

MINUTES OF THE PRESIDENT'S ADVISORY COUNCIL MEETING
FRIDAY, DECEMBER 11, 2009, 8:30 A.M.
AL SNIPES BOARD ROOM

Present: President Sechrist, Dianne Broyles, Terri Walker, Michael Punches, Luther Trent, Darin Behara, Molly Henderson, Cheryl Stanford, Mike Reeves, Denny Myers, Sally Strebis, Jason Howard, Nicholas Webb, Lydia Rucker, Tamara Duncan, Paige Landreth, Pat Berryhill, and Stu Harvey.

Absent: Paul Buckelew, Michael Machiorlatti, Cecilia Pittman, Akram Taghavi-Burris, Joan Sublett, Lori Johnson, Virgil Teter, Eddie Noble, John Claybon, Tino Ceballos, and Alexandra Wilkes.

President Sechrist welcomed the President's Advisory Council (PAC) representatives to the meeting.

President Sechrist stated that he enjoyed the faculty and staff holiday reception. Everyone agreed that it was a very nice event, and the food was wonderful.

President Sechrist stated that he had given PAC representatives an assignment at last month's meeting, which was to assist him in coming up with non-monetary ways that the College might reward or recognize faculty and staff. He invited PAC representatives to share those suggestions. The following were shared:

- Alternative summer work schedule with a 4 day or 4 ½ day work week. Suggestions were to have all day or a half day off on Fridays. It was mentioned several times that Tulsa Community College has implemented this schedule.
- 37-hour work week (potential savings on overtime budget)
- Additional personal leave days
- Additional employee holidays, such as campus closed two days of Fall Break, Good Friday off, Friday, July 1st off as well as July 4th, 2011, Wednesday before Thanksgiving, or Christmas Eve.
- Implement a flex-time policy.
- Telecommuting.
- Do not take away the current College benefits to employees. It was mentioned several times that employees very much appreciate the College's current employee benefits.
- Recognize work well done with a one-time paid day off.
- Wellness incentives, such as work release time for the purpose of exercise in addition to the lunch hour, a "biggest loser" contest on campus, or one hour with a personal trainer.
- Reserved parking spot for a day.
- "Employee of the month" representing the different areas on campus (for example, professor of the month for each division; student services employee of the month, etc.). Also give employee benefits, such as a special parking spot, one personal day, with mention of this person in the "Communicator". One suggestion was to include in this

recognition, all part-time employees and adjuncts who have been with the College five, ten, fifteen, or more years. Another suggestion was to have managers recognize the employee of the month by reading accomplishments during staff meetings.

- One-time bonus check: \$50.00 or \$100.00 dollars using carryover money for June 2010.
- Casual Fridays – jeans or kaki's with OCCC apparel.
- Limit the number of advisees that faculty members are required to have. Some faculty members advise hundreds of students and others have very few.
- Relax the rule against personalizing the paint colors in faculty offices. Aesthetics are really important to some people, and attractive and personalized work spaces make a real difference in morale. Why not allow it, if a faculty member is willing to buy the paint and do the work while carefully protecting the carpet? It was mentioned that Facilities Management re-paint offices before a new faculty member moves out, so it would not make a difference whether they had to paint over white or mauve.
- Adequate supply of Dr. Pepper in food service.
- Recognition awards.
- Faculty and staff buffets each month.
- "Part of the Team" medallions for assisting other departments.
- Stop issuing the framed plaques for years served, and use the money for salt during inclement weather at Entry 5 near the Arts and Humanities office. Dispense the salt early enough to melt the ice before employees come to work. Several people agreed that there is a need of clearing this area during inclement weather, and it has been requested several times.
- Continue to recognize employees by doing small things, such as personal notes.
- Ask College administrators to make themselves more visible to employees, such as visiting different departments and walking around campus. It was mentioned that President Sechrist does this very well, and it would be nice to see other administrators follow suit.
- Three-hour credit reduced teaching load for the same pay.
- The ability to teach all online for one semester and not hold on-campus office hours or come to campus for any reason for the same pay, while being able to teach from other desired locations around the world.
- Add a waiver that includes fees to employee family members' tuition waiver.
- Expand the College's extended professional leave program policy to include all domains and not just academic.
- Implement a work-at-home policy for all employees. It was mentioned that some supervisors allow their employees to work at home and some do not, but there needs to be some direction for working at home for all employees.
- Award employees with OCCC apparel, such as jackets or t-shirts to wear on a designated day.
- Ask Dr. Sechrist to work in different departments for 1 day per month.
- Let an employee be President for a day.
- Gift cards to restaurants.
- Free lockers in RCS to those employees that work-out regularly.
- Gave away reduced lunches at Carson's.
- Ability to move sick days to vacation days.
- Reward vacation days for unused sick days.

- Allow personal leave to accrue and bank like sick leave without a cut-off at a set number of hours. If they aren't willing to do that, double the number of hours employees can bank.
- Increase vacation hours per month.
- Increase the number of sick leave allowed for family care from 5 to 10 days of our accumulated sick leave. Do the same for bereavement leave.
- Reduce the required on-campus work days of faculty by starting prep and planning weeks on Wednesdays instead of Mondays.
- Be consistent with merit. If an employee earns merit, give them something – good year or bad. It doesn't cost that much, and since we say we have a merit system, we should honor it. If not, just rate us pass/fail and tell us ahead of time that there will be no merit regardless of what you do.
- Fall Break off for employees or the ability to bring children to work during this time, or have free day-care provided at CDC, since most schools are not in session during this time.
- Departmental recognitions for job well done.
- Ability to donate sick leave to another employee.
- Make the Business Division a “center”.
- Limit committees or limit use of faculty to chair committees. Have administrators or staff chair- generally they have support staff to help with administrative work. If faculty are asked to chair committees – have administrators teach a class for free.
- Allow more office hours to be done online (maybe three or four versus two). So many contact us by email and phone rather than in person. As long as faculty are available for contact, why not?
- Give staff some paid time off during the week – maybe an afternoon off or even just a couple of hours. Departments would need to schedule that to make sure operations are covered.

President Sechrist thanked everyone for the suggestions. He stated that he would not promise that any of the suggestions would be implemented, but he would be sharing the suggestions with President's Cabinet. He stated that if PAC representatives think of any other suggestions, they email the suggestions to Paige.

A PAC representative stated that there has been a request for clarification of the rules and regulations for ordering food from Carson's Catering. There was also a request that College departments receive some kind of discount from Carson's for food for College meetings, or permission to order from an outside vendor, if a particular food item is less expensive.

President Sechrist thanked the PAC representatives for their input, and the meeting adjourned.

The following are the responses provided to concerns/issues/questions/comments presented during the month and prior to the December 11, 2009 meeting:

1. QUESTION/CONCERN: Although this may sound petty, staff and students alike have been disgruntled over the fact we have no hot water in the ladies' rest room by Safety and

Security. Is it too much to ask that we at least have lukewarm water in the sinks? Truly, the water is frigid!

RESPONSE: I forwarded the question to Dr. John Boyd, Vice President for Business and Finance. The information provided to be me is the basis for the response. Thank you for your PAC inquiry. Necessary adjustments have been made to maintain a warmer water temperature in the restroom. Facilities will continue to monitor this area to assure the warm water temperature degree is maintained. Facilities mechanics have also been requested to periodically check water temperature in all restrooms.