**Staff Advisory Council Agenda**

Staff Advisory Council will meet on

**July 12, 2023 @ 1:15pm**

**412 Student Union Council Room**

All meetings are open to the public.

1. Call to Order: Michelle Stewart
2. Roll Call: LeAnne Hutchins
3. Approval of the Minutes: Michelle Stewart -none to approve
4. Approval of the Agenda: Michelle Stewart – Sherri, Amber, approved
5. Special Guest Speakers: No guest speaker at this meeting.
6. Officer Reports:
   1. Treasurer’s Report: Sherri Buntin
      1. May and June reports sent out
      2. ABM, and FM charged us this year
      3. If you have expenses, get to Sherri
         1. Before buying ask Sherri first to make sure we have money
   2. Secretary: LeAnne Hutchins
      1. All members please complete this form: <https://forms.office.com/r/WzxJPsBT9x>
   3. Vice-Chair: Sam Morse
      1. Will attend all committee meetings within the next month
   4. Chair: Michelle Stewart
      1. Continue to get feedback from non-council members
      2. SAC awareness to the masses
      3. FAC sign-ups will be out soon
         1. Sign up if you want to attend
      4. We will only use a virtual option for committee members on an as needed basis. It will not be offered unless there are extenuating circumstances
7. Reports of Standing Committees:
   1. Rules, Policy, and Procedures: Kimberly Meints
      1. **Parliamentary Procedure** 
         1. Members and guests may speak after being recognized by the chair
         2. To vote, there must be a quorum of at least 14 members present, not including the chair
         3. Motions
         4. making a formal proposal for consideration “I move that” (or “so move” if chair proposes)
         5. require a “second” to be considered
         6. followed by a vote
         7. to approve agenda/minutes, requires simple majority
         8. Debate
         9. Allows multiple members or guests to speak once recognized by chair, should address the chair only
         10. To close debate, “call the previous question;” requires 2/3 vote in favor
         11. Amendments
         12. Before a final vote is taken, documents or motions may be modified by separate motions
         13. Voting
         14. In favor, say “aye”
         15. Opposed, say “no”

Helpful overview: [https://www.pta.org/docs/default-source/files/training/course-tools/president/english/roberts-rules-of-order-basics](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.pta.org%2Fdocs%2Fdefault-source%2Ffiles%2Ftraining%2Fcourse-tools%2Fpresident%2Fenglish%2Froberts-rules-of-order-basics&data=05%7C01%7Cleanne.hutchins%40okstate.edu%7Cf1f1de0ee6cc4e11b3e208db83022684%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C638247817482585299%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=cOlh7eTxjRMOyXIRPE6uR0I5UrT9k4AYEafavLzZRMk%3D&reserved=0)

* + 1. **Bylaw Review** 
       1. VI.B.1. Vacancies (please let us know in a timely manner)
          1. Can only miss 4 meetings before being removed
       2. IX.E. Council Members
          1. Attend monthly meetings
          2. Serve on a standing committee
          3. Special committees when assigned or volunteered
       3. X.C. Standing and Special Committees
    2. **First Meeting Highlights** 
       1. Met on Monday; discussed personal interests and projects for the year
       2. We anticipate working with HR on several policy reviews.
       3. In conjunction with DEI, we are working on a physical survey of OSU restrooms. The goal is to add more diaper-changing stations to the campus map, but we would have an opportunity to consider additional resources while we’re at it (such as sharps disposal). Think about whether you would like to help and keep an eye out in the next month or two for an opportunity to assist.
    3. **Vacancy Appointment Request Form**
       1. We have an upcoming vacancy, so we will be filling this position. We are working to identify areas of campus that are under-represented.
    4. **Staff Inquiries -** Please send along any others that you receive.

* 1. Communications Committee: Kaitlin Little
     1. SAC portrait day will be set up – look for email
     2. SAC monthly newsletter is being finalized and sent next week
  2. Awards and Recognition Committee: Kim Howerton
     1. No report
  3. Events Committee: Michelle Munson/ Kim Anderson
     1. No report
  4. Diversity, Equity & Inclusion Committee: Kala Davis
     1. No report

1. **Branch Campus Reports**:
   1. OSU-Tulsa: Candace Jackson
      1. No report
   2. OSU -CHS: Becca Floyd
      1. No report
   3. OSU-OKC: Nick Irby
      1. Installed new council this month
      2. Hopefully we’ll see them in person more
   4. OSUIT-Okmulgee: Paula Harrold
      1. Employee Banquet – carnival theme
         1. Gave out awards
      2. Collaborating with OSU ID for safe zone training
      3. Expanding programs to Tulsa
2. Reports of University Committees:
   1. Faculty Council: No Report
   2. Human Resources: Rachel Shreffler, Director of Benefits
      1. Cyber incident with TIAA-CREF but not with itself – was a third-party vendor PBI
         1. ~ 100 employees impacted
      2. Benefit Wallet (HSA provider) and its owner sent out letters with wrong names on them – please shred
   3. GPSGA: No report
   4. Department of Wellness: Kim Beard
      1. No report
   5. Student Government Association:
      1. No Report
   6. Facilities Management Advisory Council:
      1. No Report
3. Unfinished Business: NONE
4. New Business:
   1. Possible team bonding
   2. New SAC t-shirt/shirt
5. Announcements:

**Next Meeting – August 2, 2023, 1:15 PM 412 Student Union Council Room**

1. Adjournment – Amber Coker, Kim Howerton