

FACULTY WELFARE COMMITTEE 2011-2012 ANNUAL REPORT

Submitted by
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I. Membership

The members of the 2011-2012 Faculty Welfare Committee, their departments and terms:

Mark Morvant	Chemistry & Biochemistry	2011-2014
Scott Moses	Industrial & Systems Engineering	2009-12
Al Schwarzkopf	Management Information Systems	2010-13
Deborah Trytten	Computer Science	2010-13
Jerry Weber	Education & Human Relations	2011-2014

II. Recommendations for Retirement Plans Management

***Recommendation:* Modify the means by which employee assets are restricted for payment of the recordkeeping fee. Change the 5% minimum rule for all accounts to a fixed dollar minimum for the 401a DCP account only.**

Employees currently are charged a fee for recordkeeping services by Fidelity. This amount is deducted from the employees account on the “plan side” (as opposed to the “brokerage link” side). To ensure each participant has sufficient assets on the plan side for payment of the \$48/year recordkeeping fee, Fidelity currently requires that at least 5% of an employee’s assets remain on the plan side for each account type. There are a number of problems with the way this requirement has been implemented:

- The percentage is set too high. If an employee has more than \$960 invested with Fidelity, then a 5% percentage will result in more funds being restricted to the plan side than is necessary.
- The percentage is applied to all account types (401a, 403b, and 457b), but should only be applied to one account type (401a).
- Rather than a percentage (e.g., 5%), a fixed amount (e.g., \$48) should be used. An employee only needs \$48/year on the plan side in his/her 401a to pay the fee.

In Fidelity’s recordkeeping system those funds that should be managed separately are combined, and those funds that should be combined are managed separately, which leads to the following two recommendations.

***Recommendation:* Brokerage transactions at Fidelity should automatically sweep assets between the brokerage account and a linked money market settlement fund on the plan side.**

Other investment management companies provide an automatic cash sweep, and Fidelity provides this functionality for IRAs that have both mutual funds and brokerage assets. However, for OU Fidelity manages funds on the plan side and the brokerage side separately, which leads to a complicated and inefficient procedure for management of employee investments as shown in the following matrix.

Sell \ Buy	Plan Side / Mutual Fund	Brokerage / ETF	Brokerage / Mutual Fund
Plan Side / Mutual Fund	Day 1: Exchange Fund for other Fund (straightforward)	Day 1: Sell Mutual Fund to “Brokerage Link” Day 2: Buy ETF (or, on Day 1 you can use 90% of estimated proceeds to buy in Brokerage Link)	Day 1: Sell Mutual Fund to “Brokerage Link” Day 2: Buy Fund
Brokerage / ETF	Day 1: Sell in Brokerage. Day 1: Call Fidelity to request movement of proceeds [before 11pm, call Fidelity Brokerage at 800 890 4015 – speak to trader] Day 2: Cash is moved to Plan Side Day 3: Buy mutual fund in Plan Side before 3pm CST.	Real-time trading (straightforward).	Day 1: Sell ETF Day 1: Buy Mutual Fund
Brokerage / Mutual Fund	See above For same day trading, you can call Fidelity and use 90% of the current fund balance. This reduces your exposure to market fluctuations compared to waiting until Day 3 to move 100% of the balance, but increases the number of transactions you must perform.	Day 1: Sell Mutual Fund Day 2: Buy ETF	Day 1: Sell Mutual Fund Day 2: Buy Mutual Fund Note that Fidelity provides a Sell-to-Buy transaction to automate this process, but an investor might choose to enter the order manually on the second day in case something happens in the markets during Day 2 that would affect this decision.

Fidelity apparently is getting significant levels of feedback about this issue from a number of their institutional clients, but it is unclear when or if improvements will be made. The OU RPMC should request that Fidelity provide periodic updates on this issue.

Recommendation: Allow pre-tax and Roth sources to be individually selected when employees make purchases.

As required by law, Roth contributions to a 403b or 457b plan are treated as a separate Source from pre-tax contributions. However, when an employee attempts to purchase a mutual fund using cash, and cash is available in both pre-tax and Roth sources, Fidelity proportionately allocates the cash so that part of the purchase is made in pre-tax source and part is made with Roth source. Pre-tax and Roth have different tax consequences when funds are withdrawn, thus an investor might want to hold assets with a higher likelihood of a higher total return in the Roth account. An employee should be able to choose which source is being used, and the Fidelity website appears capable of supporting this functionality for other clients. However, OU did not request that pre-tax and Roth sources be treated separately when the plans were setup with Fidelity.

Recommendation: Request Fidelity to provide sufficient data on their website and statements so that employees can be adequately informed about their investment decisions

Fidelity should provide the following information to employees:

1. When reporting on transactions (on the website, in downloaded data, and on statements), provide the ticker symbol, price per share, and fees charged. These are necessary data for employee investors.
2. On statements, for each account show the market gain/loss and the fees paid. Fidelity currently shows the change in account value, which is combination of contributions and market gain. This misleads employees about their investment performance.
3. On statements, in addition to beginning and ending balances for each position within an account, show: contributions, net proceeds of transactions, market gain/loss, and dividends/capital gains. Fidelity currently shows shares begin, shares end, price begin, and price end, which does not seem very informative.
4. On the brokerage side, allow for data to be downloadable for greater than 90 day periods, such as year-to-date or full calendar year.

Also, the RPMC should request that Fidelity reach out to employees to see if they wish to receive a single mailed statement rather than separately mailed statements for each account. Currently employees receive separate statements for each account type and receive separate statements for the plan side (mutual fund) account and the brokerage link account. Fidelity is able to perform householding so that employees receive a single mailed statement if this is the employee's desire.

III. Recommendations for Human Resources

Recommendation: Reinstate the opt-out from life insurance for employees who do not need this product.

In the past, employees have been given the opportunity to opt-out of purchasing life insurance. Human Resources decided that employees should no longer have that choice beginning in 2012.

However, life insurance is a product with a specific purpose. Unlike healthcare, it is not a product that is needed by everyone. If an employee does not have persons who are dependent upon his or her income and the employee's net worth is sufficient to cover funeral costs, then that employee does not need life insurance. Also, an employee with dependents may already have adequate life insurance from another source.

Life insurance is paid for by employees through their Sooner Credits, which are part of the employee's total compensation. A typical faculty member would receive \$110/year of Sooner Credits for life insurance and furthermore would see an increase in taxable income of \$125 to \$525 dollars per year (depending on age), leading to a total cost of approximately \$150 to \$250 dollars per year in a typical case. Most employees consider an expense of this magnitude quite carefully, and in no other context would they spend this amount of money to buy a product that is of absolutely no use to them.

Furthermore, the process by which the decision was made was flawed. First, when this change was reviewed by the EBC, the cost of the coverage was described as \$2/month to the EBC, which was a misrepresentation. Second, the Faculty Senate and presumably the Staff Senate were not advised or consulted.

With an opt-out approach, an employee who declines life insurance is doing so deliberately. Many employees will accept the default, but the cost of life insurance is nontrivial and the opt-out needs to be reinstated for employees who do not need this product.

Recommendation: Modernize and improve the current phased retirement policy in consultation with the Faculty Senate.

Recommendation: Extend the existing SBIR/STTR leave policy to allow for negotiated reduction in FTE over an extended period of time in circumstances where it is mutually agreeable to the University and the individual faculty member.

For faculty members who are either tenured or hold a tenure-eligible appointment, circumstances may make a reduction in effort from 1.00 FTE appropriate over periods of time beyond those typically provided by university leave practices.

During the negotiation, a specific plan should be developed that indicates the expected timeframe of the reduction in FTE, the anticipated allocation of effort to teaching, research, and service during this period, and expected teaching assignments.

A reduction in FTE implies a proportionate reduction in actual salary. It is anticipated that in most situations the appointment will be 0.50 FTE or greater, since an employee appointed than 0.50 FTE cannot remain in Oklahoma Teachers' Retirement System or be eligible for full benefits coverage.

IV. Recommendations for University Catering

Recommendation: Make it easier to identify healthy options

On the catering menu, provide symbols or filters for

- Low sodium
- Heart healthy
- Vegan, vegetarian
- Perhaps others such as gluten-free, low carb, etc.

Rather than segregating healthy options in a separate category, perhaps list the healthy options at the top of each category.

Provide feedback when the order is placed on the nutritional profile of the selection that was made (calories, fat, etc.)

Recommendation: Provide an online ordering tool for University Catering

We presented a mockup of an online ordering system to OU Food Services that was inspired by the Doodle scheduling tool. A rough sketch appears below. The meeting planner chooses the menu options and emails a link to the online poll to each invitee. Each person enters their name, selects one of the available choices, adds any additional comments and presses the save button.

Lunch Menu

What: Lunch for hardworking committee members
Where: Devon 151 **Date:** 16-Nov-1907 12:00 PM

	Turkey on Rye	Roast Beef Wrap	Veggie on Wheat	Comments
Deborah Trytten	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No mayo, please.
Scott Moses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mark Morvant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Al Schwartzkopf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dijon mustard.
Jerry Weber	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Chuck Weaver	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No cheese.
Dave Annis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<u>your name</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total	3	3	1	

The key to increasing usage of University Catering rather than using outside vendors to provide food for lunch meetings and the like is (1) ease of definition of the set of menu choices, (2) ease of selection by participants, and (3) integration with fulfillment on the back end. An offer was made by Al Schwarzkopf for an MIS senior project to create a working prototype based on the above mockup and develop associated business processes. An event held at Couch for a group of administrative staff could be used to show off a new easy to use online ordering system and let them see the menu choices in person.

Recommendation: Make it easier for attendees to self-select from a set of choices

Vegan, vegetarian, gluten-free and other types of meals are now available at Associate's Dinners. Help attendees become more aware that these options are available, such as by adding a statement to this effect to the announcement.

Make it more convenient for attendees to self-select from a set of choices (e.g., a standard meal, a vegetarian meal, etc.) that are selected for the event by the event planner. When ordering from an outside vendor such as Jason's Deli these selections often are made by paper or fax. At OU it could be done via an online tool as noted in the previous recommendation.

Recommendation: Expand the percentage of options that are healthy

We recognize that this will be a long-term process. Simply changing the menu options is not sufficient. An educational component also is needed, so that customers will want to choose the healthy options. One aspect of the educational component can occur at the time meals are being planned – catering can proactively steer meeting planners towards healthy choices.

Following are what we thought would in general characterize healthy menu options

- Emphasize
 - Vegetables (variety, not just potatoes), legumes, and nuts
 - Whole grains rather than refined grains
 - Whole fruits rather than fruit juices

- Choose
 - Fish, poultry, lean meats
 - Fat-free or low-fat dairy products ... or non-dairy calcium-rich alternatives when appropriate

- Minimize
 - Saturated fat, e.g. use vegan preparations and avoid inclusion of dairy products in recipes
 - Salt
 - Added sugars and high fructose corn syrup

- Eliminate
 - Partially hydrogenated oils (trans fats)

The Department of Nutritional Sciences at OU HSC and other institutional expertise at OU can be accessed to further refine this list.

V. Recommendations for Employee Wellness

Recommendation: Expand indoor swimming pool access from one to two lanes during 5:00-6:15pm

Recommendation: Improve the attractiveness and functionality of the Huston Huffman Center, especially the locker room floors and shower areas

The Huston Huffman Center is showing its age and needs attention. Relatively small investments would improve the attractiveness and functionality of the facility. Locker rooms and showers are a particular area of concern. The locker room floors are carpeted and cannot be sanitized. They need to be replaced with a hard surface. The hot water in the showers can be intermittent due to plumbing issues and the aesthetics of the shower room are poor. Perhaps the \$120,000 that would have been used to build two smoking areas that were obviated by changes in state law could be reallocated for this purpose.

Recommendation: Encourage walking by defining and developing a set of attractive walking circuits on campus

We recommend that the University identify walking circuits that both provide appropriate distances and showcase some of the points of interest on campus. Annotated maps of these circuits should be made available on-line and in paper form for all employees. All circuits should include annotations of points of interest as well as named components of the circuit.

Both developed circuits and undeveloped circuits are possible.

Developed Circuits: These are circuits in which all of the following are available

- Fully paved.
- Marked and named. Markings should be frequent and clear enough for emergency personnel to locate an injured walker.
- Periodic bench or rest stations.
- “Blue light” emergency towers to call for help.

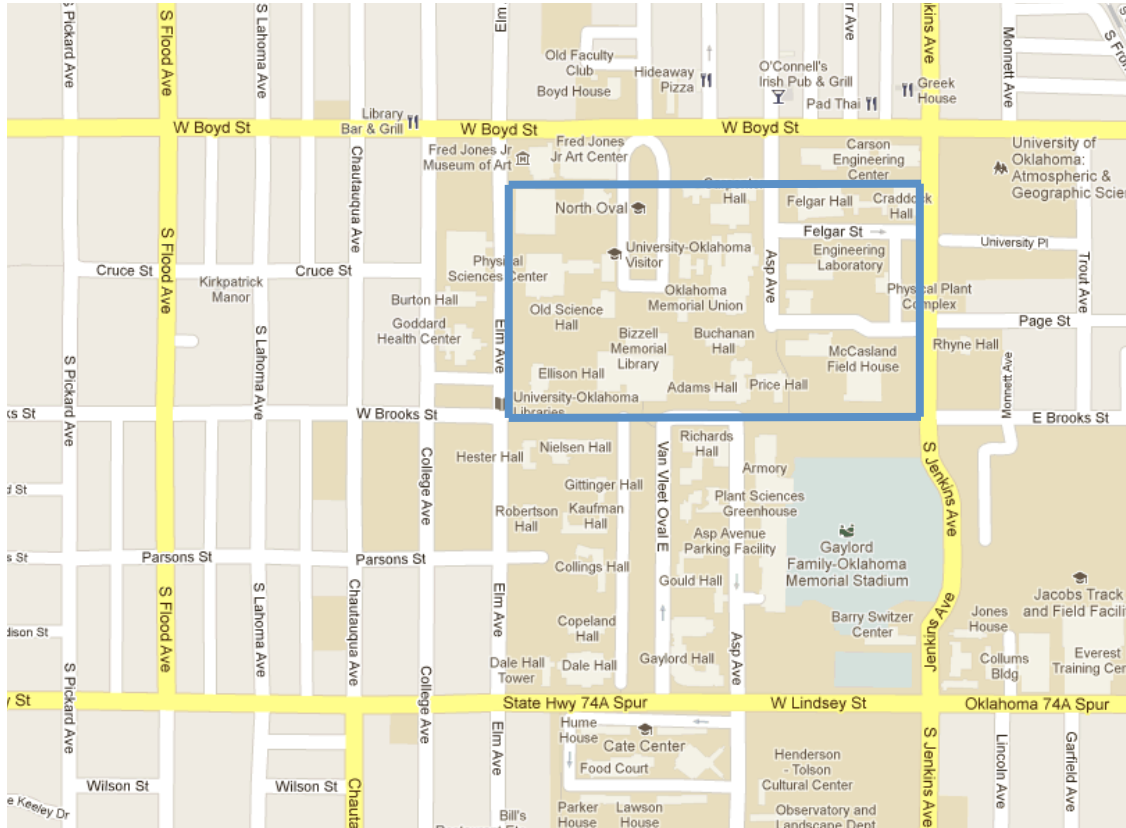
Undeveloped: These are circuits that are safe in good weather but are not fully paved.

- Partially paved. Unpaved sections are clear and safe in good weather.
- Marked and named. Markings should be frequent and clear enough for emergency personnel to locate an injured walker.
- Cell phone access throughout the course.

The proposed named circuits below (the Art Circuit, Garden Circuit, Perimeter Circuit, and Forest Circuit) are examples of what could be developed quite easily. These are rough maps to illustrate the location of each circuit, but more detailed maps with numbered points of interest should be developed. Each circuit should have signs. An audio tour guide would be a nice-to-have.

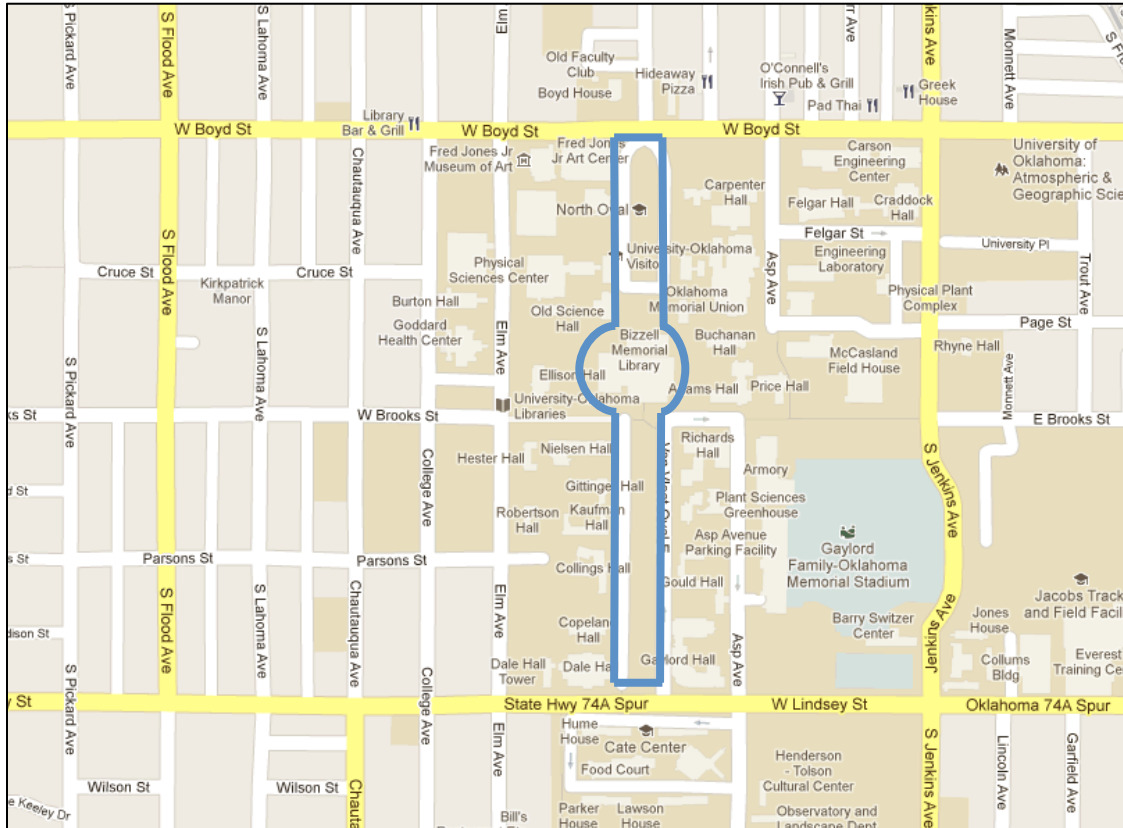
Art Circuit

This circuit goes by many of the locations on campus with public art. It is approximately 1.5 miles in length (3,000 steps). Shade level: sunny.



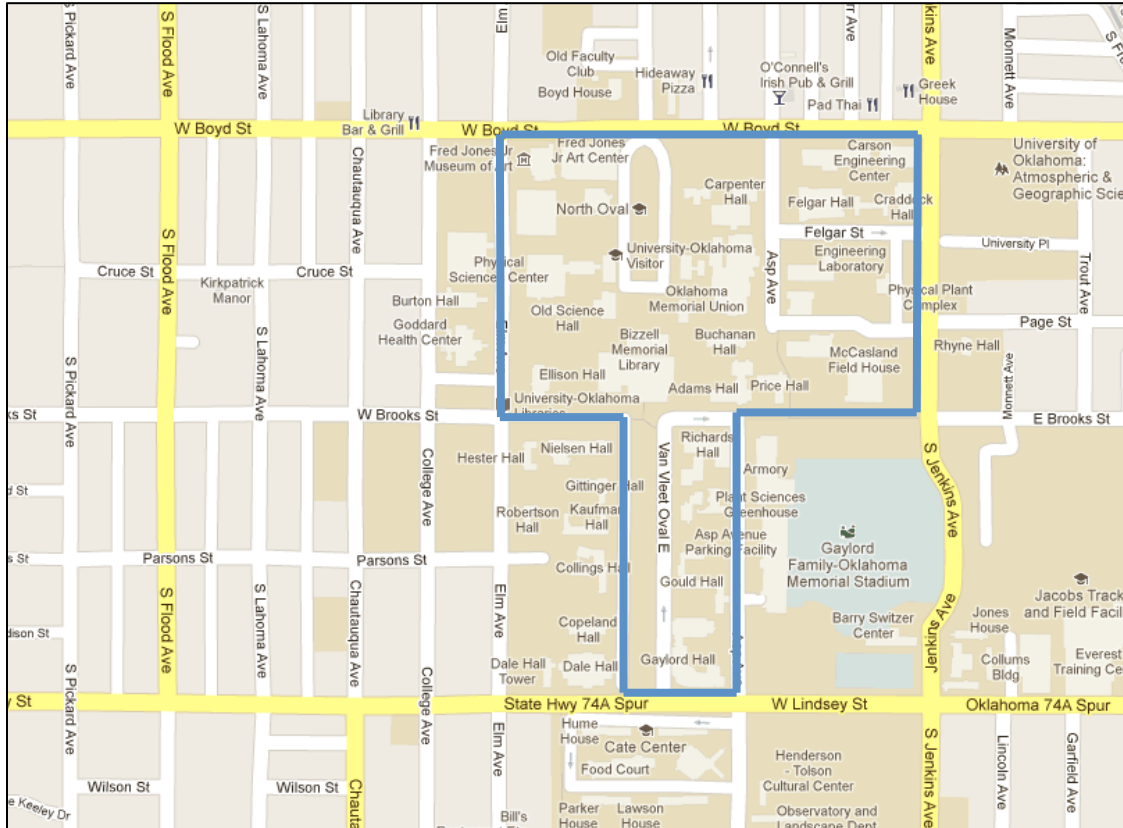
Garden Circuit

This circuit passes by many of the well-maintained gardens on the main campus. This circuit is approximately 1.1 miles in length (2,200 steps). Shade level: sunny.



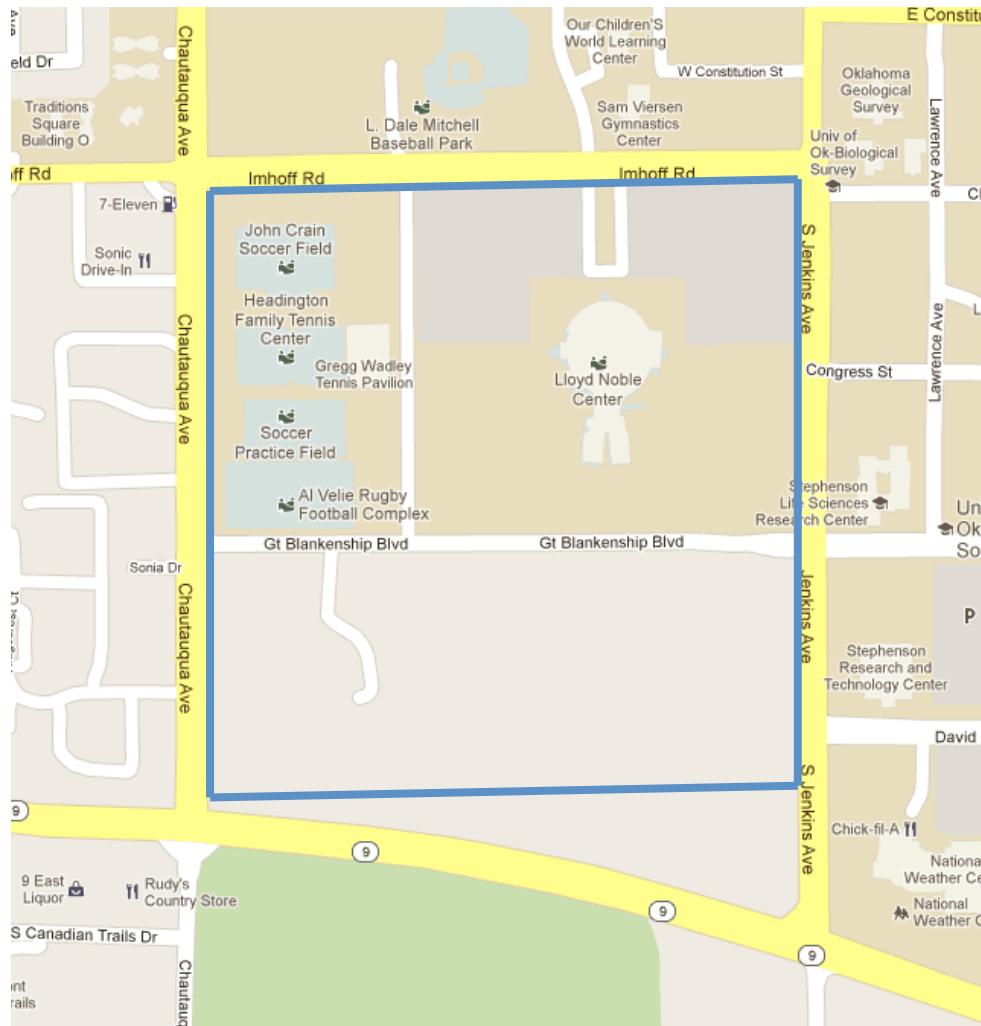
Perimeter Circuit

This circuit continues around the perimeter of the campus. The route shown passes in front of most of the campus academic buildings to increase the attractiveness of views. This circuit is approximately 2 miles in length (4,000 steps).



Forest Circuit

This circuit is more of a destination walk, but the Imhoff and Chautauqua legs are well shaded and very pleasant. This circuit is approximately 2 miles in length (4,000 steps). This is also a pretty popular running circuit since much of the route is dirt path and easy on the feet.



VI. Accomplishments for AY2011-2012

Following are the major accomplishments of the Faculty Welfare Committee during 2011-2012:

1) Successfully advocated for a Tobacco-Free Campus

At the first meeting of the Faculty Senate for the 2011-2012 academic year, President Boren commended the Faculty Senate for bringing to his attention the issue of smoking on campus and announced his plan to implement a tobacco-free policy for the Norman campus in the near future. A task force developed a policy but soon thereafter an executive order by the Governor that banned the use of tobacco products on state property obviated the need for such a policy. All's well that ends well.

Previous actions by the Faculty Welfare Committee on this matter included:

- Four years of advocacy for a tobacco-free campus by the current FWC Chair in AY2007-2011 via the Faculty Senate Executive Committee and two years of advocacy by the entire FWC in AY2009-2011.
- The FWC introduced a resolution in Spring 2010 requesting that the Norman campus become tobacco free. The Faculty Senate adopted the resolution with overwhelming support on March 8, 2010.
- The following year the FWC introduced a resolution in the Faculty Senate requesting an expanded commitment to wellness. The resolution included a recommendation to implement a tobacco-free policy for the Norman campus. The resolution was adopted by the Faculty Senate unanimously with one abstention on May 9, 2011.

2) Expanded access for the OU community to the indoor pool during the academic year

The FWC requested and obtained access to the indoor swimming pool for members of the OU community (students, faculty and staff) during “prime time” (5pm-6:15pm) in the academic year. Two lanes were requested. However, only one lane was made available with a commitment to monitor usage.

3) Prepared a resolution supporting recognition as a Bicycle Friendly University that was unanimously adopted by both the Faculty Senate and Staff Senate and also supported by an editorial in *The Oklahoma Daily*

The FWC prepared a resolution for the Faculty Senate supporting recognition as a Bicycle Friendly University. The Faculty Senate unanimously adopted the resolution on April 9, 2012.

Furthermore, the Staff Senate unanimously adopted an identical resolution on April 18, 2012.

Finally, *The Oklahoma Daily* reported on these results with a front-page story (“Officials call for bicycle-friendly OU”, <http://oudaily.com/news/2012/apr/25/faculty-senate-calls-bicycling-friendly-ou/>) and the Opinion page featured an Editorial stating that OU must do

more to welcome cyclists (“Community must encourage biking culture with infrastructure, safety”, <http://www.oudaily.com/news/2012/apr/25/ou-community-must-encourage-biking-culture/>).

University of Oklahoma Faculty Senate (Norman campus)
Faculty Welfare Committee (Spring 2012)

A resolution supporting recognition as a Bicycle Friendly University

WHEREAS, bicycling provides an efficient and convenient means of travel to and around campus, increases campus connectivity, and is an important mode of transportation between the main campus and south campus;

WHEREAS, bicycling directly reduces carbon emissions and generates no air pollution and therefore can be an important component of the campus commitment to the use of environmentally-friendly (“green”) technologies;

WHEREAS, the American College & University Presidents’ Climate Commitment reports that “Several hundred colleges and universities are implementing plans to make their campuses more pedestrian and bicycle friendly, thereby saving money and reducing their ecological footprint.”
(<http://www.presidentsclimatecommitment.org/resources/transportation/emissions>);

WHEREAS, commuting to campus and traveling around campus by bicycle is an option that many find appealing, and the efficiency and prevalence of commuting to campus by bicycle will be enhanced by coordination of campus bicycle routes with City of Norman bicycle routes where feasible, developing programs that provide recognition and encouragement for bicycle commuters, and providing resources to accommodate bicycle commuters such as racks on buses;

WHEREAS, bicycling improves health and fitness, bicycling is ranked among the top three exercises for improving cardiovascular fitness, bicycling to campus provides a sustainable and time-efficient exercise regimen, and a bicyclist-friendly campus is a simple and cost-effective way to promote wellness;

WHEREAS, construction of bicycle infrastructure actually is a money-saving option when it offsets the need to build and maintain additional infrastructure for motorized vehicles;

WHEREAS, increased bicycle commuting reduces traffic congestion and improves the availability of parking for those who need to drive or who prefer to drive a vehicle to campus;

WHEREAS, bicyclists are easily accommodated in the dense core of the campus since 10 to 12 bicycles can be accommodated in the space required by one car
(<http://www.bicyclinginfo.org/engineering/parking.cfm>);

WHEREAS, Norman and Tulsa, home to two OU campuses, are the only two cities in Oklahoma recognized as Bicycle Friendly Communities;

WHEREAS, a Bicycle Friendly University “is an environment that welcomes cyclists of all skill levels, to ride safely and comfortably” (<http://www.bikeleague.org/programs/bicyclefriendlyamerica/bicyclefriendlyuniversity/faq.php>);

WHEREAS, members of the University community are more likely to bike if they are welcomed and accommodated;

NOW, THEREFORE BE IT RESOLVED that the Faculty Senate of The University of Oklahoma hereby requests that The University of Oklahoma develop a plan to attain recognition within the next five years as a Bicycle Friendly University by the League of American Bicyclists.

4) Monitored the migration to Fidelity Investments as the single recordkeeper for OU retirement savings programs

In 2010-2011 we identified eight improvements to the proposed changes in retirement savings programs and almost all of these improvements were incorporated. During October 2011 we monitored faculty experiences during the transition to Fidelity Investments as the single recordkeeper. Now that the transition is complete, in future years the FWC will need to regularly review the decisions made by the Retirement Plans Management Committee and assess the effectiveness of the RPMC at providing a set of high-quality and low-cost set of options for employee investments that provide the requisite flexibility and diversification and that are transparently managed with minimal cost to employees. The FWC will also need to review the quality of the information (online and periodic statements) and service provided to employees by the recordkeeper (Fidelity Investments) and provide feedback to the RPMC.

5) Requested and obtained Roth contribution options for 403(b) and 457(b) retirement savings plans

A Roth 403(b) contribution option was made available beginning November 2011 and a Roth 457(b) contribution option was made available beginning March 2012.

These changes were made in response to a Faculty Welfare Committee resolution that was introduced in the Faculty Senate in February 2011 and approved unanimously (with one abstention).

6) Worked with Fidelity’s Account Manager for OU to enable download of mutual fund transaction data

In the past OU employees with Fidelity accounts have not been able to download mutual fund transaction data (such as to a CSV file). This capability is essential for employees who manage their investments with external software packages, spreadsheets, etc. The Fidelity website displays transactions in a way that they cannot be cut and pasted from the screen to Excel or other applications.

In a conversation with a Fidelity representative we learned that Fidelity does have this capability but OU Human Resources had not requested that it be enabled. After a conversation with Fidelity's Account Manager for OU in February 2012, download for mutual fund transactions on the "plan side" was subsequently enabled. Either CSV or QIF formats can be selected.

However, the data provided is incomplete – it does not include the ticker symbol, the price per share, or the amount of any fees paid.

7) Reviewed proposed changes to retiree medical insurance

Reviewed proposed changes to retiree medical insurance and worked with the Faculty Senate Executive Committee in requesting modifications to the proposal.

8) Reviewed and provided feedback on a draft of the Campus Bicycle Master Plan

We attended a presentation by Alta Planning+Design (the consultant hired to develop a campus bicycle master plan) and provided detailed feedback to Vice President of Finance and Administration who chairs the Campus Bicycle Working Group

9) Organized the "Two-Wheeled Schooner Ride"

We organized a distance cycling event for the OU community on 09/10/11. A total of 17 riders rode 40, 55 and 100-mile routes. It is hoped that this can become an annual event with increased levels of participation.

VII. Meeting Summaries

Topics of Discussion

Wellness

- Mapped walking circuits
- Bicycle paths, Bicycle master plan
- Bicycle Friendly University
- Huston-Huffman Center
- Associate's dinners
- Campus catering
- Healthy menu options and dining choices
- Online ordering system for campus catering

Benefits

- Retirement plans management
- Retiree medical
- Phased retirement plan
- Negotiated reduction in FTE
- Life insurance opt-out

Commuting

- Travel between main campus and research campus
- Bicycle commuting to/from campus

First Meeting (08 September 2011)

We discussed our priorities for the semester. Issues related to wellness continue to be a top priority for members of the committee.

One committee member suggested that OU define a set of marked walking and running trails on campuses. He will meet with a couple of the departments on campus with relevant expertise to see if they have an interest in working on this task.

One committee member noted that the attractiveness of the Huston-Huffman Center to potential students is perhaps decreasing. The effect on recruiting of students (and faculty) is perhaps under recognized.

The committee was enthusiastic to hear about the progress of the consultant hired to design a network of bicycle paths and will seek to schedule a meeting or receive a report.

We discussed proposed changes to retiree medical. One committee member noted that faculty hired after July 1992 fall under Rule of 90 rather than Rule of 80 for OTRS, and the proposed

12/31/2014 date used to demarcate between the two groups in the proposal for changes to retiree medical tends to impact the same group. The actuarial cost of delaying this date by a few years to 2017 or 2020 should be studied. Perhaps the cost is relatively small.

We discussed whether or not OU should have a formal phased retirement plan. The committee agreed that such a plan would be beneficial.

Second Meeting (29 September 2011)

The first concern raised at the meeting was efficient travel to and from the south research campus. One member of the committee is losing three hours a week making this commute. The amount of travel between the main and south campus is expected to increase in coming years. Currently a bus runs twice per hour and the door-to-door time can be 40 minutes. If driving, then parking becomes an issue. Bike paths are not yet in place. The committee discussed a number of possible solutions, some of which can be implemented in the short term until longer-term solutions are available. The committee will work to more specifically define the problem and to outline a variety of possible solutions.

Second, we continued our discussion of the benefit of having a set of defined walking/running paths. We also planned to follow up on our request to hear a progress report from the consultant hired to design a network of bicycle paths.

Third, we discussed the need for campus catering to offer more healthy menu options, to better identify these options (i.e., with a symbol on the menu), and for catering to proactively advise meeting planners (e.g., suggesting healthy choices and helping them estimate the number of persons who will have various dietary preferences such as vegetarian, vegan, etc. and help them make choices that accommodate these preferences). At a future meeting we will discuss this concern with representatives from OU catering.

Following are what we thought would in general characterize healthy menu options

- Emphasize
 - * Vegetables, legumes, whole grains, fruits and nuts
 - * Whole grains over refined grains
- Choose
 - * Fish, poultry, lean meats
 - * Fat-free or low-fat dairy products
- Minimize
 - * Saturated fat (e.g., use vegan preparations and/or avoid inclusion of dairy products in recipes)
 - * Salt
 - * Added sugar
- Eliminate
 - * Partially hydrogenated oils (trans fats)
 - * High fructose corn syrup

Fourth, we continued our discussion of the rationale for and structure of a phased retirement plan.

Special Meeting (20 October 2011)

Sam Corbett from ALTA Planning+Design presented a draft of the Campus Bicycle Master Plan to the Faculty Welfare Committee, Sustainability Committee, and others on October 20, 2011. The master plan maps out a bicycle network and addresses related issues such as signage and storage. Proposed bicycle facilities (meaning paths and routes, but also storage and other related improvements) are categorized as near-term, medium-term and long-term. Facilities planned for the near term are:

- 1) South oval cycletrack (Class 1, i.e. dedicated bike-only path). This would replace the current non-standard and dangerous path on the South Oval with a 10-foot bidirectional path for bicycles only.
- 2) Jenkins Multiuse Path (Brooks to Stinson). This would be a Class 2 multiuse path (wide sidewalk).
- 3) Maple Avenue Bike Route. This would be a Class 3 route (“share the road”) that runs from the dormitories to Timberdell.
- 4) Asp Avenue Bike Lane (Lindsay to Timberdell). This would be a designated bike lane with paint fill.
- 5) Asp Avenue Multiuse Path (Timberdell to Imhoff). This would be a Class 2 multiuse path that terminates in a bicycle parking area at Lloyd Noble.
- 6) A few other smaller improvements.

It was stated that implementation of these near term facilities could begin in 2012. It is hoped that implementation of the near-term facilities could build support for faster rollout of the medium and long-term priority facilities. Installing signage also will help build awareness and support.

In addition to providing feedback on detailed aspects of the draft plan, the following concerns with the plan were raised by the Faculty Welfare Committee:

- First: The most significant concern is that the core campus area is not adequately addressed by the master plan. The master plan says very little about the area north of Lindsay in the near- and medium-term.
- Related to the above, a second primary concern is that the plan does not identify any east-west routes north of Lindsay in the near- and medium-term.
- Third, the plan does not seem to address needs of the near-campus commuting community – students in apartment complexes and faculty/staff in residences. Primary commuting routes for these communities need to be defined and requirements for facilities need to be identified, even if the responsibility for developing facilities lies partially with the City of Norman.
- Fourth, on a more general but important basis, the plan does not emphasize a consistent type of path for bicycle travel. Rather, cyclists are pushed back and forth between bike lanes on roads shared with automobiles and multiuse paths shared with pedestrians.

Third Meeting (03 November 2011)

We discussed two major topics: healthy dining choices and phased retirement.

Healthy Dining Choices

In the first part of our meeting we had a constructive discussion with Dave Annis and Chuck Weaver from Food Services. They were very open and receptive to our feedback.

First, we received an update on progress that has occurred after our previous meeting on March 31.

* Fitter Foods line at Crossroads has been added that has healthier preparations and options. These are listed on a separate menu board that has a different background color from the standard menu. Information on calorie count, fat grams and sodium is displayed for the Fitter Foods line. We noted that similar information is needed for the standard menu items so that comparisons can be made.

* A pilot vending machine with healthier options (perishables) was tested in the Health & Exercise Science Department. The vending operation is outsourced to Coca Cola, which lacks the ability to manage perishables in vending machines. They created a special process for this pilot.

* Vegan, vegetarian, gluten-free and other types of meals are now available at Associate's Dinners. A next step is to help attendees become more aware that these options are available, such as by adding a statement to this effect to the announcement.

Second, we had a constructive discussion of ways to expand the offerings of healthy menu options from campus catering. The committee plans to tour their operations at Couch so that we can give more specific feedback, and we agreed to continue meeting once a semester.

We discussed the following objectives

Objective #1 Make it easier to identify healthy options

On the catering menu, provide symbols or filters for

- Low sodium
- Heart healthy
- Vegan, vegetarian
- Perhaps others such as gluten-free, low carb, etc.

Rather than segregating healthy options in a separate category, perhaps list the healthy options at the top of each category.

Provide feedback when the order is placed on the nutritional profile of the selection that was made (calories, fat, etc.)

Objective #2 Make it easier for attendees to self-select from a set of choices

Vegan, vegetarian, gluten-free and other types of meals are now available at Associate's Dinners. Help attendees become more aware that these options are available, such as by adding a statement to this effect to the announcement.

Make it more convenient for attendees to self-select from a set of choices (e.g., a standard meal, a vegetarian meal, etc.) that are selected for the event by the event planner. When ordering from an outside vendor such as Jason's Deli this is often done by paper or fax. At OU it could be done via a website. A commercial website used for surveying meeting attendees to select a meeting time provide a very nice pattern that could be readily adapted for selecting meal options.

Objective #3 Expand the percentage of options that are healthy

It was recognized that this will be a long-term process. Simply changing the menu options is not sufficient. An educational component also is needed, so that customers will want to choose the healthy options. One aspect of the educational component can occur at the time meals are being planned – catering can proactively steer meeting planners towards healthy choices.

Phased Retirement

In the second part of our meeting, we continued our discussion about a phased retirement plan. We discussed whether this should be limited to a phased retirement plan or whether it could also serve as a modified leave plan that would allow negotiation of a reduction in effort for a multiple year period.

Such a policy would be useful for a variety of situations. For example, an entrepreneurial faculty member might need an extended period to start a new business or a faculty member might want an extended period to raise young children or a faculty member might need an extended period to care for a relative with a terminal condition. The same policy could provide for phased retirements. Such a policy could create a competitive advantage for OU.

Specific arrangements would always be negotiated to satisfy the interests of both the University and the faculty member, or else the leave would not occur. A faculty member would not want to forfeit tenure or position. The University would not want to make an open-ended commitment.

Fourth Meeting (01 December 2011)

We prepared a statement recommending that the University develop institutional policy for negotiation of reduction in effort over an extended period of time to be applied in those cases where it is mutually beneficial to the University and the individual faculty member. A variety of circumstances may make a reduction in effort from 1.00 FTE appropriate for periods of time beyond those typically provided by university leave practices. While there are a number of university practices and policies that address parts of this problem (e.g. FMLA, leave associated

with SBIR/STTR, unpaid leave, phased retirement), we think a more comprehensive and consistent approach would benefit the university and the faculty.

We also reviewed other issues and held a side discussion on the current status of solutions for lecture capture.

Fifth Meeting (30 January 2012)

We discussed priorities for the remainder of the year, which included continuation of discussion on campus catering and healthy options, marked walking paths, and a bicycle friendly campus. We revised our recommendation for creation of a policy for negotiated reduction in FTE. It was felt that extending the current policy used for SBIR/STTR, with appropriate modification where needed, would be the best course. Finally, we reviewed language in a statement calling for preservation of an opt-out provision for life insurance, which is supported by four of the five committee members.

Sixth Meeting (27 February 2012)

We welcomed the news that showers and locker rooms at Murray Case Sells Swim Complex will be reconstructed and that the ambience of the outdoor pool deck will be improved. On the other hand, the Huston Huffman Center is showing its age and needs attention. Relatively small investments would improve the attractiveness and functionality of the facility. Locker rooms and showers are a particular area of concern. The locker room floors are carpeted and cannot be sanitized. Carpet should never have been installed and it needs to be replaced with a hard surface. The hot water in the showers can be intermittent due to plumbing issues and the aesthetics of the shower room are poor. One member suggested that the \$120,000 that would have been used to build two smoking areas that were obviated by changes in state law could be reallocated to the Huffman for these improvements.

We reviewed the proposed changes to retiree medical, we drafted a resolution to request that the University pursue recognition as a Bicycle Friendly University, and we discussed walking paths.

Seventh Meeting (23 April 2012)

For our final meeting of the year we met at Couch Restaurants and met with Chuck Weaver, Food Services Director. We focused on suggestions to increase the usage of campus resources for sessions where sandwiches or other informal meals are needed. Would the cost be comparable to Panera or Jason's Deli? Can the ordering process be made more convenient? Deborah Trytten presented a mockup of an online ordering system. The key to increasing usage of campus resources to provide food for lunch meetings and the like is (1) ease of definition of the set of menu choices, (2) ease of selection by participants, and (3) integration with fulfillment on the back end. An offer was made by Al Schwarzkopf for an MIS senior project to create a working prototype and develop associated business processes. An event held at Couch for a group of administrative staff could be used to show off a new easy to use online ordering system and let them see the menu choices in person. We also discussed the need to put online the

availability of the meeting room on the second floor of Couch. This is a fairly large room that can be reserved for \$75 plus \$9/head.

Al Schwarzkopf presented maps of four possible walking circuits on campus that vary in length from 2200 to 4000 steps: the Art Circuit, Garden Circuit, Perimeter Circuit, and Forest Circuit. We discussed promotion of “Plus Two Thousand”, where each of us would try to add 2000 steps to our daily routine. The committee may continue to work on this issue next year, advocating for creation of a map (with numbered points of interest along each circuit), signage, promotion of Plus Two Thousand, and verification that pavement and emergency services are adequate. Although sidewalks for these circuits already exist for three of the circuits, labeling and promoting the circuits will increase the frequency that a faculty or staff member would actually make the decision to go for a walk.

In addition, we reviewed recent discussions at the Faculty Senate and EBC regarding phased retirement and retiree medical, respectively. Finally, we elected Gregory S. Burge to serve as Chair of the committee in AY12-13.