



STAFF ADVISORY COUNCIL

Staff Advisory Council Minutes

September 8, 2021 @ 1:15 pm
416 Student Union Case Study 2 and Zoom

Guests: We had 9 guests: Christa Louthan, Marcia Sun, Dr. Douglas Hallenbeck, Joe Weaver, Olivia Woody, Diana Sander, Dezzarae Francis, Liz Tarbutton, Kristen Rowan

Call to Order: Melanie Bayles called the meeting to order at 1:15 pm.

Special Guest Speaker: Vice President for Administration and Finance, Joe Weaver

- Student enrollment numbers are good.
- President Shrum is looking into a compensation plan, but it is NOT guaranteed.
- At the October board meeting they will discuss making Juneteenth a recognized official holiday.
- Construction is currently halted due to availability of supplies and prices. They are waiting to bid major projects, such as New Frontiers until construction supply prices recover.
- Conference realignment options are under review and they are investigating all of the options – the revenues from the TV deals are 40% of Athletics' budget.
- A UHS vaccine boosters plan is awaiting more information from CDC/FDA.
- They are also discussing now what to do about homecoming celebrations in light of current COVID numbers.
- Vaccine pods are being stationed at home football games to raise awareness of vaccine availability.
- When asked about staff being part of the Poke-a-thon campaign he responded that they have discussed it, but there are many considerations for incentivizing employees. Legal requirements are an exemption option and an exemption option negates the purpose of incentivizing. Christa Louthan added a reminder of the special laws in place for state employees receiving awards.

Special Guest Speaker: Vice President for Student Affairs, Dr. Douglas Hallenbeck

- Provided a COVID plan update – no current mask mandate or vaccine requirement.
- Currently 250 active student cases, which is down from 320 at its highest.
- OSU's positivity rate of testing is lower than Stillwater community numbers.
- UHS is testing approximately 300 people per day.
- OSU currently has 50 quarantine beds, only 1 in use. Students can choose to quarantine in the bed or off campus.
- Reports say students want to be here and want to be in person for the connections and bonding.
- Please check OSU's dashboard for the most up-to-date numbers.
- Reminded us that morale is low, but that it is NOT unique to OSU, Stillwater, Oklahoma or even the United States.
- When asked about employees and Poke-a-thon he responded that University administration has the needs of everyone in mind, not just students or faculty.

Roll Call: Of our 27 members we had 20 members present, 4 members attending via Zoom, and 2 members were absent.

Approval of the Minutes: Sherri Buntin made a motion to approve the August minutes, Jesse Wood seconded. August minutes were approved without adjustments.

Approval of the Agenda: Sherri Buntin made a motion to approve the Agenda, Amber Coker was second. Agenda was approved without adjustment.

Officer Reports:

Treasurer Report: Tammy Ratcliff

- No report at this time. – see attachment.

Secretary: Michelle Stewart

- Next meeting will be in person at 416 Student Union Case Study 2 again and available via the Zoom link in your calendar invite.

Vice-Chair: Kristi Wheeler

- Preparing the Star staff certificates. August winners are:
Nancy Johnson, Accounting Specialist, School of Media & Strategic Communications
Jalyssa Brummer, Program Coordinator, Center for Advanced Global Leadership and Engagement
Courtney Harp, Program Coordinator, Center for Advanced Global Leadership and Engagement
Val Freeman, Laboratory Safety Specialist, OSU Environmental Health and Safety
Beckie Cooper, Budget Analyst, University Budget
Trisha Iyonsi, International Employment and Tax Coordinator, Office of International Students and Scholars
Diane Jones, Specialist Curriculum, Academic Affairs
Rose Stewart, Medical Office Assistant, University Health Services
Jack Moore, IT Field Tech, Telecommunications
Tabitha Carr, Coordinator, Library, Government Documents

Chair: Melanie Bayles

- Masks cannot be mandated by the university, so Melanie appealed to the SAC members to be leaders and set an example of wearing masks when indoors and said thank you to those who are wearing masks.
- Benefit information will be presented at our next meeting.
- Please pass along feedback you are receiving from staff to her or other SAC members so that it can be passed along to university administration.

Reports of Standing Committees:

Rules, Policy and Procedures Committee: Chris Pivinski

- Reviewing the holiday schedule.

Communications Committee: Gary Lawson

- Nominations for Distinguished Service Awards are on the website.
- They are exploring updating the SAC website to the new format adopted by the university.

Awards and Recognition Committee: Ashleigh Hall

- Distinguished Services Awards are open for nomination until the end of the month.
- They are discussing what to do about the DSA ceremony.
- They are working on the Scholarships process.

Events Committee: Michelle Chitwood

- Currently no parties planned.
- The past awards have all been passed out.
- They are checking on the Harvest food drive.

Diversity, Equity & Inclusion Committee: Cara Eubanks

- They are working on a monthly meeting plan.
- Scheduling meetings with different areas to gather information.
- They are working on a draft proposal and gathering information about the campus climate.

Branch Campus Reports:

OSU-Tulsa: Olivia Woody

- Tulsa leadership has announced interims for positions.
- Their goal is to remain with in person classes and have had a 4% increase in credit hours.
- 33 students are in the TCC transfer program and are able to use OSU-Tulsa resources.
- They've had a Back to School bash with approx. 500 attendees at the Greenwood Community Center.

OSU-CHS: Dezzarae Francis

- They're working on updating their council.
- They're celebrating their 60th year next Tuesday with speakers.

OSU-OKC: Kristin Rowan

- No report

OSUIT-Okmulgee: Na-komas Blackford

- No Report

Reports of University Committees:

Faculty Council: Melanie Bayles

- No report

Human Resources: Christa Louthan

- They are working on updating verbiage in policies and would appreciate SAC's help.
- HR has had some staff changes
 - Trisha Lyons has moved from International Students and Scholars to Human Resources
 - Lorinda Schrammel has become a contract trainer and they have chosen a candidate but cannot announce the name yet
 - Rachel Shreffler is now the Director of Benefits
- It's time for Title IX refresher and is available online.
- Advice for supervisors is to work with those who may not have enough leave available and allow workers to work from home as much as possible to offset any leave time for quarantines.
 -

GPSGA: Marcia Sun

- Report was provided via chat and the recording did not save so that I have a copy of it.

Department of Wellness: Kim Beard

- See the attachment

Unfinished Business:

- RPP bylaw update proposal passed unanimously. See attachment.
- Jesse Wood let everyone know that game day parking passes are available on their website.
- Tashia Cheves thanked everyone for their contributions to Mary Mach's gift card.

New Business:

- No new business.

Announcements:

Next Meeting – **October 13, 2021.** 1:15 PM, in person at 416 Student Union Case Study 2 and available via Zoom.

Adjournment: 2:36 PM Motion was made to adjourn meeting by Ashleigh Hall. Second was made by Chris Pivinski. Meeting was adjourned.

DRAFT

**OSU Staff Advisory Council
Treasurer's Report
August 2021**

SAC MAINTENANCE ACCOUNT				
1-128520				
University Allocation				\$ 28,579.00
Balance Forward				\$ 56,695.01
TOTAL REVENUES (Beg. July 2021)				85,274.01
Previous Month Bal				\$ 85,274.01
		Expense	Credits	
Staples STARS Frames		\$ 56.25		
Staples STARS Certificates		\$ 35.96		
One Net -ZOOM license		\$ 14.44		
UMS - postage for STARS cert		\$ 1.68		
Total Credits				
Total Expenses		\$ 108.33		
ACCOUNT TOTAL				\$ 85,165.68
SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT				
1-995137				
Previous Month Bal				\$ 10,475.96
Activity:		Expense	Credits	
SAC Meeting refreshments 08/04/21		\$ 60.00		
Total Credits				
Total Expenses		\$ 60.00		
ACCOUNT TOTAL				\$ 10,415.96

OSU STAFF SCHOLARSHIP FUND		
20-31100		
Balance Forward		\$10,613.16
FY22 Annual Spending Policy	\$ 4,890.00	
Endowment		
Balance Forward 07/01/2019	\$ 121,306.38	
Balance	\$ 121,306.38	
AVAILABLE ACCOUNT TOTAL		\$ 10,613.16

The Department of Wellness

EMPLOYEE PROGRAMS



Walks with Wellness / Sept. 28, 12:10-1pm

Join us for our first "Walks with Wellness" of 2021 as we explore the Robert M. Kerr Food & Agricultural Products Center (FAPC). Get some steps in, tour an impressive building on campus, and get a free lunch on us!

Registration/cancellation deadline: September 24 at noon

To register complete the registration form online at wellness.okstate.edu.



Tackle Your Excuses October Challenge

Who doesn't love the opportunity to work out AND win free football tickets? It's time for all employees to "Tackle Your Excuses" in October and make their way to the Colvin Recreation Center or Seretean Wellness Center for a chance to win 2 Club Level football tickets to the November 13 OSU -vs- TCU game! The winner will be announced on November 3. Earn one entry for your first visit each week in October!

Learn more at wellness.okstate.edu.



Vision Board Workshop / Oct. 5, 5:30-7:30pm

What is your personal vision? How can you move yourself 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: September 30

To register call **405-744-WELL (9355)** or email wellness@okstate.edu.



Painting Party / Oct. 26, 5:30-7:30pm

Join us for a fun evening of painting, socializing, and relaxing. Guided by our facilitator, the group will work at individual easels to create a masterpiece that is suitable for framing. The goal is to open up and enjoy an evening of creative expression, regardless of existing artistic knowledge. No painting experience is required. This is a great way to build new relationships or bring team members closer together.

To register, email wellness@okstate.edu



405.744.well (9355)



wellness.okstate.edu



wellness@okstate.edu



OSUWELL



DEPARTMENT OF
WELLNESS



STAFF ADVISORY COUNCIL

Oklahoma State University

STAFF ADVISORY COUNCIL

BYLAWS

Pursuant to the authority vested in the Staff Advisory Council constitution, as approved by the Board of Regents, the President, the OSU staff, and the Staff Advisory Council, hereinafter referred to as “the Council”, has established the following Bylaws to provide the means by which its purposes may be achieved.

I. NOMINATION PROCEDURES

- A.** Nominations shall be submitted on the form provided by the Council to each eligible voting staff employee.
- B.** Self-nominations shall be accepted and shall be validated by the signature of the nominee and the nominee’s supervisor.
- C.** Council members whose terms are expiring and who are eligible for re-election shall automatically be nominated for the position; unless they notify the chair that they decline the re-nomination.
- D.** In the event that no nominations are received to replace a member whose term is expiring, the Council will follow the procedures set forth in Section VIII A of the Bylaws concerning the filling of vacancies.

II. ANNUAL ELECTIONS

- A.** One-third of the membership shall be elected each year.
- B.** The annual election shall be conducted under the jurisdiction of the Council’s Rules and Procedures Committee.
- C.** The Council shall provide to each eligible staff employee a list of nominees for all positions with instructions about how to complete the ballot during the voting period.
- D.** A voting period of two (2) weeks shall be set by the Rules & Procedures Committee with the approval of the Council.
- E.** The Rules & Procedures Committee will resolve tie votes by lot and certify the results to the Council at the Council's regular meeting in May.

III. ASSUMPTION OF OFFICE

- A. Council members shall assume their duties after being sworn in during the first regularly scheduled Council meeting in June.
- B. The officers of the Council shall be elected from the membership of the Council at the regular June meeting of each year. Any Council officer whose term expires after the regular May meeting shall remain in office as a non-voting member until their officer position is filled.

IV. TERM OF OFFICE

Members of the Council may be elected to no more than two (2) terms in succession; however,

- 1. A member may serve any number of disconnected terms after a break in service.
- 2. Elected terms of less than three (3) years shall count as a three-year (3-year) term.
- 3. Positions filled by appointment will not count as an elected term.

V. REMOVAL FROM OFFICE

A. Executive Officer:

By a two-thirds (2/3) vote of the representatives present at any meeting of the Council, the name of an Executive Officer may be placed on the agenda for removal from office at the next meeting.

The officer in question must be notified by the Executive Team at least fourteen (14) days prior to the date of the meeting at which dismissal action is scheduled to be taken. Such notification shall include a statement of charges against the officer.

The officer in question may request a postponement of action that must be upheld by a majority vote of the Council, but in no case may postponement be granted for more than one (1) meeting following the originally scheduled dismissal action. The officer in question shall be allowed to speak to the Council at the next meeting.

Dismissal action shall be by paper ballot and shall be by two-thirds (2/3) of the representatives present. An officer that has been removed from office under this provision retains his/her position on the Council.

B. Standing Committee Chair

By a two-thirds (2/3) vote of the representatives present at any meeting of the Council, the name of a standing committee chair may be placed on the agenda for removal from office at the next meeting.

The chair in question must be notified by the Executive Officers at least fourteen (14) days prior to the date of the meeting at which dismissal action is scheduled to be taken. Such notification shall include a statement of charges against the chair.

The chair in question may request a postponement of action that must be upheld by a majority vote of the council, but in no case may postponement be granted for more than one (1) meeting following the originally scheduled dismissal action. The chair in question shall be notified to speak to the Council at the next meeting.

Dismissal action shall be by paper ballot and shall be by two-thirds (2/3) of the representatives present. A chair that has been removed from office under this provision retains his/her position on the council.

VI. FILLING OF VACANCIES

A. Officer Vacancies:

1. Vacancies in the position of Chair shall be filled by the Vice-Chair who shall serve out the term.
2. Vacancies in the Office of Vice-Chair, Secretary or Treasurer shall be filled by an election of the Council.

B. Member Vacancies:

1. Whenever a member vacancy occurs the position shall be filled by the procedure outlined in Article II, Section 3 of the Constitution.
2. A Council member whose seat has been declared vacant by the Executive Team may petition to be reinstated to his or her seat by submitting a written request for reinstatement to the Executive Team. If the Executive Team concurs with the request for reinstatement, the request must be sustained by a three-fourths (3/4) vote of approval of the Council at the next regularly scheduled Council meeting.
3. If the affected Council member does not request reinstatement or if three-fourths (3/4) vote of the Council does not sustain the request for reinstatement, the seat shall be filled in accordance with Article II, Section 3 of the Constitution.

VII. MEETINGS

- A. The August meeting shall be on the first Wednesday of the month.
- B. Additional regular meetings or non-standard meeting dates may be scheduled by the Chair. Notices of such meetings shall be furnished to members five (5) working days prior to the meeting. The reason for a non-standard meeting date must be stated on the agenda.
- C. Each member of the Council shall be furnished a copy of each meeting agenda at least three (3) working days prior to the Council meeting.

- D.** The order of business for each Council meeting generally should include:
- Call to Order
 - Roll Call
 - Approval of Minutes
 - Approval of Agenda
 - Presentations/Guest Speakers
 - Treasurer's Report
 - Branch Campus Reports
 - Report of Standing Committees
 - Report of University Committees
 - Officer Reports
 - Unfinished Business
 - New Business
 - Announcements
 - Adjournment
- E.** Any person who is not an elected or appointed member of the Council's committees shall be allowed to address the Council and to participate in discussion of Council matters, provided that person submits a written request to the Council Chair to be placed on the agenda for the next Council Meeting. All such requests must specify the subject matter to be addressed and must be received by the Secretary at least five (5) working days prior to the Council meeting.
- F.** Any person, who is not an elected or appointed member of the Council or one of the Council's committees and who has not requested to be placed on the agenda, shall be allowed to address the Council and to participate in discussion of Council matters after a majority vote of the members of the Council who are present.
- G.** Non-members of the Council or of a Council's Committee who are allowed to address the Council shall be limited to five (5) minutes to present their views or state their position in any matter under Council consideration. A request for extension of time may be granted by a majority vote of the members of the Council who are present.

VIII. BRANCH CAMPUS (EX-OFFICIO MEMBERSHIP)

- A.** The presiding officer of the staff council/association of each branch campus shall notify the OSU Council Chair of their ex-officio appointment immediately following the branch campus annual meeting. The term on the Stillwater Council will end May 31st of each year.
- B.** Ex-officio members shall not carry faculty status at their assigned campus. Successive ex-officio appointment may not exceed six (6) years representation on the Stillwater Council.
- C.** Ex-officio members shall have no official voting status on the Stillwater Council.

IX. DUTIES OF OFFICERS AND MEMBERS OF COUNCIL

A. Council Chair

- Shall fulfill all duties of their office specified in the Constitution.
- Shall forward resolutions approved by the Council to the President or other designated University Administrator within fifteen (15) days following Council approval. The Chair must inform the Council at the next Council meeting that the action has been forwarded. A signed copy of the correspondence will be provided to the Secretary, the appropriate committee chair, and the Council representative that brought forth the recommendation.
- Shall ensure responses received on resolutions submitted to the President or other appropriate University Administrator are read in the minutes at the next Council meeting following receipt of such response.
- Shall nominate representatives to University-level standing committees or councils that allow staff participation; consultation with the Council on these occasions precedes nominations.
- Shall prepare all meeting agendas.
- Shall maintain any listserv list currently in use or one that is developed to communicate with the staff.
- Shall prepare an annual report, which sets out recommendations made to the President or other designated University Administrators, and their response. Disseminates information contained in the report to all university exempt and non-exempt staff.

B. Vice-Chair

- Shall fulfill all duties of their office specified in the Constitution.

C. Secretary

- Shall fulfill all duties of their office specified in the Constitution.
- Shall arrange for meeting rooms for all Council related meetings.
- Shall compile a list of names, addresses, and telephone numbers of Council members.
- Shall assist the Chair with maintaining any listserv list currently in use or one that is developed to communicate with the staff.

D. Treasurer

- Shall fulfill all duties of their office specified in the Constitution.
- Shall disperse funds as authorized by the Council and Executive Team.
- Shall follow all University Accounting policies and procedures.

E. Council Members

- Shall attend monthly meetings
- Shall attend and participate on one or more standing committees as assigned by the Chair.
- Shall agree to chair a standing committee if asked by the Council Chair.
- Shall forward constituent concerns to the Council Chair for review and discussion by the Council.
- Shall attend and participate on special committee(s) when assigned and/or volunteered.

- Shall assist with special functions sponsored by the Council.
- Optional: Shall serve as a Staff representative on University wide committees. The Council Chair will request volunteers from the Council and from the staff at large, as committee seats become available.
- Optional: Shall attend Faculty Council meetings (as assigned by the SAC President) and provide a report at the next Staff Advisory Council meeting.

X. STANDING AND SPECIAL COMMITTEES – POLICIES

- A.** Standing committees assist the Council with its functions.
- B.** Standing committees may be established or abolished by a two-thirds (2/3) vote of the Council.
- C.** Each member of the Council, with the exception of the Executive Officers, shall serve on at least one standing committee. The officers of the Council have the option to serve on a standing committee.
- D.** Each member of a standing committee shall be a member of the Council.
- E.** Non-members of the Council with special qualifications may be asked to join in the deliberation of a standing committee, but in no case shall the non-member be allowed to vote.
- F.** Standing committees that have deliberated and reached conclusions to issues and/or topics will present their results to the Council for acceptance and authorization.
- G.** The Chair of each standing committee will present an oral and written annual report at the June Council Meeting.
- H.** Standing Committees shall maintain a record of committee meetings. This record should be made available to each successive committee chair.
- I.** Recommendations submitted by Committees will be coded for ease of referencing and tracking. The code will be the year-month-day, followed by which committee made the recommendation (EC, RPP, COMM, AR, EV, and DEI), and the recommendation number (1, 2, 3, etc.). Revisions to the recommendation would be indicated by adding the appropriate alphabetic letter to the number.
- J.** Membership of special committees shall consist of, but are not limited to, one member of the Council.
- K.** Reports of special committees shall be made to the Council for action.

XI. STANDING COMMITTEES

A. Executive Committee (EC)

This committee shall consist of the elected officers of the Council (Chair, Vice-Chair, Secretary, and Treasurer) and the Chairs of the standing committees. The immediate Past Chair of the Council shall serve as an ex-officio (non-voting) member of the Executive Committee.

This committee shall be responsible for Council policy and input as needed in the interim between Council meetings.

B. Rules, Policy, and Procedures Committee (RPP)

The functions of this committee include, but are not necessarily limited to:

1. The Chair shall function in the role of the Parliamentarian during regular Council meetings to ensure that Robert's Rules of Order are followed, and that all actions taken by the council are in compliance with the Constitution and Bylaws of the Council.
2. Maintaining an updated list of seats and the members occupying those seats.
3. Reviewing the Bylaws with Council members at the July Council meeting.
4. Preparing amendments and revisions to the Council Constitution and Bylaws.
5. Preparing regulations for elections and the conducting and supervising of such elections.
6. Recommending the creation or abolishment of standing and special committees.
7. Recommending procedures for staff participation in the government of the University.
8. Reviewing current personnel policies.
9. Making recommendations for policy changes that affect staff employees.

C. Communications Committee (COMM)

The functions of this committee include, but are not limited to:

1. Keeping the University community informed of all activities of the Council through whatever channels of communication are deemed necessary.
2. Maintaining the Council web page.
3. Posting pertinent information to social media sites.

D. Awards and Recognition Committee (AR)

The functions of this committee include, but are not limited to:

1. Developing and implementing policies and procedures related to the presentation of annual awards and recognition of staff members of Oklahoma State University including the Distinguished Service Award.
2. Administering the nomination and selection process for such awards.
3. Conducting the awards presentations.
4. Responsibility for other awards and recognition of staff as such arises.
5. Developing, implementing, and administering policies and procedures related to the Staff Advisory Council Scholarship Program.

E. Events Committee (EV)

The functions of this committee include, but are not limited to:

1. Making all necessary arrangements for the annual Harvest II food drive.

3. Planning and implementing the annual Staff Celebration Day, including but not limited to location, vendor set up, and entertainment.
4. Recruiting vendors and obtaining donations for Staff Celebration Day.

F. Diversity, Equity, & Inclusion Committee (DEI)

The functions of this committee may include, but are not limited to:

1. Review existing policies and processes related to the recruitment, retention, and inclusion of diverse staff, particularly from underrepresented groups on campus, and if needed, develop new guidelines, processes, or policy recommendations to enhance and promote diversity and inclusiveness on campus.
2. Work collaboratively with the Division of Institutional Diversity, Human Resources, and members of the staff council to assess the inclusion of diversity-related issues on campus.
3. Coordinate with HR to identify or provide education, training, and support resources to university staff members.
4. Develop staff diversity awareness opportunities during SAC events such as the Distinguished Service Awards ceremony and Staff Appreciation Day.
5. Collaborate with the Awards and Recognition Committee to develop staff recognition for diversity efforts.

XV. Amendments of Bylaws

These Bylaws may be amended by a majority vote of Council members present at a regular Council meeting, provided the proposed revision(s) have been submitted in writing at a regular meeting of the Council at least one month prior to voting.