**Staff Advisory Council Minutes**

**January 12, 2021 @ 1:15 pm**

**Via Zoom only**

**Guests**: We had Angela Cross, Christa Louthan, Kristen Rowan, Candace Jackson, Nate Diekleman, Marcia Sun, and Brenda Kindschi were among our guests.

**Call to Order**: Melanie Bayles called the meeting to order at 1:15 pm.

**Special Guest Speaker:** Nate Diekleman, Assistant Director of Wellness

* Spoke about Outdoor Adventures as the Wellness Center and the programs they provide
* The wall climb at the Colvin has employee only climbing nights
* They can arrange events for teambuilding such as paddleboarding, hiking, challenge course, wall climbs and more. Just contact them or see their website for the fee plan.
* This includes events for outside groups to rent/use their facilities and plans.

**Roll Call**: Of our 26 members we had 23 members present via Zoom, and 3 members absent.

**Approval of the Minutes:**  Chris Pivinski made a motion to approve the January minutes, Amber Coker seconded. January minutes were approved without adjustment.

**Approval of the Agenda**: Sherri Buntin made a motion to approve the agenda, and Amber Coker seconded the motion. Agenda was approved without adjustment.

**Officer Reports**:

**Treasurer Report:** Tammy Ratcliff

* Awaiting some reports to be able to prepare the treasurer’s report.

**Secretary**: Michelle Stewart

* No report.

**Vice-Chair**: Kristi Wheeler

* Preparing a flyer to get out information about the SAC Scholarship opportunities and will send to Sherri when completed.
* Announced the Star Awards for January
* Ro Owens, App Analyst/Trainer for Health Information Technology
* Christine Miller, Programming Analyst, Institutional Research and Analytics
* Brenda Stewart, Sr. Accounting Specialist, CEAT-Dean’s Office
* Madison Hagen, Academic Advisor, Academic Programs & Student Services – College of Education and Human Sciences
* Madison Hagen, Academic Advisor, Academic Programs & Student Services – College of Education and Human Sciences
* Kellie Ebert, Manager of Career Services, Eastin Center for Career Readiness
* Margaret Napier, Child Development Lab Teacher, College of Education and Human Sciences
* Harold Conley, Accounting Specialist, Electrical and Computer Engineering
* Fransisca Bolin, Senior Administrative Support Specialist, Electrical and Computer Engineering
* Kayla Priegel, Benefits Representative, University Human Resources
* Alex Christy, Communication Specialist, Environmental Health Services

**Chair**: Melanie Bayles

* Requests that members push the Star awards so that we can get information about the opportunity out there.
* Thank you for all of your hard work on the committees.

**Reports of Standing Committees**:

 **Rules, Policy and Procedures Committee:** Chris Pivinski

* Committee received the travel policy for review.
* They are working on the election plan and will be contacting those members up for re-election soon.
* Currently there are no vacancy requests to fill.

**Communications Committee:** Gary Lawson

* They are 95% complete with the website update and plan to have it live by the end of the month.
* If you have any items for the news for staff section please let Gary know as he would like to make sure that it’s kept current.

**Awards and Recognition Committee:** Sherri Buntin

* Currently have 10 applications for scholarships. The deadline is March 11 at 4 PM.
* Has a good group and really appreciates their help.

**Events Committee:** Michelle Chitwood

* Working on planning the Staff Appreciation day event.
* Received some suggestions for recognizing departments heavily worked for COVID, but not sure they can make that happen. Sherri offered her committee to help.

**Diversity, Equity & Inclusion Committee:** Tom Joyce reported in Cara Eubanks’ absence.

* They are working on getting updated information about areas on campus such as gender neutral restrooms and will be putting that information out in March.

**Branch Campus Reports**:

**OSU-Tulsa:** Candace Jackson’s absence.

* Feb 14 they are having a coffee bar for staff.
* In March they are having a secret staff gift exchange with a reveal party.
* They are currently recruiting for council members.

**OSU-CHS: Sherrita Sweet**

* No report.

**OSU-OKC**: Kristin Rowan

* They did NOT receive any snow days. Sympathy cards are appreciated.
* They are having a good turnout for their meetings.
* They are working on ideas for welcoming new staff members.
* They are excited to be more active with Pete’s Posse.

**OSUIT-Okmulgee**: Na-komas Blackford

* No Report

**Reports of University Committees**:

**Faculty Council:** Melanie Bayles

* She will send the minutes after she receives them.
* The library is working to help faculty and staff get their published works distributed.
* Dr. Stephens provided a COVID update and numbers are improving in the state and country. The positivity rate continues to be about 30%.
* Dr. Shrum spoke about their provost search.
* Dr. Shrum also said their will likely NOT be budget cuts this year from legislatures.
* Tashia Cheves would like to remind everyone that she is on the Strategic Planning committee and will provide updates as she is able to share information.

**Human Resources:** Christa Louthan

* COVID numbers are looking more optimistic.
* The mandate is on hold, but not off the table, so please continue to update the vaccine portal.
* Staffing applications are a continued focus with the current numbers of vacancies, including two upcoming vacancies in HR.
* If you know of anyone who would like to work for OSU please have them contact X2901 for Toby or Joey to help them.

**GPSGA:** Marcia Sun

* **Important Deadlines:** Travel Awards, Co-sponsorship Funds, Group Funds, and Research Materials Grant are all due April 1, 2022, on Canvas.
* **Upcoming GPSGA Awards:** Doctoral Student Phoenix Award, Master’s Student Phoenix Award, Outstanding Graduate Teaching Assistant Award, and Graduate Faculty Phoenix Award. Nominations and applications are open on Canvas. The due date for these awards is Friday, April 1, 2022.
* The second **General Assembly Meeting** of Spring 2022 will be held at 5:30 PM CDT in an online format (Zoom) on Feb. 16. The link to participate in the meeting remotely is always provided in the Monday Memo and sent out via email the day before the meeting.

**Department of Wellness:** Kim Beard

* No report.

**Unfinished Business**:

**New Business**:

**Announcements**:

Next Meeting – **March 9, 2022** at 1:15 PM, hopefully, in person at 412 Student Union Council Room and available via Zoom. We will be watching to see if the March meeting needs to be moved strictly to Zoom attendance and an announcement will be made closer to the meeting time.

**Adjournment:** Motion was made to adjourn meeting by Michelle Chitwood. Second was made by Sherri Buntin. Meeting was adjourned at 2:08 PM.