**Staff Advisory Council Agenda**

Staff Advisory Council will meet on

**November 8, 2023 @ 1:15pm**

**412 Student Union Council Room**

All meetings are open to the public.

1. Call to Order: Michelle Stewart at 1:15pm
2. Roll Call: Sherri Buntin
3. Approval of the Minutes: Michelle Stewart
	1. 1st: Justin Worley
	2. 2nd: Janell Hamilton
	3. All in Favor
4. Approval of the Agenda: Michelle Stewart
	1. 1st: Justin Worley
	2. 2nd: Sam Cypret
	3. All in Favor
5. Special Guest Speakers: Institutional Research and Analytics

219 PIO – ira.okstate.edu – data.okstate.edu – osuira@okstate.edu

* 1. Larry Burns – Chief Data Officer, 405.744.6864 – larry.burns@okstate.edu
		1. Discusses the role of IRA
			1. Bringing awareness on job that IRA does.
			2. We count things – people, faculty, etc.
			3. Over the years, the role has changed.
			4. The focus is on support for decision making.
			5. Managed data focus on student success, budget, process analysis, and how to optimize.
			6. Recently added: Data protection to the services.
			7. Data is valuable. And, needs to be protected and used properly.
		2. IRA serves
			1. All campuses – all 8 institutions
			2. Administrators, faculty, staff
			3. Researchers
			4. Off-campus entities
		3. IRA has set the standards for IR and supplies info for students, staff and faculty.
		4. Completes federal and state reporting.
	2. Randy Kitchens – Asst Director, 405.744.8286 – randy.kitchens@okstate.edu
		1. ePrint is updated regularly
		2. IR Bytes is a newsletter – highlighting dashboard and supplies pertinent info.
		3. Recently added Cowboy Round-Up: Visual Analytics Dashboard
		4. Topical reports available by request
			1. Submit requests to IRA
			2. 5,000 + reports are filled per year.
	3. Kimberly Meints - Stud Succ Data Coor, 405.744.7181 – kimberly.meints@okstate.edu
		1. Student Support Resources - Slate
			1. Student Profile
			2. Communication
			3. Appointments
			4. Departmental dashboards
			5. Block Rate Info
			6. Plus, other reporting capabilities
		2. HR Slate
			1. Membership record
			2. Eligibility Stats (such as SAC requirements for DSA, elections, etc.)
			3. Employee communication
			4. Processing Dependent Tuition Waivers
	4. Website: ira.okstate.edu
	5. Data dictionaries and policies currently in the works.
	6. Info Request Form is available to help.
	7. Please go to the website and look around. It is full of useful information.
	8. If you have suggestions or questions, please reach out.
1. Officer Reports:
	1. Treasurer’s Report: Sherri Buntin
		1. October 2023 Report was emailed. If any questions, please reach out.
		2. If you have any planned expenditures, please let Sherri know prior to purchase.
	2. Secretary: LeAnne Hutchins – not present
	3. Vice-Chair: Sam Morse – not present
	4. Chair: Michelle Stewart – no report
2. Reports of Standing Committees:
	1. Rules, Policy, and Procedures: Kimberly Meints
		1. Restroom Survey
			1. Is ready to share with full Council
			2. Watch emails for further instructions
		2. Committee meeting next week
	2. Communications Committee: Kaitlin Little
		1. Any news worthy resources, please forward to Kaitlin.
		2. For submission ideas for the SAC Newsletter, please submit it on the Microsoft Forms link: [https://forms.office.com/r/ZNAjL4Y9qQ](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fr%2FZNAjL4Y9qQ&data=05%7C01%7Csherri.buntin%40okstate.edu%7Cef1e8b7af5b44edbb93708dbcf32e00c%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C638331589629946490%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3qhWnfwVyfaVUcvoqbkZeUltQAI2nyHan%2FhS5ejyPok%3D&reserved=0) The form is available to expand content.
	3. Awards and Recognition Committee: Kim Howerton
		1. Not present – no report
	4. Events Committee: Michelle Munson/Kimberly Anderson
		1. Currently, the committee is doing tastings – working through vendors.
		2. If you have vendor ideas, please send them to the committee chairs.
	5. Diversity, Equity & Inclusion Committee: Kala Davis
		1. DEI met with OSU HR on the Grievance Policy on Friday the 13th.
			1. Great meeting!
			2. Shared great feedback to Christa.
		2. More discussion will be held about changing the committee name to Access, Community, and Engagement (ACE) to better cover the group that is being represented.
		3. In December, DEI wants to look at the Caregiver community.
3. Branch Campus Reports:
	1. OSU-Tulsa:
		1. No report
	2. OSU -CHS:
		1. No representation
	3. OSU-OKC: Nick Irby
		1. Currently planning holiday celebrations including a Staff Chili Cook Off in February (fundraiser)
		2. Reviewing bylaws. Theirs were written several years ago and need updating.
		3. OSU-OKC’s president has retired, so President Shrum is filling in during the new search.
		4. Culture Development and Employee Relations Committees
			1. Gaps in methodology
			2. Working with staff and faculty to get a better picture of where employees are at.
			3. Focus on current employees and why they stay.
			4. Promoting what makes it a good place to work.
			5. Happy to share what they are doing and making their resources available to us.
	4. OSUIT-Okmulgee:
		1. No representation
4. Reports of University Committees:
	1. Faculty Council: No report – no meeting this month
	2. Human Resources: Jamie Milek
		1. Open Enrollment ends at midnight on Friday, November 10th, 2023
		2. FSA/Health – set by IRS (no IRS maximum released yet).
		3. Spouse Exclusion has been cancelled.
		4. If questions arise, please forward to OSU Benefits.
	3. GPSGA:
		1. No representation
	4. Department of Wellness:
		1. No report but a flier was included via email for upcoming events
	5. Student Government Association:
		1. No representation
5. Unfinished Business:
	1. New concerns have been expressed regarding the name change of the DEI Committee.
		1. SAC will schedule 3 Q&A events to discuss further.
		2. These 3 events will be open for SAC members.
		3. Any concerns should be brought to these meetings.
		4. Q&A Sessions are scheduled, as follows:
			1. Remote: November 16, 2-3pm
			2. In person, place TBD: November 28, 2-3pm
			3. Remote: December 12, 8:30 – 9:30am
		5. The Q&A increases access and engagement to all.
6. New Business:
	1. Justin Worley shared t-shirt design idea. Jillian will work with Justin to create a store.
	2. We have received two resignations from SAC: Amber Coker and Lacey Quadrelli.
	3. Vote on SAC Vacancy Appointments:
		1. Amber Coker’s replacement for the 2021 – 2024 term is Joyce Crawford

Joyce Crawford’s candidate statement: “I hope to serve the community and develop professionally through engagement in the Staff Advisory Council in a different capacity and areas such as policies and procedures, awards and recognition, communications, and DEI, regardless of individual racial/ethnic background.”

* + - 1. 1st: Kimberly Meints
			2. 2nd: Justin Worley
			3. All in favor
		1. Lacey Quadrelli’s replacement for the 2021 – 2024 term is Lisa Crane

Lisa Crane’s candidate statement: “My name is Lisa Crane. I'm the academic program specialist for OSU Online. When I began working full-time at OSU, I was simply expecting this to be a job. I planned to come to work, do what was expected of me, and go home. Thankfully, this has not been my experience. I was immediately embraced and accepted by all faculty and staff members. They have welcomed my ideas, opinions, and voice. I saw the Cowboy Code come to life as those around me met their challenges with integrity, passion, and persistence. This experience has greatly increased my well-being in several areas of my life, and I feel a responsibility to give back to OSU and its employees. It was always easy for me to see that this inclusive culture and the Cowboy Code are continually fostered by Staff Advisory Council. It would be a privilege to add to this effort by serving on Staff Advisory Council. I hope to further give voice to all staff members and create an environment of well-being, acceptance, and excellence. As we work together, we truly can exemplify the Cowboy Code. Thank you for your consideration!”

* + - 1. 1st: Kimberly Meints
			2. 2nd: Justin Worley
			3. All in favor
1. Announcements:
	1. Next SAC Lunch – October 26, 2023, 11:30 AM Taylor’s Dining Room (Nancy Randolph Davis Building - 122 N. Monroe St). RSVP by accepting YES on the calendar invite sent by Ramitha Raja via email or reach out and let her know directly.
	2. **Next Meeting – November 8, 2023, 1:15 PM 412 Student Union Council Room**
2. Adjournment
	1. 1st: Justin Worley
	2. 2nd: Sam Morse
	3. All in Favor