Staff Advisory Council Minutes
October 9, 2019 @ 1:15 pm
Student Union RM 412 – Council Room

STAFF ADVISORY COUNCIL

Guests: Liz Tarbutton (HR), Kim Beard (OSU Wellness), Angela Cross (VPAF), Samuel Pushparaj (GPSGA), Jennifer Moody, (HR), Laura Gose (Stillwater JSL), Cristy Morrison (Visit Stillwater), Megan Horton (Brand Management) Kristin Rowan, (OSU-OKC)

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

Roll Call: We had 22 members present.

Approval of Minutes: Jesse Wood made a motion to approve minutes, Jenny Cundiff was second. September 2019 minutes were approved.

Approval of the Agenda: Aaron Moore made a motion to approve the Agenda, Melanie Bayles was second. Agenda was approved

Guest Speaker: Megan Horton- Brand Management See Attachment A
  • Brand style guide will be coming soon.
  • Website has name tag template with vendors and e-mail signature line template
  • Brand.okstate.edu

Cristy Morrison- Visit Stillwater
  • Visitor center developed to bring visitors to have an outstanding time while here and desire to come back.
  • Funded 100% through the hotel tax so services are free to consumer.
  • Available to help coordinate meetings- i.e. lodging, meeting space, entertainment
  • 24/7 visitor information center available
  • See www.visitstillwater.org for more information.

Lora Gose – JR Service League/Harvest II See Attachment B
  • JR Service League is a group of women who love to volunteer
  • 31st year for community food drive
  • Collect about 50,000 pounds or food per year

Officer Reports:
  Treasurer Report: Mary Mach
    See Attachment C
  Secretary: Ashleigh Hall
    • No report
  Vice-Chair: Melanie Bayles
    • No report
  Chair: Tashia Cheves
    • If you have no turned in your shirt size, do so ASAP!
    • Open Enrollment will be happening soon, everyone will need to enroll.
Reports of Standing Committees:

Rules, Policy and Procedures Committee: Kimberly Meints
- Entertain a motion to pass recommendation along the proper channels
- See Attachment D

Communications Committee: Kaylie Wehr
- Monthly newsletter goes out on the last Tuesday of each month. To have information included you must submit no later than the 14th of each month.
- To ensure you are subscribed to the newsletters contact Haley Hagen with Brand Management

Awards and Recognition Committee: Elaine Johns
- 14 Nominations/14nominees have been submitted for the Distinguished Service Awards.
  - Top 10 have been selected
  - Interviews October 14th & 15th
  - Photos scheduled for October 19th from 8:30-10 AM for top candidates
  - Caterer request has been submitted
  - Save the dates are going out soon
- Proposed changes to the process of selection
  - Lower # of years required between winnings from 5 to 3
  - Streamline scoring sheet

Events Committee: Michelle Chitwood
- Harvest II pick up is set for November 7 from 11:30-1
  - Upper Plaza and Family Resource Center locations
  - Campus collection by pick-up
- Staff Celebration Day temporarily set for May 20, 2020
  - Menu selection process is beginning now

Branch Campus Reports:
OSU-Tulsa: Annette Morey/ Karen Castle –
- See Attachment E
OSU-CHS: Sherrita Sweet –
- See Attachment F
OSU-OKC: Kristen Rowan-
- See Attachment G
OSUIT-Okmulgee: Nakomas Blackford – No Report

Reports of University Committees:
Faculty Council Report: - Tashia Cheves
- See Attachment H

GPSGA: Samuel Pushparaj-
- New website up and running
- Working on disbursing travel awards prior to traveling

Human Resources
- Open enrollment dates are November 1st-15th, 2019
Department of Wellness: Kim Beard –
  • See Attachment I

Unfinished Business:
  None

New Business:  
  New member- Celina Tabuena appointed to 2018-2021 term

Announcements:
  • Family Resource Center looking for small toy donations/books/crayons for children who utilize the center.
    ▪ Donations can be dropped off until November 29, 2019 until 5PM.
    ▪ Approximately 125 kids will benefit.
  
  • Veterinary School will be starting up a Staff Advisory council soon.

Next Meeting – November 13, 2019.  1:30 PM at Student Union Room 412- Council Room

Adjournment:  Motion was made by Jesse Wood and 2nd by Aaron Moore.  Meeting was adjourned.
PROJECT BACKGROUND

We conducted a multi-faceted brand audit analyzing the visual identity, communication insights, and digital footprint of Oklahoma State University.

Research was completed by leading nationwide agencies with a history in higher education, along with extensive work in the corporate community.

- Backbrain: Global Insights Group
- Pandell Insights
- IMC College Licensing
- 360 Over 40

BRAND INCONSISTENCY AMONG UNITS

THE FUTURE OF THE OKLAHOMA STATE UNIVERSITY BRAND

STANDARDIZED COLLEGE & DEPARTMENT BRANDING

BEFORE

AFTER

World-class education

AFTER

BEFORE

World-class education

AFTER

UNFORGETTABLE EXPERIENCES
NEED A LOGO?

Submit a design project request at:
BRAND.OKSTATE.EDU
The Junior Service League of Stillwater and Oklahoma State University have partnered together to support Harvest II. OSU contributes to Harvest II through its student body with Harvest Carnival, administration/faculty involvement, and you, OSU staff, through your generous donations and volunteer hours. Activities begin with Harvest Carnival during Homecoming week and conclude at the beginning of November.

Donations can be dropped off at the Student Union Upper Plaza or Family Resource Center on Thursday, Nov. 7, 2019 between 11:30 a.m. & 1 p.m.
OR
schedule an office pick up by calling 405-744-6539 by Nov. 6

Your generous donations will be distributed to Payne County families through our partner agencies:
Our Daily Bread • Mission of Hope • Wings of Hope • Payne County Youth Services
Cowboys with Compassion • Central Oklahoma Community Action Agency
Salvation Army • Neighborhood Ministries • Operation Christmas
Central Oklahoma Adult and Teen Challenge

Items to Donate
canned meats • canned vegetables • canned fruits • peanut butter • pasta • coffee
rice • cereal • dried beans • sugar • meat soups • baby food
Cash donations are welcome and provide perishable food items throughout the year.
No glass please.

Like Junior Service League of Stillwater on Facebook
facebook.com/StillwaterJSL

OSU
STAFF ADVISORY COUNCIL
**Attachment C**

**OSU Staff Advisory Council**  
**Treasurer’s Report**  
**September 2019**

### SAC MAINTENANCE ACCOUNT

<table>
<thead>
<tr>
<th>SAC MAINTENANCE ACCOUNT</th>
<th>OSU STAFF SCHOLARSHIP FUND</th>
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<tbody>
<tr>
<td>1-12820</td>
<td>10-21100</td>
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<tr>
<td>University Allocation</td>
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<td>$34,490.67</td>
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<tr>
<td><strong>TOTAL REVENUES (Beg. July 2019)</strong></td>
<td><strong>Endowment</strong></td>
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<td></td>
<td>Balance Forward 07/01/2019</td>
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<td>$121,078.38</td>
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<table>
<thead>
<tr>
<th>Budget</th>
<th>Expense</th>
<th>Expense YTD</th>
<th>Total Lost</th>
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<tr>
<td>Marilyn Arnold (Banquet)</td>
<td>$700.00</td>
<td>$455.00</td>
<td>$245.00</td>
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| Previous Month Bal  | $49,516.09 |
| Total Credits      |             |
| Total Expenses     |             |
| **ACCOUNT TOTAL**  | $49,064.09  |

### SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT

<table>
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<tr>
<td>1-060137</td>
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<td>YTD Deposits</td>
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<th>Expense YTD</th>
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<tbody>
<tr>
<td>Previous Month Bal</td>
<td>$16,330.07</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

| Total Credits | $ -  |
| Total Expenses | $ - |
| **ACCOUNT TOTAL** | $16,330.07 |
Recommendation No. ____________________

Brought Forward By: SAC Rules, Policy, and Procedures Committee

____ Passed  ____ Tabled  ____ Failed

Title: Recommendation to Improve Form Design to Reduce Costs and Increase Transparency

The Staff Advisory Council Recommends to President Hargis that:

University entities attempt to create electronic forms to reduce the cost of printing whenever possible and to incorporate the following suggestions to reduce costs when designing printed forms.

Rationale: This proposal benefits OSU and OSU staff as it

- Leverages resources that have already been paid for to encourage efficiency and transparency.
- Encourages cost-reduction practices at the departmental level instead of the user level.
- Decreases completion time as forms do not have to be walked or mailed across campus(es) for signatures.
- Reduces waste as electronic forms are printed, filled out, and then scanned back to the receiving department.

Proposal:
Encourage university departments, colleges, and related entities to consider the following points when designing and updating university forms (implementation suggestions included below each point):

- Many forms do not need to be printed. Current university-licensed software (computer-based and browser-based, such as Adobe Acrobat Pro, Adobe Sign, Microsoft SharePoint, OmniUpdate Forms, and MachForms), allow the university to collect signatures and/or data electronically, with no need to print. These services can also distribute copies to all parties automatically by e-mail and include submission date and time.
  - When possible, create forms through an electronic-only format.
  - If a form must be formatted as a piece of paper, create fillable PDFs.
  - Investigate best practices to reduce user errors and completion time.

- Color ink and toner cost more money than black and must be replaced more frequently. For leased copy machines and printers, a single instance of color on a page counts the entire page as a color copy, which often has a higher per-page cost.
  - Use greyscale logos on forms intended to be printed, rather than full-color logos. Request standardization through Brand Management for university-wide logos and for departments with heavy form utilization.
  - Change the font color for hyperlinks to black, rather than blue.

- Printed links are not clickable and formatting with an underline can obscure important characters, such as underscores. Bolded text stands out on printed forms more than plain text.
  - Change the font formatting for hyperlinks to bold, rather than underline or plain.
The Hispanic College Prep conference last week went well. The prospective students and their parents were given most of the information in Spanish thanks to wonderful faculty, staff and student volunteers. The attendees were very appreciative and said all of the information was very helpful.

2. On October 30th, we will host Union High School seniors for a college prep conference and on November 8th, Jenks High School seniors will be here.

3. On October 25th we are closing the whole campus for an hour to have dessert and take a break together. This is exciting for us because we usually attend events in shifts. This is the first time that we are closing so everyone can come. This was an idea suggested by one of our SAC members so that makes it even more special.

4. The Career Fair held on our campus last week was very well attended. We had 47 employers available for the students.
A. Call to Order: Sherrita Sweet- 12:00pm
B. Roll Call: Nichelle Loveless
C. Approval of Minutes: 08-27-2019 meetings; no quorum to vote, pushed to next meeting.
D. Approval of the Agenda: no quorum to vote, pushed to next meeting.
E. Reports of University Committees: All will be reporting next meeting. Today will be a planning meeting for committees to meet.
   • Security- Meagan Robertson: Annual Clery report will be published October 1st. An email will be sent out about how it can be reviewed.
F. Officer Reports:
   • Secretary - Nichelle Loveless- if you haven’t emailed me your info, please do so.
   • Treasurer - Darlene DuBois- checks or debit uses for more than $100 will require prior approval from Council. Darlene will hopefully be sending out an email soon to approve the checks to Cont. Ed. Award recipients; HR is still processing $150 award per recipient of Continuing Education Award.
     • Spent $69 to get a plaque for former president; will present to him when he is present.
     • Current balance is $1973.08
   • Vice President - Annie Brennan-not present
   • President - Sherrita Sweet
     • Council Member Agreement Review-thoughts? Ideas? Corrections?
       1. Ashley groom asked about the 2-year commitment. She can see it as being a hindrance for some people. Sherrita- that is what was in bylaws, but it can be changed if Council wants to do so. The purpose of the agreement is to remind the council members of why they are here and what their commitment is. We will bring it up in next meeting for a vote so let the Executive Board know before if you suggest any changes.
     • Suggestions Review- Michelle gave review from exec meeting:
       1. Increase awareness of SAC
          a. Have to approve the minutes before sending them out. Need to think of a way to get them out sooner? Decided that we have to wait for approved minutes for people who are NOT in SAC.
          b. Michelle will send minutes to Sherrita to get confirmed by any speakers, then they can be distributed to people NOT in SAC.
       2. Include minutes and meeting dates/times in the Pulse
          a. Suggest to Communications Committee to take this over
3. Propose HR change to gift sick leave to others
   a. Tina Taupapa will talk about HR suggestion of “gifting” sick leave in next meeting.

4. Group T-shirts to sell and have for ourselves
   a. We think this is a good idea, but we need to grow and get our name out there first.

G. Standing Committees Brainstorming Session: Spend the next 30 minutes talking amongst selves, review bylaws, make plans/goals. PICK A CHAIR! What you really would like to see over the coming year. Problems that you’ve seen in the past that we can correct. At the end of our time, present what you’ve talked about to council.

Look at your calendars and schedule next committee meeting.

- **Rules and Procedures Committee**- Darlene DuBois presented- going to meet on September 27th at 9am. Immediate goal is to define things in bylaws like the length of SAC term. Would also like to make a PowerPoint presentation for members to have, that would give a quick viewreminder of what is expected. Also to help define/explain procedures of a meeting for members to be familiar with, if not already. Create a guideline for guests vs. prospective members vs. voting members and the procedures related to that type of participation.

- **Communications Committee**- Ben Rains presented- Next meeting will be October 9th at 10am. Would like to create a fund for event awareness; signs/posters for events. Link website in Pulse. Heather Haçan to post on rural health site. Ben has access to research site as well Zoom for SAC meetings suggested for people who may not be able to come in person. Want to also improve the committee’s culture- have a meeting to get to know each other; make the SAC more inviting and comfortable to be involved with. Some kind of social thing to foster camaraderie.

- **Awards and Recognition Committee**- Amber Hood presented- We need a chair. Committee in really good spot from Sherrita’s leadership last year, just need a chair.

- **Outreach & Fundraising Committee** – Emily Holman presented- Parking spot fundraiser, sell for a semester long, Fall OctNov Thanksgiving dessert or pumpkin themed event. Jan- chili cook off. Feb-Valentine bake sale. March (spring)- popcorn sale. Move events to Tandy or student center to increase attendance. Next meeting in Oct 25th at 10am. Committee members will email to follow up before then as well.

H. New Business: Sherrita is charging committees to pick chairs. Chairs need to send reports (notes of meeting, nothing fancy) to secretary after meetings, and let the executive team know when meetings are.

I. Announcements:
   - Suggestions Box
   - New members interested in joining SAC please let the Secretary Michelle Loveless know!

J. Adjournment: 1:02pm
   - Next Mtg: October 15, 2019, 12:00pm to 1:00pm, Location Tandy 353
Pivot – We have teamed up with a non-profit called Pivot. Students here are learning career-building skills while helping an OKC non-profit give shelter to homeless youths. The students are in our Construction Technology program and they have been working in the campus construction bay this semester to construct walls that will become part of tiny homes for Pivot. The non-profit helps teens and young adults who are homeless or aging out of the foster system. This last week we finished the first 3 homes and there are 82 more planned. It was a great story shared by the media last week.

OSU-OKC NBA2K Showdown – We launched a press release recently announcing that OSU-OKC is partnering with OKC Thunder, Microsoft, and State Farm Insurance to host an esports tournament. The region’s best NBA2K gamers will compete in their final rounds here on campus. This project is an opportunity to introduce gamers, parents, and the community to our full range of academic programs and family style approach to student support. Now that it is being offered as a degree in some schools now we see it as the future. November 16

Amazon- We have some technology forums coming up on our campus. Our first will be this month so we are looking forward to seeing what they have to show off. We are organizing another next month and teaming up with Tulsa to do one there as well.
FACULTY COUNCIL MEETING
3:00 p.m., Tuesday, October 8, 2019
Council Room, 412 Student Union

AGENDA:

1. Roll Call
2. Approval of the September 10, 2019 Minutes
3. Approval of Agenda
4. Special Reports:
   A. Amy Hoy – Retirement Manager, HR
   B. Ron Tarbutton – Chief Facilities Officer

5. President Hargis – Remarks and Comments
6. Report of Status of Faculty Council Recommendations:
   President Hargis, Provost Sandefur and/or Vice Presidents

7. Reports of Liaison Representatives –
   A. Women’s Faculty Council – Awilda Rodriguez Carrion

WFC Faculty Award Announcement:

The Women’s Faculty Council Outstanding Achievement and Mentorship awards will be presented to full-time OSU faculty members (tenure- and non-tenure track), regardless of discipline, who have made a significant contribution to research, scholarship, and/or creative work and have a demonstrated record of encouragement, mentorship, and advancement of women toward professional success.

Criteria include, but are not limited to, demonstrated excellence in:

- Coaching and mentoring women students and colleagues
- Encouraging professional development of women
- Generating positive and supportive work environments in their disciplines or departments
- Being a successful role model
- Teaching others how to embody the best in professional growth and career development

In order to recognize all contributions, the committee will evaluate nominations in the following three categories: “Rising Star”, “Outstanding Achievement” and “Inspiring Excellence.” The three awards are intended to recognize those who, at different stages of their career, have achieved excellence in their fields and have worked to support and elevate the careers of women.

Nominations and self-nominations are invited. Please submit or communicate to your nominees that the materials outlined below should be submitted electronically by October 15th, 2019 to the chair of the WFC Faculty Award Committee, Kay Bjornen, at the following email: kay.bjornen@okstate.edu. Please include “WFC Awards” in the subject line.
1. Personal Statement
2. Vita
3. Nomination Letter or Letter of Support
4. Other materials as appropriate (e.g., press releases, statements from students)

Packet must not exceed 10 pages in length. Applicants do not need to indicate to which category of awards they are applying.

These awards are made possible through the generosity of the President’s Fellows Campus Funding to the Women’s Faculty Council under the Office of Institutional Diversity.

B. Emeriti Association – Barbara Miller

The Emeriti Board were hosted by President and Mrs. Hargis at a dinner in September. The Board was delighted to exchange ideas and hear updates on University Activities.

The September Emeriti Dinner featured the head of the Wondertorium as speaker, and we heard about the exciting projected move to the new location on Hall of Fame.

There are three travel opportunities for Emeriti members this fall: November 7 is a trip to the National Weather Center in Norman, Dec. 9-13 is an extended trip to Nashville for their annual Country Christmas extravaganza, and Dec. 14 is a trip to Dallas for the Gift of Christmas event.

The October meeting of the Making the Most of Retirement Group will feature Joni O’Neil, RN and Fitness expert at the Total Health/Total Fitness Aquatic Center, part of the Stillwater Medical Center. The event is October 16 at 1:30 in the Stillwater Public Library.

Several new special interest groups will be meeting this month, including photography, a book club, and Musical Experience.

The Emeriti Group has been contacted and asked to serve as Docents for several McKnight Center activities.

The September Emeriti Dinner featured the head of the Wondertorium as speaker, and we heard about the exciting projected move to the new location on Hall of Fame.

We have invited our two scholarship winners to our October Dinner featuring President and Mrs. Hargis as speakers.

C. Wellness Center – Kim Beard
D. SGA – Ashley Schultz

- Election reform bill
- Legislation to increase student voters
- Gearing up to move the needle on food insecurity
- Mental Health Mondays
- Senate Programming- Dodge for a Cause
E. SAC – Tashia Cheves

The nomination period for the annual Staff Distinguished Service Awards has closed and nominations are now being evaluated and scored so that the selection process can begin. Please mark your calendars for the DSA Awards Ceremony that will be held on Tuesday, December 10 in the Student Union.

Staff Advisory Council partners with the Junior Service League of Stillwater to support Harvest II every Fall.

This year Harvest II will run from October 21-November 7, 2019. Pick up/drop off will be November 7 from 11 a.m. - 1 p.m. There will be two drop off locations this year: Student Union Plaza (upper level) and the Family Resource Center (719 N. Walnut Street). Please encourage your departments to participate in this very worthwhile cause.

Staff Advisory Council is currently seeking applications for new members. If you have a staff member in your area who would make a good staff council member, please have them contact Tashia Cheves or Melanie Bayles.

8. Reports of Standing Committees:
   b. Athletics: Justin Talley – No Report
   c. Budget: Jam Khojasteh – No Report
   e. Diversity: Justin Moss – No Report
   f. Faculty: Matt Lovern – No Report
   g. Long-Range Planning and Information Technology: Christopher Crick – No Report
   h. Research: Dianne McFarlane – No Report
   i. Retirement & Fringe Benefits: Griffin Pivato – No Report
   k. Student Affairs and Learning Resources: Toby Nelson – No Report

9. Old Business –
10. New Business –
11. Adjournment

Refreshments will be served at 2:45 p.m.
The Department of Wellness
EMPLOYEE PROGRAMS

Tackle Your Excuses / Oct. Wellness Challenge
It’s time to Tackle Your Excuses! If you want to get fit, have fun, and win free football tickets, then join us for the first monthly Employee Wellness Challenge during the month of October. The lucky winner will receive two club-level tickets to the Nov. 16th OSU vs. Kansas football game.
For more information visit okla.st/octwellness

Wellness Wednesday / Oct. 16, 12-12:50 p.m.
Ever feel overwhelmed by all of the “tips and tricks” that promise that you can lose 50 pounds in one month with just a 10-minute workout per day? Join us as we explore the truth behind the strategies that actually work and can provide lasting results.
Registration/cancellation deadline: October 11 at 12 p.m.
To register call the Seretean Wellness Center 405.744.WELL (9355) Monday-Friday 8-5 p.m.

Maintain, Don’t Gain / Nov. 4 - Jan. 17
Maintain, Don’t Gain is a 10-week program designed to help individuals maintain or lose weight during the holiday season. Weekly emails will be sent out with tips for adopting or maintaining healthy behaviors along with healthy recipes, stress management tools, physical activity suggestions and encouraging messages.
Registration deadline: October 30
To register, please contact Kim Beard @kimberly.beard@okstate.edu or 405-744-6907.

Ted Talk Tuesday / Nov. 5, 12:15-12:45 p.m.
Why Dieting Doesn’t Usually Work: In the US, 80% of girls have been on a diet by the time they’re 10 years old. In this honest, raw talk, neuroscientist Sandra Aamodt uses her personal story to frame an important lesson about how our brains manage our bodies. As she explores the science behind why dieting not only doesn’t work but is likely to do more harm than good.
Registration/cancellation deadline: Nov. 1
To register call 405-744-WELL (9355) or email wellness@okstate.edu.

DC Wonder Woman 5K / Nov. 9, 9 a.m.
Put on your Cape and join your fellow Super Heroes when you run or walk the inaugural DC Wonder Woman College Run 5K! Experience heroic run course entertainment, earn the stunning inaugural DC Wonder Woman finisher’s medal and celebrate with your fellow Super Heroes at the post-run party! Race starts at Calvin Recreation Center.
Registration at dcwonderwomancollege.com

405.744.well (9355) wellness.okstate.edu wellness@okstate.edu