The University of Oklahoma  
Personnel Policies Committee  
September 24, 2007  
MINUTES


NON-VOTING MEMBERS PRESENT: Shanika Bivines, Barbara Perry, and Renda Passek.

MEMBERS ABSENT: Deborah Bergman, Linda Chestnutt, Tracy Curtis, Erin Ford, Elizabeth Gatewood, Robert Murphy, Julie Raadshelder, Matthew Roberts, Jennifer Robinson, Scott Tarrant, Tonnie Tucker, and Salina Wall.

Linda Smith called the meeting to order at 3:02 p.m.

PPC members introduced themselves.

Minutes of the April 30, and May 21, 2007, meetings were presented for approval. Debbie Vaughn motioned to accept April minutes as presented and add a notation in the May minutes that Linda Smith and Linda Chesnutt were voted in as co-chairs for the '07-'08 academic year. Vickie Shoecraft seconded the motion. The motion carried.

Staff Senate Report: Linda Smith gave a report on the Staff Senate meeting. The new Healthcare Policy was the main topic of discussion at the Staff Senate meeting. Members were hoping that the committee would wait a little longer to make a decision. Julius Hilburn was present and there was a question/answer session where he addressed questions on the new healthcare proposal.

This final report to the President affects everyone at the University of Oklahoma. The PPC may want to discuss this policy in our next meeting. The final report is not a done deal. Employees still can be make comments regarding the report sent to the President. The Staff Senate Executive Committee sent a letter to the President requesting extra time before the Healthcare Policy becomes effective. You can view the letter on the Staff Senate website. Faculty and staff need to voice their opinion on the new healthcare to the Committee and/or to Nick Kelly.

The cutoff for retirement with current benefits is undecided at this time. It could anywhere from two (2) to five (5) years from now. The current retirees will not have any changes to their current benefits. This policy is to help low income employees with families. In recent years, 900 employees of the university have chosen to drop family coverage. We need family coverage to stabilize medical benefits at the university.

The Study Group mentioned a need for wellness programs at the university.
Linda also mentioned that the CART office will be collecting toys for the Christmas Store.

OLD BUSINESS:

**ESL Issue**
Linda Smith went through the history of the Extended Sick Leave proposal. The proposal began as a Shared Leave issue and evolved into the Extended Sick Leave to include immediate family members. This proposal could end up being a buffer for the new healthcare issues.

At one time in OU history, employees received a certain number of ESL hrs every month. Now employees earn leave and any time over 336 hours goes to ESL. Employees can use 960 hours of ESL in the Teachers Retirement program for use in correlation with retirement. The Staff Senate sees a need for ESL for their family members. This issue is a priority for this year.

**Staff Promotion Issue**
Susan Lauterbach gave an update on the progress of the Staff Promotion Issue. Susan Lauterbach, Erin Ford, and Ruth Ann Shaffer met on May 24, 2007, to discuss the next steps in formulating the policy. Research has been done in conjunction with the Human Resources, Provost and Budget offices. The sub-committee has questions for the PPC members and requests additional guidance. Susan will get the minutes out to the PPC members and will meet again with the sub-committee members before the October PPC meeting.

Susan informed the new PPC members of the history of this issue. This issue is regarding staff promotions within departments. There is funding allocated for faculty promotions but not for staff promotions. It is up to the departments to fund additional salary for staff when giving them a promotion. Is this issue funding only or protocol? We cannot compare faculty and staff. Faculty salaries are national competition. Staff salaries are based on the regional/local competition.

College of Engineering recognizes staff getting a degree with a $10,000 increase in salary. This issue may or may not need to be considered. Supervisors need to be encouraged to recognize staff members at the end of the year and nominate them for awards.

**Carpool Parking Issue**
Do we want to pursue this issue? Ruth Ann Shafer spoke as to why she would like to see a Carpool Parking Policy at the university. PPC members tabled this issue until the October meeting.

Recycling phonebooks need to be taken to the City of Norman recycle stations.

NEW BUSINESS:

The PPC would like to look into the issue of having to use leave time for work related injuries. At this time, staff members need to use personal leave for the first three (3) days off.

PPC Committee needs a member to assist with the website to post minutes.
Linda Chesnutt asked what the status of the Health Policy discussion was and if Barbara Perry knew anything about it. Evidently, there is an ongoing discussion about the rising costs of health insurance and how to distribute these costs among members of the university. This seems to be an ongoing discussion that may continue for a while.

**Security Measures**
Some discussion occurred regarding how quickly the University security measures have been implemented as a response to the shootings at Virginia Tech University. Some questions were raised about contacting people who are not at their desks to receive the security update, i.e. some people may not have access to email or phones in the event of a security crisis. How would these people be informed of a security risk?

**Sharing Parking Permits**
Ruth Ann Shaffer raised the topic of sharing parking permits between two un-married, un-related persons. She carpools with another staff member to work, and it would be more convenient if the Parking office issued a carpool permit that could be assigned to more than one person at the University. This is an issue she would like added to next year’s agenda.

Linda Smith asked the current PPC members if 3:00 p.m. on the 4th Monday of the month is a good day and time for this year’s PPC. The committee agreed that the 4th Thursday at 3:30 p.m. is better for the majority of the members. The next meeting of the PPC will be on October 25, 2007, location will be announced at a later date. We will attempt to get the Sooner Room at the OMU.

Linda Smith requested a motion to adjourn. Vickie Shoecraft motioned to adjourn, and Debbie Vaughn seconded the motion. The meeting adjourned at 4:15 p.m.

Minutes submitted by Margaret Vennochi.