**Staff Advisory Council Agenda**

Staff Advisory Council will meet on

**February 14, 2024 @ 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
   1. Motion – Sherri
   2. Second – Sam
   3. Unanimous -
4. **Approval of the Agenda: Michelle Stewart**
   1. Motion – Robert Raab with update to DEI to ACE
   2. Second – Kala Davis
   3. Unanimous
5. **Special Guest Speakers:** Tamara Richardson, Employee Health Psychologist, University Health Services – Employee Health Clinic
   1. Employee Assistance Programs Counseling Services
      1. Com Psych Guidance Resources – national company that provides benefits and services
         1. Worklife solutions
         2. Financial services
         3. Confidential counseling
      2. Services in place to help before issues begin impacting work
      3. Problem focused, not required to diagnose
      4. Point of first contact – if a person needs a higher level of care can help resource out
      5. OSU has hybrid model
         1. Off-site providers
            1. Must contact Com Psych because they become the payer for the provider in the community
            2. Can be used in other states when Oklahoma providers can’t perform services if you live out of state/travel/work remotely
         2. On-site providers
      6. Eligibility
         1. OSU benefit eligible employees plus household members who are not children
            1. But will help find resources if needed
         2. Six session limit – free service provided by HR
         3. Confidential laws apply to the service
      7. Not a prescriber of medication. Will get you in touch with your primary care physician – “talk therapists”
      8. Crisis Services – Grand Lake Mental Health – 24/7 services
      9. Department of Wellness – wellness.okstate.edu
         1. A list of crisis services
         2. Counseling and Mental Health Resources
         3. MDLive part of BCBS benefits - $10 for visit
         4. Can request trainings thru the Department of Wellness
         5. Our next Mental Health First Aid training with the Department of Wellness will be April 9th if anyone is interested. It will be conducted virtually. We do have a cap of 30 participants per session, so please don't hesitate to get signed up or reach out with questions. <https://wellness.okstate.edu/student-wellness/mhfa.html>
6. **Officer Reports:**
   1. **Treasurer’s Report: Sherri Buntin**
      1. Three reports sent out
      2. Will have money to use for the people
         1. Bring ideas to Michelle
      3. If you don’t see an expense on the sheets – get with Sherri to make sure we are up to date
   2. **Secretary: LeAnne Hutchins**
      1. Shirts and SAC placards are with me if you need one
   3. **Vice-Chair: Sam Morse**
      1. No report
   4. **Chair: Michelle Stewart**
      1. Thank you for showing up to help with all that has been going on
7. **Reports of Standing Committees:** 
   1. **Rules, Policy, and Procedures: Kimberly Meints**
      1. Restroom Survey
         1. Identified high-priority buildings
         2. Need SAC members to complete their buildings and volunteers for buildings with no SAC members (see attached table)
      2. Election
         1. Nomination Period: March 4-15
         2. Voting Period: April 8-19
         3. Will send email to all current SAC members about their term status by the end of the week.
         4. We have closed the Vacancy Appointment Request Form.
      3. Staff Referrals
         1. Supervisor operational training needed: compiled and forwarded to Talent Development
         2. Investigating support for staff members experiencing difficult circumstances
      4. **Restroom Survey Building Priorities**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **App Update Status** | | |  |  |  |
| **Building** | **Complete** | **Incomplete** | **Not Reviewed** | **Total Restrooms** | **Priority** | **Assigned** |
| STUDENT UNION | 7 | 5 | 15 | 27 | 1 |  |
| CLASSROOM | 10 |  |  | 10 | 1 | Yes |
| MORRILL |  |  | 6 | 6 | 1 |  |
| NORTH CLASSROOM |  |  | 6 | 6 | 1 | Yes |
| NANCY RANDOLPH DAVIS WEST |  |  | 8 | 8 | 1 | Yes |
| ENGINEERING NORTH |  |  | 12 | 12 | 1 | Yes |
| AGRICULTURE |  |  | 13 | 13 | 1 | Yes |
| PHYSICAL SCIENCES |  |  | 17 | 17 | 1 | Yes |
| BUSINESS |  |  | 21 | 21 | 1 | Yes |
| WILLARD |  |  | 21 | 21 | 1 | Yes |
| EDMON LOW LIBRARY |  |  | 23 | 23 | 1 |  |
| NOBLE RESEARCH CNTR |  |  | 28 | 28 | 1 | Yes |
| ANIMAL SCIENCES |  |  | 4 | 4 | 2 |  |
| NHOF DINING HALL |  |  | 4 | 4 | 2 |  |
| PAUL MILLER JOURN/BR |  |  | 5 | 5 | 2 | Yes |
| ENGINEERING SOUTH |  |  | 5 | 5 | 2 |  |
| GUNDERSEN |  |  | 5 | 5 | 2 |  |
| ENDEAVOR |  |  | 7 | 7 | 2 |  |
| LIFE SCIENCES WEST |  |  | 8 | 8 | 2 |  |
| ARCHITECTURE |  |  | 10 | 10 | 2 |  |
| MCELROY HALL |  |  | 12 | 12 | 2 | Yes |
| MATH SCIENCES |  |  | 12 | 12 | 2 | Yes |
| SOC SCIENCES & HUMANITIES |  |  | 14 | 14 | 2 | Yes |
| WELLNESS CENTER | 2 | 1 | 3 | 6 | 3 |  |
| ITLE | 2 | 2 |  | 4 | 3 | Yes |
| OLD CENTRAL | 3 | 2 |  | 5 | 3 | Yes |
| PUBLIC INFORMATION | 5 |  |  | 5 | 3 | Yes |
| GENERAL ACADEMIC | 10 |  |  | 10 | 3 | Yes |
| ALUMNI CENTER |  | 3 | 5 | 8 | 3 | Yes |
| LIFE SCIENCES EAST |  |  | 4 | 4 | 3 | Yes |
| WHITEHURST |  |  | 6 | 6 | 3 | Yes |
| ADV TECH RES CNTR |  |  | 8 | 8 | 3 | Yes |
| UNIV HEALTH SVCS |  |  | 8 | 8 | 3 | Yes |

* 1. **Communications Committee: Kaitlin Little**
     1. drafting a communications plan for Staff Celebration Day and everything we need to help promote it
     2. Brand Management hosting a portrait day – Feb 22 – reach out to Kaitlin to get it set up
  2. **Awards and Recognition Committee: Kimberly Howerton**
     1. Scholarships open – need more to apply
     2. [**https://sac.okstate.edu/awards/scholarships.html**](https://sac.okstate.edu/awards/scholarships.html)
  3. **Events Committee: Michelle Munson and Kimberly Anderson**
     1. Health Clinic was a great turnout
     2. SCD – north side of stadium confirmed
        1. Need letter of donation for some vendors
  4. **Access, Community, and Engagement: Kala Davis**
     1. Inclusive events guide

1. **Branch Campus Reports:**
   1. **OSU-Tulsa: Alicia McClendon – absent**
   2. **OSU - CHS: absent**
   3. **OSU-OKC: Nick Irby**
      1. No meeting in January
      2. First meeting yesterday
         1. Annual Chili Cookoff – March 13 (11:30 – 1:00)
            1. Employee and students can buy ticket with a chance to vote
            2. Fundraiser for SAC
         2. Drafting by-laws
            1. Looking at committee assignments on campus
   4. **OSUIT-Okmulgee: Paula Harrold - absent**
2. **Reports of University Committees:**
   1. **Faculty Council: Ramitha Raja**
      1. Provost gave recommendations for tenure
      2. 3 dean positions
         1. On campus interviews coming
      3. Cowboy Up – how to help grads move up in their careers
         1. Recommended for SAC to come up with model for staff to promote up in employment
      4. SGA debates coming up
   2. **Human Resources: Jamie Milek**
      1. 26 approved for Parent Paternal leave
      2. Application on website
   3. **GPSGA: Enrico Laoh**
      1. No report
   4. **Department of Wellness: Taylor Bailey**
      1. Valentine’s Day Yoga – 5:30
      2. Feb 21 – Wellness Wednesday
      3. Feb. 23 – Employee Hearing Screenings
         1. 11:45, 12:45 are open – Contact Kim Beard
      4. Keep eye on Wellness Calendar for upcoming events
         1. Good for faculty, staff, and students
      5. April 9 – Mental Health First Aid (MHFA) training – virtual – full day
      6. Applications for Certified Healthy Department -
      7. Employee Wellness Resource Library: <https://wellness.okstate.edu/employee-wellness/resource-library.html>
   5. **Student Government Association: Absent**
3. Unfinished Business:
4. New Business:
   1. **New Business: Sick Leave Policy Review**
      1. **Introduce Recommendation – will vote on in March**
         1. Have in effect by July 1, 2024
5. Announcements:
   1. Have Valentine Ducks to give out to staff members around campus
   2. Next SAC Lunch –
   3. **Next Meeting – March 13,2024 - 1:15 PM - 412 Student Union Council Room**
6. Adjournment
   1. Motion – LeAnne Hutchins
   2. Second – Sherri Buntin