**Staff Advisory Council Minutes**

Staff Advisory Council will meet on

**September 13, 2023 @ 1:15pm**

**412 Student Union Council Room**

All meetings are open to the public.

1. Call to Order: Sam Morse, Vice Chair
2. Roll Call: LeAnne Hutchins, Secretary
3. Approval of the Minutes: Sam Morse, Vice Chair
   1. Sherri Buntin, motioned
   2. Justin Worley, seconded
4. Approval of the Agenda: Sam Morse, Vice Chair
   1. Sherri Buntin, motioned
   2. Kala Davis, seconded
5. Special Guest Speakers:
   1. Cheryl Kleeman, Director of Transfer Student and Veterans Success
      1. Transfer Success Advisory Board
         1. Transfer Advocate Award – as part of staff awards
            1. Further the transfer student success across campus
            2. 1 – staff, 1 – faculty
            3. Present staff member at DSA
            4. Present faculty at Dec. Awards ceremony
            5. Communications committee will help get the info out
      2. Transfer Student and Veterans Success
         1. SU Basement 060
         2. Snack bar and coffee – donation based
         3. Connect with peers
         4. Secondary academic support for transfer and veteran students
         5. Host events across campus
   2. Nick Irby, OSU-OKC Staff Council Chair
      1. 68.3 miles from OSU
      2. Founded as OSU Technical Institute in 1961
         1. Seeing a need for workforce and vocational development
         2. 92 students in first class
      3. 1971 first structure at the current location was built
      4. 1990 – redesignated as OSU-OKC
      5. Serves over 4000 students
      6. Student and co-curricular focused
      7. Nursing, Enterprise Development, and Management are the largest
      8. Most students qualify for FAFSA
         1. Goal to be financially accessible to everyone
         2. Large group of non-traditional students
      9. Multiple organizations and clubs available to students
6. Officer Reports:
   1. Treasurer’s Report: Sherri Buntin
      1. July and August
      2. $5600 into scholarship funds
      3. Question – will ABM charge for cleaning services for Staff Celebration Day?
         1. Will continue to work with Liz Tarbutton to check on costs
         2. Is there a charge for set up and tear down?
   2. Secretary: LeAnne Hutchins
      1. Pick up new shirts
      2. name plates for desks and walls – see me if you need one
      3. Please submit notes for agenda by Tuesday
   3. Vice-Chair: Sam Morse
      1. Working on new STAR award process and award
         1. Posted in newsletter
         2. Ordered new orange stars for awards
         3. Winners receive a letter with the comments from nomination and info will go to the winners’ supervisors
   4. Chair: Michelle Stewart
      1. No report
7. Reports of Standing Committees:
   1. Rules, Policy, and Procedures: Kimberly Meints
      1. Restroom Survey

* We’ve completed our initial pilot. We are going to make a few small tweaks, then pass along to DEI for them to test.
* When they are done, we will ask all SAC members to complete the survey for their building and identify volunteers to help us complete central campus buildings.
* We’ll make a plan to complete other buildings in waves.
  + 1. SAC Website Review
* We’ve completed a review of SAC’s website and will be sharing our thoughts with the Communication committee.
  + 1. Caregivers Resources
* We’ve recently met with representatives from Student Accessibility Services and Faculty Council for Gender Equality.
* Kimberly has additional meetings scheduled with others on campus.
* We’re moving the site to SharePoint to address an access issue, but progress is moving forward.
  + 1. Sick Leave Policy Review
* HR has provided a draft copy of the revised Sick Leave policy.
* We’ll host a meeting next week to discuss and provide our feedback to them.
  1. Communications Committee: Kaitlin Little
     1. No Report
  2. Awards and Recognition Committee: Kim Howerton
     1. Meeting 9/13/2023 - then will have updates
  3. Events Committee: Michelle Munson/ Kim Anderson
     1. Thank you for help with appreciation day for the Department of Wellness
     2. Staff Celebration Day – May 28, 2024
  4. Diversity, Equity & Inclusion Committee: Kala Davis
     1. Review of grievance policy
     2. Events guide for event planners to help them feel included
        1. Health and safety
        2. Set up and presentation
     3. DEI committee description is broad and looking at updating it and the name of committee to help campus understand it
        1. Access, Community, and Engagement committee

1. Branch Campus Reports:
   1. OSU-Tulsa: Alicia McClendon
      1. Absent
   2. OSU -CHS: Becca Floyd
      1. Absent
   3. OSU-OKC: Nick Irby
      1. Met yesterday for 1st meeting
         1. Discussed goals and plans of the year
            1. Enhance campus community for students and staff
            2. Representative body to administration

Every office represented

* + - 1. Reforming by-laws – have minimum number of members to begin
  1. OSUIT-Okmulgee: Paula Harrold
     1. absent

1. Reports of University Committees:
   1. Faculty Council:
      1. August – Mike Seaman
         1. Benefit survey for faculty
            1. Shared sick leave bank

Faculty don’t use leave

* + - * 1. No motivation for pet insurance
      1. President does not think there is any more expansion for the conference
         1. Expansion of enrollment
         2. Increased higher ed state funding
      2. Provost – two new deans
         1. Ferguson
         2. CEAT
    1. September – Kim Meints
       1. The University Club is back, and membership is free this year. Learn more at uclub.okstate.edu.
       2. Marilyn Middlebrook discussed the services offered by her team in Academic Services for Student Athletes.
       3. Joe Weaver mentioned the new bison topiary. Landscape services worked with a few academic departments to ensure that it could be heated and cooled in addition to irrigated, so it will be a year-round feature.
       4. The Board approved the demolition of the old Central Plant. No official timeline yet, but it will probably start after May graduation.
       5. Dr. Kenneth Sewell, the VP for Research, wanted to encourage the utilization of the expert's directory and noted that we will be developing a research security plan.
  1. Human Resources: Rachel Shreffler
     1. Annual enrollment – Oct. 30 – Nov. 10
        1. In person benefits fair – Oct. 12 – 9:30 –11:00 am – Engineering South Lawn
        2. Positive State of mind for continuation of benefits
  2. GPSGA: Absent
  3. Department of Wellness: Kim Beard
     1. Thank you for honoring the Dept of Wellness – it really boosted morale
     2. Tomorrow – deadline to sign up for Wellness Wednesday
     3. Paint party – get on waitlist
     4. Walks with Wellness – outside afterwork at the Botanic Gardens
     5. Homecoming – virtual challenge/scavenger hunt – Oct. 23-29
  4. Student Government Association:
     1. absent
  5. Facilities Management Advisory Council:
     1. absent

1. Unfinished Business:
2. New Business:
   1. Monthly lunch get together (SAC lunches) - 11:30 – 1:00
      1. Sept. 28 - Hideaway
   2. Vacancy to be appointed
   3. Renaming the DEI committee
3. Announcements:

**Next Meeting – October 11, 2023 @ 1:15pm, 412 Student Union Council Room**

1. Adjournment –
   1. Sherri Buntin – motioned
   2. Justin Worley - seconded