



Staff Advisory Council General Meeting Agenda

Staff Advisory Council will meet on

December 10, 2025 @ 1:15pm | ITLE Building, Room 126

All meetings are open to the public. Virtual attendance links are available upon request.

STAFF ADVISORY COUNCIL

A. **Call to Order:** Sam Morse

Attending: IN PERSON: Melanie Bayles, Emily Billings, Sherri Buntin, Sam Cypert-Worley, Justin Cypert-Worley, Angie Duckworth, Peyton Duncan, Austin Hayes, Nicole Hendricks, Kim Howerton, Aaron Lively, Kimberly Meints, Samual Morse, Natalie Noles, Shawn Parli, Kara Peters, Amy Phillips, Robert Rabb, Josh Engle, Monica Santillan; TEAMS: Janell Hamilton, Joshua Hawkins, Olivia Long, Roxanne Maynard, Crystal Wilson

B. **Roll Call:** Kimberly Howerton

C. **Approval of the Minutes:** Sam Morse

○ **October**

- Changes: add Melanie Bayles and change the spelling of her name
- Motion – Melanie Bayles
- Second – Sam Cypert-Worley
- Approved

○ **November**

- Motion Justin Cypert-Worley
- Second Kimberly Meints
- Approved

D. **Approval of the Agenda:** Sam Morse

- Melanie Bayles move to approve as presented
- Second Sam Cypert-Worley
- Approved

E. **Special Guest Speaker(s):**

- a. Dr. Chris Francisco, Vice Provost, Division of Academic Affairs
 - i. Update on OSU accreditation process

Overview

The university undergoes reaffirmation of accreditation every 10 years, which includes a comprehensive site visit. Preparation for the current cycle began 2½ years ago, with significant activities completed in November to document compliance with Higher Learning Commission (HLC) criteria.

Key Milestones

- **Final Argument Submission:** March 21
- **Site Visit:** April 20–21 (possibly April 22)
- **Mock Accreditation:** Conducted with representatives from four peer institutions for feedback
- **Follow-Up Report:** Due in year four after accreditation

Site Visit Details

Accreditors will visit Stillwater, Tulsa, and CHS campuses to review facilities and activities. Open forums will be held for faculty, staff, and stakeholders to provide feedback. Document requests are expected during the visit.

Accreditation Criteria

The process evaluates four main areas:

1. **Academic Quality:** Teaching and learning processes
2. **Institutional Integrity:** Ethical operations and compliance
3. **Mission Alignment:** Activities reflecting the land-grant mission
4. **Institutional Effectiveness:** Overall operations and continuous improvement

Benefits of the Process

- Encourages self-reflection and identification of areas for improvement beyond compliance
- Reinforces understanding and commitment to the land-grant mission among faculty and staff

Committee Composition

Equal representation of faculty and staff ensures a balanced review and engagement across the institution.

- b. Dr. Amy Gazaway, Assistant Director of Student Academic Services
 - i. Cowboy Family Portal rollout and how departments can partner on content creation and information disbursement to student families

Overview

The Cowboy Family Portal (CFP), launched in June 2025, is a centralized communication platform designed to connect OSU families with the university and each other. It provides tailored information, resources, and engagement opportunities to support student success and strengthen family involvement.

Key Highlights

Current Reach:

- 27,644 active users
- 5,000+ registered accounts
- Access: Families register via family.okstate.edu using a student-linked email. Profiles include details such as college, first-generation status, military affiliation, and Greek life for personalized content.

Core Features

- Content Feeds:
 - OSU News
 - Parent & Family News
 - Scholarships & Financial Aid
 - Student Success
- Additional Tools:
 - Event calendars (e.g., Family Weekend, academic deadlines)
 - Surveys and customizable newsletters
 - Analytics for engagement (click rates, open rates)
 - Discussion boards (launching Spring 2026)

Communication Capabilities

- Targeted messaging by geography, college, or affiliation
- Crisis communication (e.g., regional emergencies)
- Event check-in functionality (1,500 family members checked in during Fall Family Weekend)

Partnership Opportunities

- 54 campus partners currently contribute content.
- Departments can:
 - Request posting access (subject to brand management approval)
 - Submit content for inclusion
 - Request data reports for their unit

Future Enhancements

- Text messaging integration
- Expanded event functionality
- Continued development of family discussion boards

Scope

- Supports families of undergraduate students throughout their academic lifecycle (first year through graduation).
- Excludes graduate and prospective student families.

F. Officer Reports:

- a. **Treasurer:** Natalie Noles
 - i. Nothing to report
- b. **Secretary:** Kimberly Howerton
 - i. Nothing to report
- c. **Vice-Chair:** Sam Cypert-Worley
 - i. STAR Awards
 1. Leca Hoang
 2. Laura Payne
 3. Avery Bennett
 4. Susan Bain
 5. Kwideok Han
 6. Summer Manley
 7. Jessica Hergenreder
 8. Peter Ramsdale
 9. Mandy Gross
 10. Michelle Chitwood

- d. **Chair:** Sam Morse

Brief

The OSU AI Subcommittee is exploring the integration of AI tools and training for faculty and staff, focusing on education, responsible use, and curriculum development rather than policy creation. Current discussions include ethics, AI detection, FERPA compliance, and platform selection,

with separate solutions likely for academic and staff needs. Feedback is encouraged as this remains an evolving initiative aimed at supporting informed and ethical AI use across campus.

Celebrations this week

Team recognized at convocation including faculty and staff.

Expect a survey in January as we prepare for the 2026 year with the goal of improving operations. Goals for survey will be:

Early Implementation: Begin changes in January to align with the start of SAC years for smoother transitions.

Member Engagement: Conduct a survey to understand SAC members' interests, passions, and desired changes.

Committee Selection Support: Use survey insights to help members find committees that match their interests.

Future E-Team Assistance: Build a system that supports committee placement and facilitates organizational change for incoming leadership teams.

This will be used to:

Design and distribute the survey (focus on interests, passions, and improvement ideas).

Create a committee-matching framework based on survey results.

Develop a process/system for E-team to use for committee assignments and change management.

Communicate timeline and expectations to SAC members.

G. Reports of Standing Committees:

- a. **Rules, Policy, and Procedures:** Justin Cypert-Worley
 - Current policy tuition remission looks at the policy and gave thoughts;
 - Have subfinal document and will share it with the ACE committee;
 - See what qualities for what and it's fair and beneficial populations;
 - next, we will have conversation with Christa Louthan in HR to get sense of temperateure and that will guide the next steps and decide plan/comprise/talk things through.
 - We have made substantial progress but want other committee to look at it and make sure it's accessible to everybody and not impacting someone negatively.
- b. **Communications Committee:** Aaron Lively
 - Nothing to report
- c. **Awards and Recognition Committee:** Sherri Buntin & Angie Duckworth

- DSA ready for tomorrow; team meets today after meeting for final; certificates ready to sign; all will be available tomorrow and recognized scholarship recipients for this year
- Dr. Hess will speak and help with awards
- New backdrop for the event and dual purpose for SAC
- Be there by 1 p.m./130 are RSVP'd

- Scholarships will open in January and close in middle march and awarded for FY-26-27

- d. **Events Committee:** Roxanne Maynard & Peyton
 - Last week for Pete's Pantry drive; have a lot of great donations
 - Taking last minute donations for SAC cares; excess will be given in the spring
 - Delivering on Monday for SAC cares; meet outside University Store to SAC Cares and then deliver
 -

- e. **Access, Community, and Engagement:** Kimberly Meints
 - Family Study & Lactation Room in Edmon Low updated on campus map
 - Caregiving Resources added to Student Wellness and Employee Wellness pages
 - Considering projects for next semester

- f. **Staff Salaries:** Robert Raab
 - Working toward a proposal to administration for suggestions for staff salary for March, prior to budget discussion;
 - try to break out into stair step approaches such as looking at the lower tiers of salaries getting them to a living wage;
 - then raises due to compression and inflation;
 - budgetary consideration to add to staff salaries over the years;
 - currently going over data from HR and going over starting salaries

H. Branch Campus Reports:

- a. **OSU-Tulsa:**
 - No report
- b. **OSU-CHS (Center for Health Sciences):**
 - No rep
- c. **OSU-OKC (Oklahoma City):**
 - No rep
- d. **OSUIT-Okmulgee (Institute of Technology):** Robert Sloan
 - As of November, OSU IT meeting, campus is doing great with improved access and around main gathering building
 - December faculty/staff appreciation meal set for Dec. 16, 2025

I. Reports of University Committees:

- **Faculty Council:** Ramitha Raja, reporting
 - vice president gave report
 - special presentation from OU faculty council
 - have been talking to big 12 faculty council too
- Dr. Hess talked about what is going on on campus and talked about the new coach

- Long range planning for positions; example, information technology has 32 vacancies, may consolidate Central IT, and try to pay more, not fill all vacancies, take salary and give raises and move to higher position or title to keep them on staff
- a. **Human Resources:**
Jamie Milek - Coming down from opening enrollment; check those not done Title 9 training for the year, Jamie Milek
- b. **GPSGA:**
 - No rep
- c. **Department of Wellness:**
 - No rep
- d. **Student Government Association:**
 - No rep

J. Unfinished Business:

- None

K. New Business:

- Discussion from the floor about the announcement of the Code Calls fundraising drive.
 - Motion: The executive committee drafts a statement for publication after reviewing and voting on its approval or rejection. If not ready for review, it requires an extension to the next general meeting. Made by Justin Cypert-Worley, seconded by Sherri Buntin. Motion carried by split vote show of hands.
- Group decided to have a holiday potluck in January rather than gathering before the December holiday break.
- Future meeting site visits were discussed and members suggested possibly going to the botanical gardens for meeting or the Colvin wellness mindfulness training.

L. Announcements:

a. **Next Meeting:**

- i. **Date:** January 14, 2026; 1:15 – 3 p.m.
- ii. **Location:** Chair Morse said he received positive feedback about the room and would like to have the next meeting at the same location in January, ITLE, Room 126.

b. **Group picture after the meeting**

M. Adjournment

- a. Motion was made by Justin Cypert-Worley
- b. Sam Cypert-Worley Seconded the motion
- c. Approved by voice vote
- d. Meeting adjourned.