Staff Advisory Council Minutes
January 13, 2020 @ 1:15 pm
Via Zoom

Guests: Lynn Burgett (OSU-OKS), Christa Louthan (HR), Kristen Rowan (OSU-OKC), Megan Berg (GPSGA), Olivia Woody (OSU-Tulsa), Sherrita Sweet (OSU-CHS), Angela Cross (VPFA), Kim Beard (Wellness), Liz Tarbutton (HR), Joyce Crawford (guest)

Call to Order: Tashia Cheves called the meeting to order at 1:15 pm

Roll Call: We had 22 members present.

Approval of the Minutes: Kimberly Meints made a motion to approve the December minutes, Aaron Moore was second. December minutes were approved.

Approval of the Agenda: Elaine Johns made a motion to approve the Agenda, Gary Lawson was second. Agenda was approved.

Guest Speaker: Christa Louthan- Human Resources- Campus Wide Vaccine Distribution
  • Strongly recommending that OSU employees take advantage of UHS for vaccination rather than waiting for Payne County Health Department to notify you of availability.
  • The University is following the phased approach as set forth by Oklahoma Health Department and we are currently on phase 2. You will get a notification e-mail from HR when you are eligible to be vaccinated. They sent out 370 notifications on Monday to individuals that are 65+, when you are notified of eligibility, your spouse/domestic partner will also be eligible to be vaccinated with you at UHS. Please contact them directly for clarification on how to schedule a non-OSU employee spouse/domestic partner.
  • The next eligible employees will be those of any age with co-morbidities. OSU HR will be sending out communication very soon to determine eligibility.

The vast majority of campus employees will be eligible during phase 3 of the process. They do not have a timeline for that quite yet but look for communication coming directly from HR in the coming weeks.

Take away points to know
  - AL/SL will not be used for time off to receive vaccine. Administrating leave will be allowed during this time.
  - If you have registered with PCHD and have been notified of which phase you will fall in to but not able to secure an appointment for vaccination, it is strongly recommended to contact UHS for vaccination, you will most likely be seen quicker.
  - If you have tested positive for COVID in the past, you can proceed with receiving vaccination. There is no waiting period, you just need to be recovered and out of isolation.
Officer Reports:

Treasurer Report: Mary Mach
- See Attachment A
Secretary: Ashleigh Hall
- No Report
Vice-Chair: Melanie Bayles
- No Report
Chair: Tashia Cheves
- Presidential search timeline is on track, they have reviewed the first set of candidates
- Provost Sandefur is retiring March 31st. Search will move forward after more of presidential search is complete.

Branch Campus Reports:

OSU-Tulsa: Olivia Woody
- See Attachment B
OSU-CHS: Sherrita Sweet
- Held a fundraising auction completely online in the month of December
- Still working through testing/vaccination
- Non-clinical staff will continue working from home until January 31, 2021.
OSU-OKC: Lynne Burgett
- President is stepping down this month. Search will begin soon.
OSUIT-Okmulgee: Na-komas Blackford
- No Report

Reports of Standing Committees:

Rules, Policy and Procedures Committee: Kimberly Meints
- No Report
Communications Committee: Gary Lawson
- No report
Awards and Recognition Committee: Elaine Johns
- Beginning rollout of scholarships- looking at possibly around January 18, 2021
Events Committee: Michelle Chitwood
- No Report

Reports of University Committees:

Faculty Council: Tashia Cheves
- VP Weaver re-iterated the importance of using UHS for testing & vaccinations to help out the community and take the load off of PCHD.
- Still discussing option for wellness days for employees. Currently, the scheduled wellness days in the Spring 2021 semester will not involve faculty/staff.

GPSGA:
- See Attachment C

Department of Wellness: Kim Beard
- See Attachment D
**Unfinished Business:**
None

**New Business:**
None

**Announcements:**
Check your Payroll Advice for any discrepancies! Contact Benefits 744-5449 for help.
Next Meeting – **February 10, 2020.** 1:15 PM, via ZOOM

**Adjournment:** Motion was made to adjourn meeting by *Elaine Johns.* Second was made by *Aaron Moore.*
*Meeting was adjourned.*
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Attachment B

OSU Tulsa Report for January.

- Final touches being done on our Student Union. We have been waiting on furniture and completion of new Bursar office. They have been completed in time for the start of the spring semester.
- We will continue to offer three options for classes during the semester: in class, hybrid, and remote.
- While we usually have a group that walks in the Martin Luther King Jr. parade in Tulsa every year, we are having to make alternative plans due to restrictions. This year, Tulsa and CHS will be represented with BOB and the CHS medical bus in the parade.
- We tried to bring a little bit of holiday cheer to our campus in December with a holiday sweater contest. We chose 1st, 2nd, and 3rd place prizes that were decided upon by our staff members through the use of an online polling link.
- We will be holding our monthly meeting on January 28th at 12:00pm via Zoom.
Graduate & Professional Student Government Association (GPSCA)
Announcements

Virtual Meeting Schedule
Spring 2021 GPSCA meetings will be through Zoom at 5:30 p.m. on the following days:
January 21, 2021
February 17, 2021
March 24, 2021
April 21, 2021

Spring Semester Travel Awards and Funding
Applications for Travel awards, Co-Sponsorship awards, and Group Funds for Spring Semester are now open in GPSCA Student Community in Canvas.
**The Department of Wellness**

**EMPLOYEE PROGRAMS**

### Meal Prep Workshop / Jan. 16, 2 p.m.

Have you been thinking about meal prepping, but not sure where to begin? Join OSU Employee Wellness for a virtual Meal Prep Workshop! At the end of the workshop, you will have made one week of lunches that you can take to work the following week. You will also learn how to track calories and macronutrients for your diet.

Registration/cancellation deadline: Jan. 9
To register complete the registration form online at wellness.okstate.edu.

### Wellness Coaching / Jan. 25 - May 7

Wellness Coaching will provide employees an opportunity to discuss their overall vision for health and well-being. During one-on-one sessions with a Certified Wellness Coach, the employee will gain the knowledge, skills, tools, and self-efficacy to achieve their self-identified goals.

Schedule your appointment online at wellness.okstate.edu.
For questions, email scarlett.rupperf@okstate.edu or call 405-744-5351.

### Vision Board Workshop / Jan. 25, 5:30 p.m.

What is your personal vision? How can you move closer to what you want for yourself and your life? Creating a vision board helps you clarify and visualize your personal goals and dreams. Not sure how to start? Join us as we take some time to think through our personal visions, learn about visualization tools, and create our personalized vision boards.

Registration/cancellation deadline: Jan. 21
To register complete the registration form online at wellness.okstate.edu.

### Healthy Heart, Healthy You / Feb. 2 - 23

Healthy Heart, Healthy You is a 4-week course designed to help participants take charge of their cardiovascular health. During this class, we will examine the risk factors and symptoms of a heart attack and stroke.

Registration/cancellation deadline: Jan. 27
To register, call 405-744-WELL (9355) or email wellness@okstate.edu.