**Staff Advisory Council Agenda**

Staff Advisory Council will meet on

**December 13, 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
4. **Approval of the Agenda**: Michelle Stewart
   1. With the 2 changes
      1. Justin Worley - motioned
      2. Sam Morse – second
      3. approved
5. **Special Guest Speakers**:
   1. **1is2Many –** Claire Leffingwell, Coordinator
      1. 1 victim of sexual violence is too many
      2. Education and prevention are priority
      3. Sexual violence at OSU
         1. Stalking
         2. Sexual misconduct
         3. Sexual harassment
         4. Dating and domestic violence
      4. Consent
      5. Intervene – bystander intervention
         1. See something
         2. Say something
         3. Prevention:
            1. 1is2Many training – changed to New Student Training

Sexual violence

Mental health

* + - * 1. Comprehensive training with partners on campus
        2. How can we get this in front of the students?
    1. Support
       1. Reporting options:
          1. Non-confidential:

OSU police/STW Police

Student Support and Conduct

* + - * 1. Confidential

Victim advocates

Counseling services

* + - 1. 24/7 victims' services:
         1. Victim advocates

2 professionals

8-5, M-f

4 students

After hours

* + - * 1. Wings of Hope

Crisis line

Shelter

Outpatient counseling

* + - * 1. Police – depending on where the incident took place
    1. Dependent on the “bad” behavior as to whose office see the case
       1. HR or 1is2many
    2. Most staff and faculty on campus are MANDATORY reporters
       1. Let person know that you are a mandatory reporter that you will have to report to the 1is2many or conduct
          1. They will provide resources to the student
          2. The student has the choice to engage
    3. Advancing a Culture of Care – can be found in Talent
    4. Ssc.okstate.edu

1. **Officer Reports**:
   1. **Treasurer’s Repor**t: Sherri Buntin – not present
   2. **Secretary**: LeAnne Hutchins
      1. June and November minutes will be reviewed later
      2. Name plates and shirts available – see me
   3. **Vice-Chair**: Sam Morse
      1. November STAR awards have been sent
      2. December STAR will go out right after break
   4. **Chair**: Michelle Stewart
      1. Kristi Wheeler and Michelle – elected to strategy working group
         1. 6 initiatives – with working groups
            1. #6 – improving efficiencies

Administrative efficiency subcategory

Administrative areas and processes on campus that have room for efficiency improvement. How can we help address these?

Email if needed:

[Michelle.d.stewart@okstate.edu](mailto:Michelle.stewart@okstate.edu) [kristi.wheeler@okstate.edu](mailto:kristi.wheeler@okstate.edu)

1. **Reports of Standing Committees**:
   1. **Rules, Policy, and Procedures**: Kimberly Meints
      1. Restroom Survey
         1. ADA accessibility features
         2. Diaper changing station
         3. If not marked with number – can log into floor plan and see where you are
         4. Complete/Incomplete for someone to come behind and finish
      2. Watch email for further instructions
      3. Continuing to review Election procedures and communication.
      4. Committee working through a few staff concerns; we hope to share more at a future meeting after we have been able to investigate further.
   2. **Communications Committee**: Kaitlin Little
      1. If new to SAC and need professional photo completed – do so ASAP
   3. **Awards and Recognition Committee**: Kimberly Howerton
      1. Distinguished Service Awards – January 18 @ 3:00 in ballroom
      2. Interviews – this next week
      3. Darren Shrum will be there
   4. **Events Committee**: Michelle Munson and Kimberly Anderson
      1. Toy drive – due date Friday, Dec. 15
         1. Goal is to receive 25 new, unwrapped toys
      2. SCD -
         1. Celebrations will cater
            1. We will “celebrate” their staff members at a later date
         2. Reaching out to vendors and departments
            1. Form on website to be filled out – committee will reach out
   5. **Diversity, Equity & Inclusion Committee**: Kala Davis
      1. Working on inclusive event guide
      2. Reviewing care giver community pages
2. **Branch Campus Reports**:
   1. **OSU-Tulsa**: absent
   2. **OSU -CHS**: absent
   3. **OSU-OKC**: Nick Irby (absent)
      1. had our holiday celebration and look forward to a lot of things we have planned for the spring semester!
   4. **OSUIT-Okmulgee**: absent
3. **Reports of University Committees**:
   1. **Faculty Council**:
      1. Nothing to report
   2. **Human Resources**:
      1. Christa Louthan -
         1. Dec. 29 will be changed from mandatory leave day to admin day
         2. Liz Tarbutton is retiring – last day in office is Dec. 21
            1. Joy Beth Fite will take over for Liz
         3. Thank you for our service to campus this semester.
         4. Question from staff: Can we have more time off at Christmas? Faculty and students are both gone.
            1. Academic units vs. administrative units

Faculty do not get annual leave unless they are 12 month serving in an academic area

22 days (about 3 weeks) of sick leave a year

22 days (about 3 weeks) of annual leave a year – tiers based on years of service and classification

13 holidays

President has ability to give administrative leave when needed

* 1. **GPSGA**: Absent
  2. **Department of Wellness**: Kim Beard
  3. **Student Government Association**: Absent

1. **Unfinished Business**: Proposed by-law changes
   1. 23 in person/2 online
      1. 14 create a quorum
      2. Formal written proposal Oct.
      3. Q&A sessions in November
      4. Kim Meints – motions to vote on all four changes together
      5. Justin Worley – second
      6. 25 affirm to vote on all four
      7. Justin Worley – motioned to accept changes
      8. Kim Meints – second
      9. In favor of making changes as proposed - passed
         1. 25 affirm
2. **New Business**: none
3. **Announcements**:
   1. **Next SAC Lunch** – will pick back up in January
   2. **Next Meeting – January 10, 2024 - 1:15 PM - 412 Student Union Council Room**
      1. **Guest speakers: Dawn Dodson and Rob Hill, City of Stillwater**
4. **Adjournment**
   1. Kim Meints – motioned for adjournment
   2. Sam Morse – seconded