**Staff Advisory Council Minutes**

**March 9, 2022 @ 1:15 pm**

**412 Student Union Council Room and via Zoom**

**Guests**: We several guests via Zoom and in person.

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

**Special Guest Speaker:** No guest speaker.

**Roll Call**: Of our 26 members we had 19 members present in-person, 3 via Zoom, and 4 members absent.

**Approval of the Minutes:**  Amber Coker made a motion to approve the February minutes, Sherri Buntin seconded. February minutes were approved without adjustment.

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

**Officer Reports**:

**Treasurer Report:** Tammy Ratcliff

* Report attached. -See attachment A

**Secretary**: Michelle Stewart

* No report.

**Vice-Chair**: Kristi Wheeler

* Announced the Star Awards for January
* Debbie Stump, Executive Assistant, Vice President for Student Affairs
* Kim Anderson, Administrative Support Assistant II, Civil & Environmental Engineering
* Cody Wehr, Computer Specialist II, CEAT IT
* Arial Grider, Administrative Support Specialist I, Housing and Residential Life
* Jeff Packham, Coordinator of Publications, Registrar’s Office
* Sanid Devore, Administrative Support Staff, Theatre
* Kristen Kulling, Concurrent Coordinator, Concurrent Programming and Advisement
* Marla Boles, Administrative Operations Manager, Facilities Management Administration
* Jennifer Moody, Senior Director of Total Rewards, Human Resources
* Lance Rice, Pharmacist, University Health Services

**Chair**: Melanie Bayles

* Requests that members push the Star awards so that we can get information about the opportunity out there.
* For those of you up for re-election please make sure to respond to Chris’s email about your position so that they can get an accurate count of expected open positions.
* COVID survey should be out later this week. Please make sure to complete it and promote it to your contacts. It works great on mobile devices.

**Reports of Standing Committees**:

 **Rules, Policy and Procedures Committee:** Chris Pivinski

* Travel policy review is completed.
* Elections – 9 open positions plus one vacancy to be filled from the applicants applying for the open positions at election time.
* They are updating the application forms to be links instead of embedded in the website to cut down on the number of website pages.
* Please respond directly to Chris about re-election and not to Melanie.

**Communications Committee:** Gary Lawson

* The new website is ready to go live and will later this month.
* They have added a “Join Us” option under “About Us” to promote nominations for open positions.
* The last newsletter was pushed back do to snow days.
* February stats on the SAC newsletter: 5,309 received the email, 3,702 opened it
* Action on the website is 261 clicks for awards information, 199 for scholarships, 150 for agenda and minutes, 11 reviewing the meeting dates.
* Lacey has some fantastic stats on the FB page. 300-500 interactions and a handful of shares.
* Please interact with the FB page to boost its visibility and get information out.

**Awards and Recognition Committee:** Sherri Buntin

* Currently have 21 applications for scholarships. The deadline is March 11 at 4 PM.
* Awardees will likely be announced in May.

**Events Committee:** Michelle Chitwood

* UHS appreciation event will be Wednesday, April 6 from 11 AM to 1 PM where they will be collecting cards to say “Thank you” then they will deliver the cards and hopefully some donuts.
* Working on planning the Staff Appreciation day event and selecting a caterer. The prices range from $12.50 to $16.00 per person.
* Currently they have 22 vendors planning to attend and set up a table.

**Diversity, Equity & Inclusion Committee:** Cara Eubanks

* Parent campus resource map is about done and they hope to get it added to the maps on OSU’s general page to be a resource for anyone visiting.
* Kimberly Meints is working on a Canvas page for resources for parents.
* Cara has been named to the provost search committee to represent staff.

**Branch Campus Reports**:

**OSU-Tulsa:** Candace Jackson

* Their Secret Staff program is in its second week and will end with a big reveal on March 25.
* For St. Patrick’s Day they are do a Pot o’ Gold candy guessing game.

**OSU-CHS:** Diana Sanders

* Not present.

**OSU-OKC**: Kristin Rowan

* They are currently reviewing their policies, especially for language updates.

**OSUIT-Okmulgee**: Na-komas Blackford

* Not present.

**Reports of University Committees**:

**Faculty Council:** Melanie Bayles

* President Shrum spoke about the COVID numbers being down.
* Also said they will review the numbers after spring break to make decisions regarding masking.
* Provost search is proceeding.
* Passed the policy of no guns on campus and currently there is no legislation looking to change that.

**Human Resources:** Christa Louthan

* COVID numbers are way down.
* Please download the Medifi app. They are a new vendor that is a concierge for health care. Among other things it will provide reminders of preventative care.
* Vacancies on campus continue. Recruitment has to be more active to get good candidates. When you have applications on an open position engage with those candidates right away to prevent their taking another job before you are ready for interviews.
* Be prepared when you do interviews to put your best foot forward.
* They are reviewing requirements and moving to numbers of years of experience and extra credit for a bachelor’s degree where applicable to make recruiting more fruitful. It’s not an option on all open positions, but they will update where it is applicable.
* There will be a change in timing for background checks for staff changing positions from a requirement to have one done every 6 months to once per year.

**GPSGA:** Marcia Sun

* **Important Deadlines:** Travel Awards, Co-sponsorship Funds, Group Funds, and Research Materials Grant are all due April 1, 2022, on Canvas (GPSGA Student Community page).
* **Upcoming GPSGA Awards:** Doctoral Student Phoenix Award, Master’s Student Phoenix Award, Outstanding Graduate Teaching Assistant Award, Graduate Faculty Phoenix Award
* Nominations and applications are open on Canvas (GPSGA Student Community page). The due date for these awards is Friday, April 1, 2022.
* **General Assembly Meeting Information – GPSGA Executive Board Elections** The third General Assembly Meeting of Spring 2022 will be held at 5:30 PM CDT in an online format (Zoom) on Wednesday, March 23. The link to participate in the meeting remotely is always provided in the Monday Memo and sent out via email the day before the meeting. There will be no invited speaker for the meeting session. Elections for the next executive board will take place during the meeting.

**Department of Wellness:** Kim Beard

* No report. See attachment B.

**Unfinished Business**:

**New Business**:

**Announcements**:

* Please attend Staff Development Day March 30th at the McKnight Center.
* Next Meeting – **April 13, 2022** at 1:15 PM, hopefully, in person at 412 Student Union Council Room and available via Zoom.

**Adjournment:** Motion was made to adjourn meeting by Amber Coker. Second was made by Aaron Moore. Meeting was adjourned.