

**MINUTES OF THE PRESIDENT'S ADVISORY COUNCIL MEETING**  
**FRIDAY, FEBRUARY 19, 2010, 8:30 A.M.**  
**AL SNIPES BOARD ROOM**

Present: President Sechrist, Dianne Broyles, Paul Buckelew, Michael PUNCHES, Michael Machiorlatti, Cecilia Pittman, Akram Taghavi-Burris, Darin Behara, Molly Henderson, Mike Reeves, Jason Howard, Nicholas Webb, John Claybon, Paige Landreth, and Stu Harvey.

Absent: Terri Walker, Luther Trent, Cheryl Stanford, Denny Myers, Joan Sublett, Lori Johnson, Sally Strebbig, Lydia Rucker, Tamara Duncan, Pat Berryhill, Tino Ceballos, and Alexandra Wilkes.

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

President Sechrist discussed the approval of insurance benefits for Fiscal Year 2010-2011 by the OCCC Board of Regents on February 15, 2010. The Board approved the following: (1) a self-funded health insurance plan with Aetna Health, Inc.; (2) continued dental insurance coverage with Delta Dental of Oklahoma; and; (3) Life, Accidental Death and Dismemberment, and Long-Term Disability insurance through Prudential Insurance Company of America. President Sechrist provided a brief overview of the different segments of each insurance policy, and he commended the work of the College Insurance Funding Task Force for all their work in evaluating the advantages and disadvantages of these employee insurance plans.

President Sechrist disseminated the Proposed FY 2011 Resource Allocation Initiatives, and explained the process by which the College uses to match the initiative needs to the resources available.

President Sechrist gave an update on state funding appropriations for next year. It is anticipated that there will be an approximate 11 percent reduction in addition to the 4 ½ percent already taken from the current year. State revenues are slightly increasing due to oil and natural gas prices. President Sechrist discussed some of the immediate financial needs of the College and stated that Academic Affairs is in need of additional faculty in order to continue to grow and provide quality service to students. President Sechrist stated that he anticipates that there probably will be modest cuts in departmental budgets. There also might be more discussion about an increase in tuition. Some initiatives at the College will be funded, because there is a dedicated source of revenue that can only be used for that initiative, such as the student technology fee and the activity fee, which is paid by the students. The College has always been and will continue to be very faithful in ensuring that the money received for the student technology fee will go to fund items for the benefit of the students.

President Sechrist stated that an early retirement package is still under review. The College will only move forward with a package if long-term personnel costs can be reduced—which would mean that departments would have to be willing to not replace a significant number of the positions impacted for several years to come. Presently it is unclear if this makes good financial

sense for the College. If the College does decide on an early retirement package, it is very unlikely that it will happen this year.

A PAC representative asked Dr. Sechrist if there is any additional information concerning the MAPS3 project allocations. Dr. Sechrist stated that the College has received strong indications that the application process for third party entities to request funds for senior aquatic centers will be available soon. The College is not specifically listed in the MAPS3 project, but President Sechrist stated that he remains optimistic that OCCC will be given serious consideration to receive some funds to upgrade and expand the aquatic center.

A PAC representative mentioned that there will be an Oklahoma Electronic Game Expo and Multi-Media Conference, on April 10, 2010, in the OCCC College Union.

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 February 19, 2010 meeting:

1. QUESTION/CONCERN: Why are there no privacy policies regarding privacy of employees? For instance, I know someone whose illness was "talked about" and then everyone they worked with knew and even people in other departments. I know someone else who received the "positive discipline" memo and it was placed on their desk while they were out ... so it was out in full view of other employees. So, why don't we have a privacy policy regarding reasons for leave or the discipline process?

**RESPONSE:** Various laws, rules and regulations such as HIPAA (Health Insurance Portability and Accountability Act) apply to various aspects of employee privacy. For instance, Human Resources recently determined to no longer disseminate information regarding the health condition of employees. This change was made, even though such notices were sent only with permission of the employee, because the notices could create the misperception that protected health information was being revealed. Employees need to be careful about what health information they share with their colleagues. If it is information they do not want shared, they should keep it private or it becomes subject to becoming public knowledge if shared with someone else. Training on dealing with confidential issues including employee discipline, medical information and personnel issues is part of the Supervisors' Academy curriculum.

Regarding the "positive discipline" memo, recipients should file correspondence they do not wish to be shared with others. Supervisors should either deliver such documents personally or deliver such documents in sealed envelopes. Again, this guidance is included in the Supervisors' Academy training and will be included in a revision to Policy 2019, Positive Discipline.

