts of users.

There will also be changes for the Help Service Desk, there will be better customer service principals, elimination of ever having to worry who to call, it will be more efficient and users will be able to trouble shoot over the phone where techs will actually be able to view the user's computer and provide visual assistance. In the event the problem requires more expertise the technician will be able to escalate the process to the right person as a back-up. There will be no waiting from the help desk, work orders will

be emailed with the assigned numbers, with visual and phone support the work load will improve response time. The staff is watching closely to evaluate effectiveness.

The Banner implementation schedule is set for Finance to go live this summer, Student modules go live in the fall, and after the 1<sup>st</sup> of the year. Auxiliary systems will be complete by this time next year.

There will be set up with individuals and groups throughout the coming months.

## OLD BUSINESS

### Committee Reports

Communications Committee – none

Academic Administrator's Committee – none

Staff Awards Committee – Amanda Chappelle provided an update to the Staff Awards Committee. Amanda said she has received the forms for nominations back by email. The committee made a few edits and changed the date to May 16. Mr. Koehn's changes are made and ready for presentation at the next forum. Amanda said they are still working on prize packages for perpetual awards with pictures from the year. Steve Stobey has designed boards. Ours are two sections and may cost 3-4 thousand dollars. Mock up and designs are unavailable at this time. Amanda asked if this year's budget can be used towards buying the display boards.

UPC - Chairman Standley has finished the consolidation

Budget Oversight Committee - Chairman Standley said he would write a resolution for spending budget money because it will go away if not used and it is a significant amount of money. Chairman Standley took a hand tally vote. Amanda thought it might be less because we could use a smaller display board, and maybe receive money from the Cabinet. Chairman Standley indicated there are a lot of purchases on next year's budget. Chairman Standley will write a resolution for the May meeting. If it is too late to address, Chairman Standley suggests an emergency meeting be set. Chairman Standley will set up a face to face with Mr. Koehn, all are invited to attend. Chairman Standley is working on drafting rules and procedures for the Budget Oversight Committee.

### New Business

The #5 Resolution to add a treasurer to Staff Council Bylaws was read by Chairman Standley. There will be a Council vote at the next meeting in May after everyone has had a chance to see the draft. Chairman Standley asked for comments or questions and explained the changes regarding a recorder, treasurer, and addressed 3 bylaw mistakes to be corrected.

NSU Grievance Process Policy - Amanda Chappelle sees discrepancies in the policy in that faculty has 6 months to have a grievance addressed, and staff has only 5 days in one section and 1 month in another. Amanda sees this as a huge discrepancy and feels they don't realize the time restraints are not balanced. Amanda asked if it should be reviewed. Jerrett Phillips suggested that the hand book be examined for its definition of a grievance and types of resolutions, time lines and qualifications. He is not opposed to faculty review as well. It was pointed out that sexual harassment is different from a regular grievance. Chairman Standley is to review the new handbook to identify equality, and feels the faculty and staff should know what the handbook says. Jerrett Phillips commented on drawing parallel to faculty versus staff and students looking at the whole picture.

Upcoming Nominations for Staff Council – Chairman Standley has looked at the bylaws and feels the process should start in June between now and May he will send out email about the nomination process. Chairman Standley expects to send nomination results in June. Chairman Standley is also going to make the information available on Blackboard. Jerrett Phillips wanted clarification on whether the Vice Chair has the responsibility to organize elections.

### **Announcements**

Chairman Standley will write resolutions to address faculty council. He said he received 3 responses to the Shared Grievance posting and would like everyone to read it and give a response before Monday so Chairman Standley can forward the responses to Martin Tadlock.

Next Staff Council Meeting to be held on May 19<sup>th</sup>, 2011 at 2:00 p.m.

Amanda Chappelle made a Motion to adjourn the meeting, Jerrett Phillips seconded the Motion and the meeting was adjourned at 1:45 p.m.



**Northeastern State University  
Staff Council Minutes of May 19, 2011 Meeting**

Members in attendance: Chris Adney, Margret Blan, Leslie Bird, Sue Catron, Amanda Chappelle, Zachary Chappelle, Bonnie Dickson, Jim Gargone, Dawn Giles, Robin Hutchins, Rick Manes, Mike Monholland, Teddy Parris, Jerrett Phillips, Eric Pool, Olaf Standley, Eric Yost

Other staff members in attendance: Martha Albin, Becky Williams, Susan Chitwood, Sarah Broyles

The meeting was called to order at 2:06 p.m.

Modifications needed to the draft minutes of the April 21, 2011 meeting were noted. Amanda Chappelle made a motion that the minutes be approved as amended. This was seconded by Teddy Parris, and passed without objection.

Guests Martha Albin and Becky Williams presented information related to the new professional days that have been scheduled for staff development. These dates are November 22 and March 06 for fiscal year 2012. An all-University meeting is planned for the morning, followed by staff training, a group lunch, then departmental training following lunch. Ideas for staff development programs were requested. Several possibilities were discussed. Dr. Albin suggested that a needs assessment survey would effectively provide feedback from the campus at large. Dr. Albin and Becky Williams will develop this survey by the June 16 Staff Council meeting.

**Committee Reports:**

Jerrett Phillips provided a report for the Communications committee. The Staff Council website transition from the Arapaho server to Blackboard is complete. Information and forms related to nominations for the Staff Council Star awards have been posted to Blackboard. Jerrett reminded that everyone on the Council has the ability to update Blackboard. Chris Adney noted that a training session on use of Blackboard would be helpful.

Jerrett Phillips followed with a report from the Academic Administration committee. Year end processes were discussed and an update on current job searches was provided. The Higher Learning Commission visit related to institutional accreditation is upcoming. We are asked to be aware of the importance of that visit and may be needed to assist with communication with the staff related to the visit.

Amanda Chappelle led a discussion for the Staff Awards committee. The nomination application form has been approved and posted to Blackboard. There was discussion related to the production of promotional posters. Sue Catron noted that there is currently \$1,573.11 remaining in the 2011 fiscal year Staff Council budget. After discussion, Sue Catron moved that 75 posters be printed and distributed. Jerrett Phillips seconded the motion and it passed unanimously. Amanda asked for comments related to the proposed trophies. Discussion focused on the possibility of set up fees being assessed in addition to the purchase price. Amanda will research to ensure that the full price is reflected. Design and location of the display board(s) was discussed. It was determined that the display board will hang in the Administration building. Robin Hutchins suggested that Chairman Standley petition Vice President Koehn to release the remainder of the Staff Council budget for fiscal year 2011 for the purpose of buying the board. Amanda presented two options for design of the board. The first mirrors that of the Circle of Excellence closely. The second is similar, but costs \$800 less. Rick Manes

moved that the less expensive board be purchased. Amanda seconded the motion. It passed unanimously.

Discussion turned to additional prizes that might be awarded to the Star award winners. Jerrett Phillips questioned the amount of the budget which should be allocated to purchasing prizes. Sue Catron raised a point of procedure, questioning the extent to which the current Council could commit budget for the following year Council. Amanda will send prize options to Council members via email for further discussion at the June meeting.

Chris Adney reported on the Budget Oversight committee meeting. This committee has been reviewing fiscal year 2012 supplemental budget requests. Their next meeting is in June. Membership is comprised of members of the cabinet, a faculty council representative, the staff council representative and a student body representative. The committee is very aware of the need for raises for University employees. A stipend is under discussion.

#### **Old Business:**

Chairman Standley submitted resolution #5, creating a Treasurer position within the Staff Council. Discussion was held related to the intended term of office and the authority of the Staff Council to encumber funds. Jerrett Phillips moved that the resolution be tabled until the June meeting. Nadia Hall seconded the motion, which passed.

Staff Council elections are scheduled for June. The Payroll office provided a listing of current staff members with their email addresses for communication purposes. The nomination process from the previous year was discussed. Chris Adney listed the number of positions that are to be filled. Staff will be asked to email their nominations to Chris Adney.

#### **New Business:**

Eric Poole reported that Information Technology department is moving away from the NET building logo for their uniform shirts. They would like to have the option to use the "athletic" logo that has been reserved for the Athletic Department exclusive use by Public Relations. Eric has agreed to move forward with drafting a resolution for further action by the Council

The next Staff Council meeting is scheduled for June 16, 2011.

Teddy Parris made the motion to adjourn the meeting at 3:37 p.m. Amanda Chappelle seconded the motion. The meeting was adjourned.

## Northeastern State University

### Staff Council Minutes of June 15, 2011 Meeting

Members in attendance: Bonnie Dickson, Olaf Standley, Jerrett Phillips Dawn Giles, Jim Gargone, Zachary Chappelle, Sue Catron, Eric Pool, Robin Hutchins, Teddy Parris, Leslie Byrd, Mark Monholland, and Nadia Hall

Meeting was called to order at 2:10 pm

Modifications needed to the draft minutes of the May 19<sup>th</sup> meeting were noted.

- There were people on the attendance section that were not at the meeting
  - Zachary Chappelle
  - Bonnie Dickson
  - Olaf Standley
  - Margret Blan
- In the old Business section it should state that Chris Adney as having submitted Resolution #05
- Jerrett Phillips made a motion to approve the minutes. This was seconded by Teddy Parris, and passed with no objection

### Old Business

- Jerrett Phillips mentioned that the Blackboard training for the staff council to be postponed until the full implementation of the new Blackboard 9.1.
- Jerrett will still coordinate any communication on the blackboard site throughout the summer, so let him know if there are things to be posted.
- Jerrett Phillips gave an update on Academic Council. He commented on the clarification of roles for Department Chairs and Deans. If anyone would like to see the minutes to this meeting please contact him.
- Olaf Standley gave the reported on staff rewards. He mentioned that it had been approved that the PO for the plaques will come out of the 10/11 budget rather than the new 11/12 budget. Staff rewards nominations are going on now and Amanda Chappelle has all info in regards to this process.
- Olaf Standley stated that there are no updates from the UPC due to the fact that they have not had a meeting in a while.

- Resolution #05
  - Olaf Standley suggested that there be a change to the length of term for the treasurer.
    - Discussion
      - Sue Catron mentioned that if we were to make the term be 2 years, then this person would have to hold a 2 year position.
      - Olaf Standley stated that we would want the treasure position to be chosen from the group of elected members from next week's election.
  - Unanimously council agreed that the 2 year term be added to the resolution #05
  - Jerrett Phillips made a motion that we add the 2 year term to the last THAT of resolution # 05. Bonnie Dickson seconded the motion. Motion passed with a unanimous decision.
  - Question was raised by Olaf Standley, should the Treasure be an account sponsor?
  - Olaf Standley suggested that we leave account sponsor off of the resolution and later amend the Bylaws to state that the Council Chair be the account sponsor.
  - Jerrett Phillips made the motion to pass Resolution #05. Robin Hutchins seconded that motion, and the motion passed with a unanimous decision.
- Staff Council Elections
  - Chris Adney sent the updated list of current members along with the seats available. He also sent the list of nominees for next week's election.
  - Staff Council originally voted that the voting would be conducted by the staff council. An email will be sent out for voting to take place June 15<sup>th</sup> and 16<sup>th</sup>. We will ask that HR, again, assist the staff council with location for voting. If we need a back up location in BA, Dawn Giles offered the business office as an alternative place for voting to occur.
  - Olaf Standley will visit with Chris Adney as to finalization of the process for voting and location.
- Amending the Bylaws
  - After much research through notes, Robin Hutchins confirmed that the council originally agreed that current officers would have a 2 year term. Only one year would they be in office and the second year they would simply be Council Members. The council agreed to leave this in the bylaws.
  - Olaf Standley asked that we all take a look at the bylaws so they could be ratified. A note was also made that we revisit the rule that if you miss more than 2 meetings you will automatically be removed from Staff Council.

## New Business

- Rick Manes sent all information on the new bi-monthly payroll schedule prior to the meeting. So, he simply opened his time for questions.
  - He told us that the last monthly paychecks will be on Dec. 21<sup>st</sup> and the Bi-monthly pay dates will start on Jan. 6<sup>th</sup> and every two weeks thereafter.
  - He stated that deductions will happen twice a month. So those months with more than two pay days will be subject to those deductions for only the first two paydays.
  - Jerrett Phillips asked if there be a schedule published for new hire/ termination PAFs to be sent in so that these people get paid properly. Rick stated that those dates would be published.
  - Rick stated that only non exempt personnel will be moved to the bimonthly payroll format.
  - Jerrett Phillips asked how many employees at NSU will actually be affected by this change. Rick said about 350.
  - Rick Manes told the group that he is available for any questions we may have about this process
  - Rick also stated that this new process will not be announced sometime until after august. There will be no publication with explanation until the announcement is made.
- Resolution #06
  - Discussion
    - Eric Pool presented the group with the two logos we can use and a sample of the logos they would like to use. The logos that he liked are currently only used by the Athletic Department. University Relations (Mark Kinders) stated that he really had no issue with the use of the Athletic Logos but that Eric meet with Jennifer Zehnder to make sure. When Eric spoke with Jennifer, she was hesitant to say yes. So, it was clear that there will have to be a meeting with Jenifer Zehnder to determine if the logos can be used.
    - Olaf Standley stated that we cannot vote on this today so we would wait to hear the outcome of the meeting with Jennifer Zehnder.

## Announcements

- Jerrett Phillips announced that he will be moving into his new role as Interim Executive Director of Enrollment Management on June 20<sup>th</sup> and officially assume the role on July 5<sup>th</sup>. He also stated that Nadia Hall will be Interim Director of Enrollment Management on the BA campus.

- Robin Hutchins mentioned that there will be a retirement reception on July 25<sup>th</sup> in Tahlequah and on July 26<sup>th</sup> in Broken Arrow. There will be an afternoon reception for faculty and staff to attend and one in the evening for the community. There was question as to why a reception will not be held in Muskogee? Robin made it a point to mention that she brought up Muskogee during the planning process and was told that it was close enough to BA or Tahlequah for those that want to attend.
- Leslie Byrd announced that there will be a Blood Drive in the Suites Clubhouse one June 21<sup>st</sup>.

Next meeting will be July 20, 2011 at 2:00 pm

Zachary Chappelle made a motion to Adjourn. Bonnie Dickson seconded that motion.

Meeting Adjourned at 3:04pm

**Northeastern State University  
Staff Council Minutes of July 20, 2011 Meeting**

Members in attendance: Chris Adney, Sue Catron, Amanda Chappelle, Robin Hutchins, Rick Manes, Mike Monholland, Teddy Parris, Eric Pool, Olaf Standley

Other staff members in attendance: Sherry Pilant, Donna Roberson

The meeting was called to order at 2:08 p.m. by Chairman Standley.

Modifications needed to the draft minutes of the June 15, 2011 meeting were noted. Amanda Chappelle made a motion that the minutes be approved as amended. This was seconded by Chris Adney, and passed without objection.

Chairman Standley noted that this is the last Staff Council meeting of the year. As such, it is the last meeting for those council members who had a one year term. Election of officers will take place at the first meeting of next year.

Chris Adney shared the results of the staff council elections. New councilors include Alex Khramov, Brenda Cochran, Donna Roberson, Michelle Farris, Patty Kitchen, Shannon Stacy, and Sherry Pilant. Eric Pool and Mike Monholland were re-elected to their seats.

**Committee Reports:**

Chris Adney presented the Academic Administration committee and Communications committee reports in the absence of Jerrett Phillips. The Communications committee continues the Blackboard transition, with the software upgrade planned for after summer classes end. Wimba enrollment is proposed to take place for new employees at the point of their employment.

The Academic Administration committee meeting focused on plans for the annual retreat, the red balloon project, office hours for faculty, and NCATE accreditation. The minutes will be posted on Blackboard.

Amanda Chappelle reported for the Staff Awards committee. Regarding the first staff award recipients, Anna Pugliese is the Rising Star. The Star Award determination is tied between Francis Rule and Wes Smith. Amanda read the letters of nomination to the Council so they could vote to break the tie. Francis Rule carried the vote.

The awards will include a \$100 Barnes and Noble gift card, parking assistance, a trophy, reception, and display on a perpetual display board located in the Tahlequah Administration building. The trophies will cost \$142.40 for both. The reception is expected to cost \$133.40

Amanda made a motion to purchase the trophies and reception items at the approximate amounts noted above. Robin Hutchins seconded the motion, which passed. Possible changes for next year were noted, which included starting the award process earlier and reviewing the criteria for selection.

Chairman Standley commended Amanda for her hard work on the award program.

**Old Business:**

Chairman Standley noted that the Staff Council bylaws have never been ratified, although amended. Through discussion it was determined that official ratification is not required.

Chairman Standley also led a discussion of council member attendance records and the requirement in the bylaws that the seat of a member who misses four or more Council meetings in a year be vacated. During discussion there was a review of attendance records. Jim Gargone has missed more than four meetings.

**New Business:**

Olaf Standley asked that the minutes reflect that the Council chairman has noted that the Council seat filled by Jim Gargone is vacant and shall be filled.

Donna Roberson asked about the status of Parking on the Muskogee campus. There has been no change.

Olaf Standley says that he has been asked to be on an advisory committee by the RUSO board to discuss the wishes of the NSU community related to the Presidential search.

The Council recognized the efforts of Olaf Standley in his role as inaugural Chairman.

Robin Hutchins reminded the Council of receptions to be held for President Betz on Tuesday the 26<sup>th</sup>. She also told the Council that Provost Tadlock will physically move his office to the President's Office on August 15.

The next Staff Council meeting is scheduled for August 17, 2011 at 2:00. This date was changed to August 24 to allow for the pressures of the start of Fall classes.

Rick Manes made the motion to adjourn the meeting at 3:12 p.m. Teddy Parris seconded the motion. The meeting was adjourned.



**Northeastern State University  
Staff Council Minutes of August 24, 2011 Meeting**

Members in attendance: Leslie Byrd, Sue Catron, Amanda Chappelle, Brenda Bradford, Bonnie Dickson, Michelle Farris, Robin Hutchins, Alex Khramov, Patty Kitchen, Mike Monholland, Sherry Pilant, Eric Pool, Donna Roberson, Shannon Stacy, and Olaf Standley

Other staff members in attendance: none.

The meeting was called to order at 2:17 p.m. by Chairman Olaf Standley.

Amanda Chappelle made a motion that the draft minutes of the July 10, 2011 meeting be approved as presented. This was seconded by Bonnie Dickson, and passed without objection.

Chairman Standley welcomed the new council members Alex Khramov, Brenda Cochran, Donna Roberson, Michelle Farris, Patty Kitchen, Shannon Stacy, and Sherry Pilant. Introductions were made.

**Committee Reports:**

It was noted that Council representatives on several committees will need to change since those representatives are no longer on the Council. Robin Hutchins reported that Dr. Bahr is in process of finalizing the new standing committee membership lists for the campus.

Amanda Chappelle reported for the Staff Awards committee. The Star Award reception was held and was well attended. The plaque with recipient photos has been hung in the Administration Building. The picture and biography for both recipients will be updated.

**New Business:**

Chairman Stanley opened the process of electing officers for the new Council year by asking for nominations for Chairman. Robin Hutchins nominated Amanda Chappelle. There being no further nominations, Amanda was elected by acclamation.

Chairman Chappelle assumed leadership of the Council.

Nominations for Vice Chairman opened with a review of the duties of each office designated within the bylaws. Shannon Stacy nominated Brenda Bradford. Sue Catron nominated Sherry Pilant, who declined the nomination. Bonnie Dickson nominated Olaf Standley. In a vote by show of hands, Brenda Bradford was elected by a count of eight to seven.

Amanda Chappelle nominated Sue Catron for re-election for a second year to the position of Recorder. There being no further nominations, Sue was elected by acclamation.

Treasurer nominations opened with Bonnie Dickson nominating Patty Kitchen. Sue Catron nominated Shannon Stacy. In a vote by show of hands, Patty Kitchen was elected by a count of ten to one.

Election of officers was followed by designation of committee representatives. Committees and their Staff Council representative are:

Communications	Tabled until the September meeting
Academic Administrators	Bonnie Dickson
Budget Oversight	Chris Adney
Compensation	Eric Pool
Univ. Planning Committee	Amanda Chappelle (council chair required)
Staff Awards	Shannon Stacy

Further membership of the Staff Awards committee will be determined at the September meeting.

**Announcements:**

Robin Hutchins reminded members to attend the welcome celebration to be held in the UC Ballroom next Wednesday and on the Muskogee and BA campuses on Sept. 6.

Leslie Byrd noted that a blood drive is being held on the Tahlequah campus today and tomorrow.

Robin Hutchins said that the RUSO board committee for the NSU Presidential search will be meeting on Sept. 9, on the Tahlequah campus. Council members should be speaking to the members of this committee about staff desires and needs.

The next Staff Council meeting is scheduled for September 15, 2011 at 2:00. The meeting will be held jointly at the Tahlequah campus.

Leslie Byrd made the motion to adjourn the meeting at 2:56 p.m. Shannon Stacy seconded the motion. The meeting was adjourned.

**Northeastern State University**  
**Staff Council Minutes of September 15, 2011 Meeting**

Members in attendance: Chris Adney, Leslie Byrd, Sue Catron, Amanda Chappelle, Brenda Bradford, Bonnie Dickson, Michelle Farris, Robin Hutchins, Alex Khramov, Patty Kitchen, Mike Monholland, Teddy Parris, Sherry Pilant, Eric Pool, Donna Roberson, Shannon Stacy, and Olaf Standley

Other staff members in attendance: none.

The meeting was called to order at 2:00 p.m. by Chairman Amanda Chappelle.

Shannon Stacy moved that the draft minutes of the August 24, 2011 meeting be approved as presented. This was seconded by Bonnie Dickson, and passed without objection.

Chairman Chappelle reminded the Council that it is the voice for staff and that we need to communicate regularly with our constituents. Amanda followed with an announcement that the Faculty Council has asked for our participation in supporting a resolution supporting the use of shared governance related to the presidential search. The proposed resolution was read to allow Council members to consider their responses pending discussion and possible action later in the meeting.

**Committee Reports:**

Bonnie Dickson provided a report on Academic Council. The next meeting will be October 19. There was a summary of summer projects. Connors/Muskogee had a ribbon cutting this month. NCATE site visit will be in October. Updates were given on the College of Extended Learning and enrollment numbers.

Chris Adney reported that the Budget Oversight committee met on September 07, and discussed enrollment projection methodology. Budget needs for mandatory expense increases and the possibility of expenditure reductions are being reviewed.

Olaf Standley said that the University Planning committee has not met to date this academic year.

Robin Hutchins informed that committee assignments for the University have been provided to the President by Dr. Bahr. Notification of assignments to these committees should be within the next two weeks.

There was discussion about the need for a chairman of the Communications committee for the Council. Tasks include posting information to Blackboard and adding/dropping employees from access to the Council Blackboard site. Sue Catron nominated Olaf Standley, who accepted the nomination. Chris Adney will support as a member of the committee. This was approved by acclamation.

Shannon Stacy was named chairman of the Staff Awards committee at the August Council meeting. Chris Adney will continue as a committee member. Robin Hutchins and Leslie Byrd will also assist.

Olaf Standley asked to return to Committee Reports. When approved, he asked that Council members log into Blackboard and update their personal information. For assistance, please call Olaf. A motion was made and seconded to return to New Business.

### **New Business:**

Chairman Chappelle asked Alex Khramov to discuss proposed financial literacy seminars for NSU staff. Alex noted a need for basic information related to employee retirement and savings options, in developing financial budgets, and in other financial topics. He suggested that these might be presented as a brown-bag series. Olaf Standley proposed that a sub-committee be established to suggest options for presentation at the next Staff Council meeting. Sue Catron seconded the motion. Alex will chair the committee. Bonnie Dickson, Sue Catron and Michelle Farris will assist.

Alex continued with a discussion of flex hours, as mentioned by Dr. Boren at the Fall opening session. This possibly included time allowed within the workday for a personal fitness agenda related to the Healthy Campus initiative. Olaf Standley moved that the Chair contact Dean Boren and request that she attend the next Council meeting to provide an update.

The condition of the Fitness Center was the next topic addressed by Alex Khramov. Olaf Standley noted that there is a plan to replace the Fitness Center in a relatively short period of time. Teddy Parris described the replacement of the court floor this past summer. Sue Catron suggested that the Council could consider drafting a resolution related to the Fitness Center to be submitted to University Administration. Chris Adney suggested that NSGA may be interested in also participating.

The fourth topic to be discussed by Alex was how to best request information from Administration on how road and sidewalk complaints are to be addressed. Mike Monholland reported that there is a Sidewalk committee, but did not know who chairs that committee. Olaf Standley moved that the Chair contact Mr. Foutch and ask that he speak to sidewalk and road maintenance issues at the next Staff Council meeting. Information from that discussion will be used to determine if the Council would like to proceed with drafting a resolution. Sue Catron seconded the motion and it was approved.

Patty Kitchen would like the Council to consider requesting the extension of half tuition benefits for dependents be expanded to age 26, to follow health insurance coverage benefits. Olaf Standley will work with Patty to draft a resolution.

Patty also discussed whether having an option for automatic deduction for employee charges through Payroll would be possible. After discussion, it was determined that a letter should be drafted from the Council asking that this functionality be considered for implementation when it is supported by software.

The Council returned to discussion of the Faculty Council shared governance resolution to the RUSO Board. It was determined that the participants of the Presidential Advisory committee have shared the concerns of the NSU campus. It was determined that a Thank You letter should be drafted to the RUSO Board thanking them for the opportunity to share our concerns. Bonnie Dickson moved that the Council not join with the Faculty Council on this issue. Olaf Standley seconded the motion. It was approved.

### **Announcements:**

The next Staff Council meeting will be during Fall Break. As a result, the next meeting will be held on October 13, as a joint session at the Broken Arrow campus. ITV will be set up if needed for guests Boren and Foutch.

Olaf Standley reminded that the Graduate Student Association will be holding the Haunted Seminary Hall event on Friday and Saturday evenings in October. Cost is \$5 per person.

Bonnie Dickson made the motion to adjourn the meeting at 3:28 p.m. Chris Adney seconded the motion. The meeting was adjourned.

**Northeastern State University**  
**Staff Council Minutes of October 13, 2011 Meeting**

Members in attendance: Chris Adney, Sue Catron, Amanda Chappelle, Brenda Bradford, Bonnie Dickson, Michelle Farris, Robin Hutchins, Alex Khramov, Patty Kitchen, Mike Monholland, Teddy Parris, Sherry Pilant, Eric Pool, Donna Roberson, and Shannon Stacy

Other staff members in attendance: Monica Barnett, Rick Manes, Laura Boren

The meeting was called to order at 2:04 p.m. by Chairman Amanda Chappelle.

Robin Hutchins moved that the draft minutes of the Sept. 11, 2011 meeting be approved as presented. This was seconded by Patty Kitchen, and passed without objection.

Chairman Chappelle recognized the selection of NSU's next President, Dr. Steve Turner. Robin Hutchins reported that he will be on campus on occasion in the interim before January 1, but that visits will be low key.

As requested following the September Staff Council meeting, Rick Manes and Dr. Laura Boren were asked to provide information on initiatives currently underway. Mr. Manes presented information on the changes planned moving hourly employees to bi-weekly payrolls and the elimination of the comp time system. The expected calendar for the changes was shared. Concerns discussed included the impact on departmental budgets, how the elimination of comp time affects employee call back pay, and the impact on employees who routinely work without pay. Rick emphasized that the Supervisor will always control scheduling, but that employees must be compensated for time worked.

Dr. Boren addressed the current status of the Healthy Campus initiative. A social norms campaign is being developed to help communicate the gap between perception and reality on health and wellness issues. The group will begin work on a Wellness policy which may propose a flex schedule which would allow staff/faculty time to address health and wellness during the working day. This plan has not been fully developed and is still in discussion stages. Dr. Boren was thanked by the Council for her work in making the campus tobacco free.

Sue Catron shared information regarding changes to the way payments on account will be made by students, faculty and staff following the Banner conversion on October 24.

**Committee Reports:**

Chris Adney provided an update on the Budget Oversight committee. The committee met to discuss ways to possibly fund a raise for employees. A listing of options on how to increase revenue or to save money for this purpose has been created. The campus at large will be solicited for additional ideas. The Council is asked to encourage support and employee response to this request.

Shannon Stacy announced that the Staff Awards committee will meet on October 31.

**Old Business:**

Alex Khramov provided an update on the planned Personal Finance seminars. Alex has met with Dr. John Yeutter, who has agreed to help develop and lead the seminars. The first seminar is scheduled for Oct. 28, on how to budget. The second seminar will address holiday spending planning and the 3<sup>rd</sup> will be on taxes. Alex is asking for suggestions for names and would like to consider providing light snacks or refreshments. Bonnie Dickson volunteered to ask Loves Bottling for a donation of soft drinks and/or water. Communication of the seminars will be addressed through posters and email to employees and to their supervisors asking for scheduling consideration. Amanda Chappelle volunteered to check on running an advertisement of the seminars on the NSU marquee and on the NSU web site.

**New Business:**

Sherry Pilant expressed her concern that the employee performance evaluations do not seem to allow for "room for improvement". Amanda Chappelle said that there are two different types of evaluations. Sherry Pilant said that HR says "you can't be that perfect". Sherry expressed concern to not stay at 4.5. Alex Khramov said that he has "never been told you can't be a 5.0". Robin Hutchins suggested bringing in Becky Williams to talk about evaluation forms. Bonnie Dickson made a motion to bring someone in to discuss evaluations. The motion carried.

Amanda Chappelle said that we won't be buying letterhead for Staff Council, but we have a fillable one online. We do have one for envelopes with the NSU logo and address. They come 500 to a box. Robin made a motion to purchase a box of envelopes. Bonnie seconded the motion. The motion carried.

**Announcements:**

Teddy Parris motioned for adjournment. Donna Roberson seconded the motion. The meeting was adjourned.

**Northeastern State University**  
**Staff Council Minutes of November 17, 2011 Meeting**

Members in attendance: Shannon Stacey, Eric Pool, Alex Khramov, Mike Monholland, Olaf Standley, Robin Hutchins, Amanda Chappelle, Donna Roberson, Michelle Farris, Brenda Bradford, Sherry Pilant, Bonnie Dickson, and Patti Kitchen.

Other staff members in attendance: Tim Foutch and Becky Williams

The meeting was called to order at 2:00 p.m. by Chairman Amanda Chappelle.

There were no previous meeting minutes to approve.

**Guest Speakers**

Mr. Tim Foutch, Vice President of Operations visited with the Council regarding upgrades on the fitness center. He reported that funds from the credit hour fee are used to maintain the current Fitness Center. In the recent past there have been upgrades to include things like refinishing the floor, new equipment, new filtration system, and new decking/matting. Anywhere from 150,000-175,000 has been spent on the building to maintain current even though plans for a new building are underway. He explained that there are very strict laws in place that require a very structured process to hire architects. By March 2012 there are plans to have an architect hired and to begin the planning. If all goes as planned we may have a ground breaking in approximately one year. The fee collected will be used for the new facility while some funds are being used for upkeep and maintenance. He explained that funds will be used for new equipment. When asked about extended pool hours, Mr. Foutch explained that this practice had been provided in the past but utilization did not warrant the extra costs of keeping it open and the hours were cut back. Discussions to extend the hours again are underway and a survey of current membership for extended hours will be done by the end of the fall semester.

When asked about plans for sidewalks, Mr. Foutch explained that there are funds allocated and designated for sidewalk replacement. These plans were held due to high heat this summer and this project is behind about four months. The plans for fixes are in place and will continue s weather permits.

When asked about roads around campus, Mr. Foutch explained that roads are not NSU property. They belong to the city. Needs are reported to city officials as needed but repairs are specifically up to the city and are at their discretion.

Ms. Becky Williams, Assistant Director of Human Resources visited with the Council regarding Performance Appraisals. In general, NSU policy says that we evaluate annually. New employees are evaluated within the first six months. She stated that training must be ongoing and that performance appraisals are not an event, it is a developmental process throughout the year. It is also a tool for improvement or encouragement. Employees are encouraged to ask supervisors for feedback throughout the year not just at appraisal time. Feedback should be timely when situations come up. Goals are an important part of the process. The end result of an evaluation should help the employee understand what is expected and how they fit into the system. Bias should not be involved and professionalism is critical in preparing the documents. Updated job descriptions are critical to the process. When asked about the scoring (rating) system, Ms. Williams replied that the scores are not



dictated. Criteria are suggested to supervisors to help with ratings. When asked if the numbers could be removed, Ms. Williams stated that the numbers have been removed on the new hire appraisal forms. There is a goal focused format and the supervisor may choose the type of appraisal to use but that the employee can request a certain type to be utilized as well.

The Council thanked Mr. Foutch and Ms. Williams for visiting with us.

### **Committee Reports**

Bonnie Dickson provided a report on Academic Council Update. Discussions of the group included the need for writing abilities for students to improve. The group also discussed the need for interaction between faculty and staff to improve.

Chris Adney was not able to attend to give an update on the Budget Oversight Committee.

Olaf Standley updated the Council on the University Planning Committee. The entire group met on October 18, 2011. The group is organizing to get ready for yearly needs and to select teams. Their next meeting will be November 18 to plan and establish needs for the year. More is to come at the next meeting.

Shannon Stacey reported on the Staff Awards Committee. Award opportunities are being collected and it is possible that a laptop could be an award to be donated by DELL. Other awards would include a parking pass, bookstore gift cards, fitness memberships, and tuition waivers.

### **New Business**

The Council discussed the need for future discussion regarding the method of communication to those that do not have adequate access. We need to find a way to communicate to all staff.

It was suggested that staff council members visit with staff departments to see how we can help them. Olaf made a motion that the Executive Committee plan departmental visits and staff council funds be used to support this effort. Shannon seconded the motion.

### **Announcements**

Group pictures will be taken at the December 15<sup>th</sup> meeting by Pete Henshaw. The meeting will begin at 1:00 p.m. in SH 204. The group will attend the Holiday Reception at 2:00 p.m. Brenda will make nametags for the group to wear.

A motion to adjourn was made by Donna and seconded by Sherry. The meeting adjourned at 3:06 p.m.

**Northeastern State University**  
**Staff Council**  
**Minutes of December 15, 2011 Meeting**

(Sue Catron and Robin Hutchins absent)

Members in attendance: Brenda Cochran, Michelle Farris, Patty Kitchen, Sherry Pilant, Donna Roberson, Shannon Stacy, Alex Khramov, Mike Monholland, Eric Pool, Leslie Byrd, Amanda Chappelle, Bonnie Dickson, Chris Adney, Jim Gargone, Teddy Parris, Olaf Standley

1. The December 15, 2011 Staff Council meeting was called to order at 1:02 pm by Chairwoman, Amanda Chappelle.
2. Approval of Minutes: Olaf Standley moved to approve the minutes from the October 2011 meeting, the motion was seconded by Bonnie Dickson, and the motion to approve the October 2011 meeting minutes passed unanimously. Approval of the minutes from November 2011 meeting was postponed until next meeting to allow members more time to review them.
3. Opening Remarks: There were no opening remarks by Chairwoman, Amanda Chappelle.
4. Old Business: Receptions scheduled for December 16, 2011.
  - a. Committee Reports
    - i. Communications Committee: No update from committee. In meeting, Olaf Standley suggested a brainstorming session to resolve communication issues between Staff Council and employees. Olaf believes Blackboard is the best method but some departmental staff do not have access to a computer on a daily basis. Olaf suggested printing a copy for those who are not able to view activities of Staff Council online, such as Physical Plant employees, or printing information and giving it to Supervisors of such departmental staff to hand out to staff. Eric Pool suggested placing a Kiosk in Physical Plant area so those employees who do not have regular access to a computer may look at Blackboard Staff Council activities and announcements. Olaf Standley also suggested digital signage monitors to be placed in areas where Staff Council information could be displayed and viewed by everyone.

- ii. Academic Administrators' Council - No update from committee. Bonnie Dickson said there would be more information to share in the next Council meeting. Bonnie spoke about the plan for a retreat on January 5<sup>th</sup>, 2012.
- iii. Budget Oversight Committee: No Update from committee. In meeting, Chris Adney spoke about the possibility of decreasing state funding being a hindrance to the University's ability to provide salary raises for employees, and he would like to convene a committee to review ways to reduce costs and produce revenue, such as fees for entrance exams. Olaf Standley asked about salary increases and Chris said this is a goal for the committee in fiscal year 2012. Chris wants to see a competitive salary study with both regional and national comparisons to review and possibly present to the Cabinet. Olaf noted the cost of such a study, and Bonnie suggested anyone in-house could do the research which would reduce the cost.
- iv. UPC: No update – nothing has been started yet, the committee is still looking at HLC post actions, as well as methods of evaluation for the University.
- v. Staff Awards: Update – The Council is looking at different ideas for Staff Awards, and noted that recipients are taxed on each award. Stephanie Gillen is still checking on laptops as prizes.

5. New Business                      Staff Council Group Photograph was taken.

- i. Discussion and possible action on proceeding with departmental meetings to visit and discuss staff needs. Chairwoman, Amanda Chappelle feels Council is not actively working to make work life better for employees. Amanda would like to proceed with meetings in departments, have a program ready to present to show what Staff Council is, and ask what staff needs or wants from Council. Amanda feels most employees of the University are unaware of Staff Council activities or the implementation of Staff awards. Amanda showed examples of what other University Staff Councils are doing and suggested the Council might use some of these ideas to implement at NSU. Bonnie Dickson said most of the activities of the Council to date have been resolutions regarding activities of Staff Council.
- ii. Discussion of what the role of Staff Council should be was initiated by Olaf Standley reading aloud the Staff Council Mission Statement. Olaf recommends a resolution regarding staff pay increase information from the Cabinet to distribute among current employees as this is the number one question from employees to Staff Council members. Chris Adney noted pay increases depend on state

funding. Olaf feels there should be some kind of response from the Cabinet prepared before meeting with departments. Chairwoman, Amanda Chappelle feels the Council needs to be more proactive, and should address complaints on a regular basis. Amanda recommends departmental meetings to show employees what Staff Council does, and to address three main issues that affect jobs within each department, i.e. visit with Physical Plant staff to talk about their issues in a separate setting, etc. Eric Pool feels the University is not responsive with regard to pay increases. Chairwoman Amanda Chappelle noted that Staff Council is not just about pay increases, and stated that the job of the Council is to help staff understand the issues facing the University that directly affect staff. Amanda suggested the Staff Council provide information as a presentation in the next Professional Development day. Mike Monholland pointed out the Council most likely will be asked about pay increases and leave policy issues. Amanda suggested that the Council should begin meetings with a caveat statement that Staff Council cannot give pay increases, and cannot talk about leave policy. Olaf Standley reminded those present that Staff Council represents all staff across all campuses, and the Council cannot represent one specific department at Cabinet meetings. Teddy Parris wants Physical Plant employees to be included with all other staff. Bonnie Dickson recommended finding out what the majority issues are and take them to the Cabinet. Alex Krhamov suggested asking the Cabinet for updates from the administration, to keep activities transparent and providing some kind of updates for staff. Alex also mentioned the retirement benefit is nice to have but an individual contribution of 7% is high for those who make less than \$25,000.00, and perhaps Staff Council should look at retirement options provided by other Universities as well as reviewing school contributions. Alex Khramov moved to have first sample departmental session in Muskogee, Olaf Standley seconded and the motion passed unanimously. Bonnie Dickson moved that the January Staff Council meeting be held on Muskogee campus, Olaf Standley seconded and the motion passed unanimously.

6. No Announcements at this time.
7. Next Staff Council meeting will be Thursday, January 19, 2011 to be held on Muskogee campus without refreshments, and a sample departmental session be held on Muskogee campus in January.
8. Chris Adney moved to adjourn the meeting, Shannon Stacy seconded and the meeting adjourned at 2:00 pm.

NORTHEASTERN STATE UNIVERSITY  
Staff Council Minutes of January 19, 2012

Members in attendance: Michelle Farris, Sherry Pilant, Donna Roberson, Amanda Chappelle, Teddy Parris, Brenda Bradford, Mike Monholland, Bonnie Dickson, Eric Pool, Patty Kitchen

Guest: Dr. Tom Jackson

Other staff member present: Claudia Voigt

Approval of minutes: November 17, 2011, approved as corrected

Amanda Chappelle spoke with President Turner – he wants to be involved with the Staff Council  
Plans to meet with Muskogee staff after this meeting to discuss who we are and ways to be of service to them

**Dr. Tom Jackson – HLC Information**

Dr. Tom Jackson shared information about the upcoming HLC visit. He is Tri Chair of HLC Steering Committee. He talked about how staff and the staff council will be involved in the HLC visit in March, 2012. There will be 9 HLC site visitors. Please become familiar with HLC and what accreditation means. This accreditation happens every 10 years. On January 26 there will be postings on HLC site on the NSU home page. You can click on – see 5 chapters; request for substance of change; executive summary. President Turner and Dr. Tadlock made comment to their appreciation of the staff. The HLC visitors will be looking at the grounds, budget, facility, academic programs, leadership change and stability. Look into our mission, vision and core values. Dr. Jackson stated that our document looks good and they are still working on the web page. The HLC visit will affect us all. Bonnie thanked Dr. Jackson for the information. Reminders will be sent out about the upcoming visit.

**Old Business**

Communication Committee – No update

Academic Administrators' Council – Bonnie Dickson reported about the retreat held on January 4, 2012. There were discussions on raises for the faculty and staff. There was a 1.8 million deficit and now it is under 1 million. There are approximately 52 unfilled positions at NSU, thoughts are to recoup those salaries to put in use elsewhere. There are no raises in progress for the next fiscal year.

NOTE: Bonnie Dickson is resigning from NSU as of January 31, 2012. Chris Adney will be taking her place on Academic Council.

Budget Oversight Committee – No update

UPC – No update

Staff Awards – No update

**New Business**

Sue Catron – Allowable Absences – Sue has missed too many meetings but they were other necessary commitments, work related. The Staff Council approved for Sue Catron to remain a member, Patty Kitchen approved and Michelle Farris seconded.

We discussed ratifying the by-laws concerning this issue.

Staff Recognition Program to replace the Kudos Program - The star awards have been implemented. Teddy Parris doesn't feel we should have to deal with this issue, more important issues to deal with.

Patty Kitchen doesn't like the kudos. She mentioned it needs to be revamped, renamed, redone.

It was suggested that each department program recognize their employees.

Amanda Chappelle had talked with President Turner about the 30 year recognition awards and retirement receptions that are done yearly.

Possibilities of an evening of awards event; recognize every 5 years; sit down dinner

Comparative wage analysis; wellness and sustainability was discussed

Presidents' discretionary fund - \$1,000 donation; ½ for his discretion and ½ to other options. It was mentioned to be possibly used for faculty members who are working on their doctorate

Ideas for Professional Development Day – to be discussed at a later date

Review of Staff Council Budget – presented by Patty Kitchen

Health Insurance – grant possibilities

Budget for the year: \$4,100.00

We were allocated \$3,188.00 and \$912.00 for travel

\$4,397.14 has been spent so far and a bulk of that is on travel

\$1,800.00 was put back into our account; leaving us with a total of \$1,502.86

In October \$2,000.00 was spent on travel alone and November only \$68.00

There were funds spent on catering, awards and name tags.

Most of Faculty Council travel budget is for Denise Deason Toyne

Donna Roberson mentioned she felt the funds should be used for other expenses.

Crown awards took funds last year

Talk to Sue Catron to break down expenses and look at receipts

Because of cost we discussed having the ITV meetings for the most part

Discussion on filling Bonnie Dicksons' position. She was still in her two year term until May 2012. The Staff Council chose to absorb this position for now. All approved.

Eric Pool brought a Healthy Campus form for us to view. There is a grant program where you can ask for up to \$500 equipment to benefit students, faculty or staff. There is up to \$2,000.00 available per fiscal year.

Communication issues – Postcards are inexpensive. Scholarships for staff – to be used to further education (name it after a recent deceased employee); coffee break; ice cream social

Amanda Chappelle received an email from a NSU staff in reference to the discrimination policy – sexual orientation. The policy is not found in the staff or faculty handbook. It is, however, in the student handbook.

Teddy Parris noted a possible deficiency in the handbook. Teddy Parris will be talking with Tim Foutch concerning this issue. Sherry Pilant mentioned the Oklahoma Employment laws are listed and this issue is written in these.

Michelle Farris talked about the Muskogee campus parking problems. They are sending signs to specify where faculty/staff and students should be parking. President Turner is looking into the problem. Michelle Farris also mentioned that Muskogee staff made recommendations and none were considered.

Michelle Farris talked about the lapel pins that are given out as awards and felt they are not received well.

Discussion of Employee Appreciation – NSU use to have an Employee Appreciation Week, we are looking into implementing this again.

President Turner suggested fund raisers – call Debbie Allen @ ECU for details on what their university does  
Other fund raiser ideas: T shirts designed for staff; luncheons; apply the meal funds that are given twice a year and give those funds to implement the week festivities.

Call to adjourn – Teddy made the motion and Chris Adney seconded.

Next meeting will be February 16, 2012 – ITV to all three campuses