Guests: Liz Tarbutton (HR), Joey Keel (HR), and Mary Talley (Wellness Center)

Chair Sue Goad called the meeting to order at 1:19 p.m. and the roll call was completed.

Seated newest member-Kelle Scott

Approval of Minutes: The January 2017 minutes were approved with changes

Approval of Agenda: The agenda was approved with changes

Guest Speakers:

Dr. Tanya Lowery-Title IX Officer, Dr. Rosalyn Green-Director of Equal Opportunity and Paul Liverington-Title IX Investigator: gave an overview of their job duties and handed out attachment A

Casey Keyser-Sr. Manager of Energy Management- Introduced the Energy Leadership Program that is available for all campus departments to participate in. For more information please visit their site energy.okstate.edu.

Treasurer’s Report: attachment B

Branch Campus Reports

OSU-Tulsa/CHS: no report

OSU-OKC: enrollment is down 1.6% but up per credit hour. Superhero themed holiday party was a success and they plan to carry the theme into their staff appreciation event. The Business and Agriculture Divisions will be combining.

OSUIT-Okmulgee: no report

Report of Standing Committees

Rules & Procedures: Melanie Bayles- working on elections-nomination forms will be available on March 1st. Elections will take place the last 2 weeks in April. 9 seats are open for 3 year terms, only 3 incumbents are seeking reelection. Sub-Committee need to get their committee procedures to Melanie by the June meeting.

Policies, Benefits, and Budget: Kristin Henderson – attachment C

Communications: Kaylie Wehr – attachment D

Awards & Recognition: Karissa Lowe – attachment E

Fund Raising: Michelle Chitwood – wrapping up Valentine’s Day raffle-drawing winner at 1pm on February 10th. Looking for ways to host a fundraiser for Administrative Professionals Day or to give some things away at the event.

Events: Sarah Axtell- attachment F
Report of University Committees

Faculty Council Report: no report this month due to their meeting be held on February 15.

Department of Wellness: Mary Talley spoke about Attachment G

Officer’s Reports

Secretary’s Report: Toby Tucker – no report

Vice Chair’s Report: Jovette Dew – no report

Chair’s Report: Sue Goad – no report

Unfinished Business - none

New Business – none

Announcements – College of Education is hosting a chili & soup cook-off on February 15. Cost is $5 per person and all proceeds will be donated to Pete’s pet Posse.

The next meeting will be March 8, 2017 @ 1:15 p.m. in 412 SU-Council Room

The meeting was adjourned at 2:31 p.m.

Respectfully submitted,

Toby Tucker
TITLE VI, TITLE VII, TITLE IX
Understanding the Basics

TITLE VI, TITLE VII, AND TITLE IX

- TITLE VI: No person in the U.S. shall on the ground of race, color, or national origin be excluded from participation in, denied the benefits of, or be subjected to discrimination in any program or activity receiving Federal funds.
- TITLE VII: Rights of Representation: The hiring, retention, and advancement of employment opportunities shall be free from discrimination based on race, color, religion, sex, national origin, age, disability, or genetic information.
- Also prohibits sexual harassment in the workplace which includes unwelcome sexual advances, requests for sexual favors, or other verbal, written, or physical conduct or activity which makes a work environment intimidating, hostile, or offensive to employees.
- TITLE IX: Guarantee Gender Equity in Education
- 1972 Dear Colleges and Universities—call to action for the elimination of onerous campus policies.
- “Title IX” refers to sexual harassment, dating violence, domestic violence, and stalking.
- Also provides rights for pregnant and parenting students.

FOR ASSISTANCE PLEASE CONTACT

- The Office of Equal Opportunity:
  - Dr. Erica Lowery – Title IX Officer/Deputy Title IX Officer
  - Dr. Breton Green – Equal Opportunity Officer/Deputy Title IX Officer
  - Mr. Paul Lee — Title IX Investigator

405-744-9154 or eeo.okstate.edu
# OSU Staff Advisory Council  
**Treasurer's Report**  
**February 8, 2017**

## SAC MAINTENANCE ACCOUNT  
(Year to Date)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Balance 7/1/2016</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>General Fund Salary</td>
<td>9,300.00</td>
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<tr>
<td>University Allocation</td>
<td>21,793.00</td>
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<tr>
<td>Carry-Over</td>
<td>16,048.17</td>
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**TOTAL REVENUES**  
47,141.17

**EXPENSES**

- Distinguished Svc Awards
- Reimb Dist Svc Awards
- Staff Appreciation Day
- SAC Shirts
- Office Supplies
- Other (trophy, etc.)
- Fundraising Supplies
- Parking Raffle Sign (Facility MGMT)
- Training Lunch in June
- End of Year Plaques
- Transfer to neg. acct. 1-28520

**TOTAL EXPENSES YTD**  
119.12

**ACCOUNT TOTAL**  
$47,022.05

## SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT

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<td>Income</td>
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<tr>
<td>Balance Forward</td>
<td>9,617.35</td>
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<tr>
<td>Staff Parking Space Fundraiser</td>
<td>535.00</td>
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<td>Homecoming Fundraiser</td>
<td></td>
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<tr>
<td>SAC Celebration Vendor Tables</td>
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</table>

**TOTAL REVENUES**  
10,152.35

**EXPENSES**

- Office Supplies
- Parking Raffle
- Transfer to Foundation

**TOTAL EXPENSES**  
-  

**ACCOUNT TOTAL**  
10,152.35

## SAC SERVICE AWARD ACCOUNT

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<td>Budget Reduction</td>
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<td>Transfers In</td>
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<tr>
<td>donation from OSUF</td>
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<tr>
<td>Salaries, Wages &amp; Other</td>
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</table>

**TOTAL REVENUES**  
20,000.00

**EXPENSES**

- Reimb Dist Svc Awards
- Service Awards                           | 2,503.25 |
- Recapture                                 |         |

**TOTAL EXPENSES**  
2,503.25

**ACCOUNT TOTAL**  
8,506.81
### Funds Deposited with OSU Foundation
**February 8, 2017**

<table>
<thead>
<tr>
<th>OSU STAFF SCHOLARSHIP FUND</th>
<th>OSU STAFF PROFESSIONAL DEVELOPMENT FUND</th>
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<tr>
<td><strong>20-31100</strong></td>
<td><strong>20-99539</strong></td>
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<tr>
<td><strong>Cash</strong></td>
<td><strong>Cash</strong></td>
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<tr>
<td>Balance Forward as of 7/1/2016</td>
<td>Balance Forward 7/01/14</td>
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<tr>
<td>Fiscal Year to Date Activity</td>
<td>Fiscal Year to Date Activity</td>
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<tr>
<td>Balance</td>
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<table>
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<td>Fiscal Year to Date Activity</td>
<td>Fiscal Year to Date Activity</td>
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<tr>
<td>Balance</td>
<td>Balance</td>
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</table>

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
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<td>$380.00</td>
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Policy, Benefit, and Budget

February 8, 2017

The PB&B Committee met on 2/3/2017 to discuss the Joe and Patti Weaver Scholarship and the results from the Survey.

Old Business
1. Scholarship
   a. Joe and Patti Weaver scholarship
      i. All past members who served at least 1 year and left in good standing, not currently serving on the board are eligible
      ii. Spring 2017 there are two $1000 scholarships available
   b. Application form will be sent out this week. If SAC could pass it on to anyone they know might have been on the board at one time.
      i. I have a list of members from 2008-present
   c. Can we put this on our website?
   d. Deadline is April 3rd

New Business
1. Survey
   a. Over 100 people completed the survey
      i. 4 categories
         1. Policy
         2. Benefits
         3. Morale
         4. Suggestions
   b. Good responses and questions
      i. We have divided these up amongst the PB&B team and will answer these questions with help from Admin within the university
         1. A final report will be available at the end of the FY
Communications Committee Updates
February 8, 2017

- Staff Development Day
  - Reminder email to go out Feb. 13
- February Newsletter: Feb. 27 or 28
- Constitution and Bylaw changes reflected on website
  - New Constitution and Bylaws posted
  - Removal of exempt/non-exempt classifications (SAC Members page)
- Members information updated (SAC Members page)
- Beginning to work with Rules & Procedures committee on the SAC elections
  - Look for Call for Nominations in February Newsletter
Awards & Recognition Report
February 8, 2016

Interviews are finished and recipients have been chosen. We have one recipient receiving $1000, seven finalists receiving $600 and five semi finalists receiving $100. ENPs for direct deposit will be sent to payroll. All recipients will receive a plaque and a certification.

Itinerary for the ceremony is as follows:
11:45am - podium set up
12pm - Sue to start with welcome, recognition of VIPs and recognition of scholarship recipients.
12:05pm - President Harris to say a few words 12:10pm - Larry Reece to emcee presentation.
12:45pm - end presentation and podium tear down

Kaylie put together a great slideshow presentation to run during the event.

I'll be out of town at a work conference so my committee will take the lead and will need a few volunteers to help organize the day!
Events Committee Report 02/07/17

SCD: We have decided on Mexico Joes as the caterer for the event.

   The menu is a nacho bar that comes with 2 meats, rice and beans, condiments, drinks and cookie.
The Department of Wellness
Employee Programs: February 2017

Certified Healthy Departments

Applications Close: March 10
CHD Announced: March 20

Become a Certified Healthy Department by providing a healthy environment for faculty, staff, students, and visitors, while supporting the culture for an overall healthier OSU. Certification acknowledges a department's efforts to foster healthy lifestyle choices for individuals while at work. For more information, contact Mary Talley at mary.talley@okstate.edu.

Wellness Wednesday:
How Does Your Garden Grow?

Wednesday, March 22
Noon
Searlean Wellness Center
Registration Deadline: March 17, noon
Free: $10 fee for no-shows

Join Casey Hentges, Host of “Oklahoma Gardening”, for tips on growing healthy herbs and ornamental plants. Learn which plants grow best in our climate and how to improve your garden soil.

Family Fit

Saturdays, February 4 - March 11
9:30-10:15 a.m.
Colvin Recreation Center, Dance Studio 1
Free

Looking for a way to keep your family active? You and your children, age 6 years and older, can be active together, helping the whole family develop a healthy lifestyle. This 6-week series event will feature different class formats each week such as yoga, dance party or total fitness.

Innovator Training

Wednesday, March 8
8:30 - 11:30 a.m.
Searlean Wellness Center
Registration Deadline: Friday, Feb. 10

Contribute to America’s Healthiest Campus by promoting wellness initiatives within your department. A 3-hour training session provides the tools and resources necessary to help you facilitate healthy lifestyle choices among your colleagues. Enthusiastic and committed innovators come from all education and fitness levels, and from all positions on campus.

Colorful Choices

Monday, February 27 - Sunday, April 9
Online
Registration Opens: February 13
Registration Deadline: Thursday, March 9

This fun and simple online nutrition program is designed to encourage participants to eat healthier. Participate as an individual or as a group. Prizes will be awarded to top individual and team participants over the six-week program. To register, visit http://okstate.colorfulchoices.com

Hearing Screenings

Friday, March 8
Murray Hall 042
First-come, first-serve appointments
Free

The Department of Wellness partners with the Department of Communication Sciences and Disorders to provide FREE hearing screenings to OSU employees. Appointments must be made prior to the event. Please contact Tabi Deal at tabi.deal@okstate.edu to schedule an appointment.