



## March Staff Advisory Council General Meeting Minutes

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### STAFF ADVISORY COUNCIL

Staff Advisory Council will meet on  
**March 11, 2026 @ 1:15pm | ITLE Building, Room 126**  
*All meetings are open to the public. Virtual attendance links  
are available upon request.*

- A. **Call to Order:** Sam Morse, chair
  
- B. **Roll Call:** Kimberly Howerton, secretary
  - a. **In person:** Adam Barnes, Emily Billings, Sherri Buntin, Justin Cypert-Worley, Peyton Duncan, Janell Hamilton, Nicole Hendricks, Kimberly Howerton, Aaron Lively, Roxanne Maynard, Kimberly Meints, Samuel Morse, Amy Phipps, Robert Raab, Ramitha Raja, Crystal Wilson, Monica Santillan
  - b. **TEAMS:** Melanie Bayles, Olivia Long, Kara Peters
  - c. **Visitors:** Brittany Lee, Samson Abiola, Nina Rankin
  
- C. **Approval of the Minutes:** Sam Morse, chair
  - a. Motion to approve the minutes as corrected by Melanie Bayles; motion seconded by Nicole Hendrix; motion carried.
  
- D. **Approval of the Agenda:** Sam Morse
  - a. Motion to approve the agenda by Nicole Hendrix; motion seconded by Justin Cypert-Worley; motion carried.
  
- E. **Special Guest Speaker(s):**

Brittany Lee, Community Engagement Coordinator, University Health Services  
She explained the services and benefits offered by the University Health Services and introduced the council to the many ways they can benefit from utilizing the services offered on campus.
  
- F. **Officer Reports:**
  - a. **Treasurer:** Natalie Noles, no report, Sam Morse did inform the council he and Natalie will be meeting with Joy Beth
  
  - b. **Secretary:** Kimberly Howerton, please sign in if you are a guest
  
  - c. **Vice-Chair:** Sam Cypert-Worley
  
  - d. **Chair:** Sam Morse
    1. Strat plan committees have started meeting; will have goals turned in over the next couple of weeks
    2. Not a lot of news except change to travel policy
    3. Faculty councils from OCU and OU will be visiting with faculty council to get new ideas from them and share other ideas
    4. Christa Louthan is going to work with us to connect with SAC from other universities too

## **G. Reports of Standing Committees:**

### **a. Rules, Policy, and Procedures: Justin Cypert-Worley**

1. Tuition Policy Recommendation is being paused until we hear from administration regarding the Staff Salary Proposal. We all felt that asking for both at the same times might lead to neither being considered.
2. We are continuing to prepare for elections. We will be going over the voting process/procedure this week. We will discuss feedback from previous elections and see if any changes are needed to ensure fair and equal chance for our candidates/voters.
3. Justin will have to recuse himself from the committee for elections; Robert Raab will be leading because Justin must run for re-election
4. Discussed some nomination changes to make it more equitable and inclusive to the nomination process; limit to 250 words why they want to be on SAC; that will be included on the ballot so people can read about who is running
5. Travel policy is ready to be proposed but will wait until faculty council meets
6. Christa will contact about numbers using tuition waiver so it can be taken into account for the proposal; will wait until after staff salary committee report process is complete

### **b. Communications Committee: Aaron Lively & Monica Santillan**

- i. Updates- Website has been updated to include vendor registration for the staff celebration day. All 2025 meeting minutes have been posted. We're working on getting 2025 agendas posted as well as the 2026 agendas/minutes.
- ii. Requests- If your committee has anything upcoming to include in the March newsletter, please let us know as soon as possible, but no later than March 25.

### **c. Awards and Recognition Committee: Sherri Buntin & Angie Duckworth**

- i. Updates- We have 22 employees applied, so far for the scholarships. The last day to apply is March 13<sup>th</sup>. We will schedule a meeting with all the awards members sometime next week to score the scholarship applicants.

### **d. Events Committee: Peyton Duncan & Roxanne Maynard**

- Gathering items for the giveaway at Staff Celebration Day
- Waiting on the budget for them to finalize plans for the event

### **e. Access, Community, and Engagement: Kimberly Meints**

- i. Addressing Middle East concerns
  1. We sent an email to several people on campus asking about support offered to those impacted by the conflict in the Middle East. Kimberly is going to work with Erin Weaver in HR to put something together.

2. We are going to work on identifying a handful of resources that are broadly helpful and maybe unknown on the EAP website and share them with HR as things to possibly highlight in future newsletters.
- ii. We're interested in looking into creating opportunities for staff to interact with SAC in different ways so that we are better known and can help staff connect with one another. We think this could help us become more aware of staff issues. We are going to discuss further next month.
- iii. Restroom Survey: Kimberly has not had time to work on this and talked about the possibility of continuing to work on it after her term is up and letting the ACE committee sponsor the update to the campus map at a later date when she has finished it.

f. **Staff Salaries:** Robert Raab

Motion to accept the recommendation for the President: Justin Cypert-Worley moves to approve the proposal and recommend sending it forward; Sherri Buntin seconded the motion.

Discussion: no discussion

Vote: all ayes

H. **Branch Campus Reports:**

a. **OSU-Tulsa:**

- No report

b. **OSU-CHS (Center for Health Sciences):**

- No report

c. **OSU-OKC (Oklahoma City):**

- No report

d. **OSUIT-Okmulgee (Institute of Technology):**

- Robert Sloan: leadership working on some institutional changes but nothing to report at this time

I. **Reports of University Committees:**

a. **Faculty Council:** No meeting because of a lizard that knocked out the power on campus.

b. **Human Resources:** no report this month

c. **GPSGA:** Samson Abiola

- i. Second general assembly last month. OSU chief of police spoke about university security, next meeting after spring break
- ii. Awards for master's and teaching assistant Phoenix awards still taking nominations
- iii. Email executive memes for more information
- iv. Travel assistance for those planning to attend a conference
- v. Some countries are having difficulty getting OPT; they are trying to help resolve it and working with the graduate college

d. **Department of Wellness:**

Nina Rankin, Wellness Coordinator, OSU Wellness Dept  
Certified healthy department applications are open  
April 14 or 15; nutritional Q&A; had 85 individuals sign up for last  
event

e. **Student Government Association:** no report

J. **Unfinished Business:**

a. None

K. **New Business:**

a. None

L. **Announcements:**

a. **Next Meeting:**

i. **Date:** April 8, 2026; 1:15 – 3 p.m.

ii. **Location:** Room 126, ITLE

b. Next week; bring thoughts for strategic plan, let committee know and officers know

c. Election nominations start March 31 and close April 14 at 5 p.m. Voting begins April 28 and closes on May 12, 2026. Just in case there is a tie. May 13 the new and/or continuing members will be for 2027.

d. Proposal was not shared with the minutes; Robert has shared and will include in an email.

M. **Adjournment**

Motion to adjourn made by Justin Cypert-Worley; seconded by Amy Phipps, and approved by all members attending online and in person.