



## Staff Advisory Council General Meeting Agenda

**STAFF ADVISORY  
COUNCIL**

Staff Advisory Council met on  
**December 11, 2024, at 1:15pm** in  
**412 Student Union (Council Room).**

*All meetings are open to the public. Virtual attendance links  
are available upon request.*

- A. **Call to Order:** Sam Morse
  
- B. **Roll Call:** Sam Cypert
  - a. Members (In Person): Aaron Lively, Angie Duckworth, Emily Billings, Janell Hamilton, Justin Worley, Kaitlin Little, Kegan Herrick, Kim Howerton, Kimberly Meints, Michelle Stewart, Molly Battershell, Nicole Hendricks, Ramitha Raja, Robert Raab, Roxanne Maynard, Sam Cypert, and Sam Morse.
  - b. Members (Virtual): Casey Enarson, Deidre Parrish, Joshua Hawkins, and Victoria Gandy.
  - c. Guests (In Person): Coral White, Veterans Faculty & Staff Association, Dr. Francisco, Meeting & Conference Services Team.
  - d. Guests (Virtual): Camilla, Melanie Bayles, Cam Estes.
  - e. Regrets: Amy Phipps, Kala Davis, Mili Jha, Natalie Noles, Sherri Buntin, and Suni Hertt.
  
- C. **Approval of the Minutes:** Sam Morse
  - a. Amendments: Adding Roxanne as present.
  - b. Motioned by Kim Howerton with amendments.
  - c. Seconded by Janell Hamilton.
  - d. The motion passed with unanimous consent.
  
- D. **Approval of the Agenda:** Sam Morse
  - a. Amendment: Corrected January meeting date to say “2025” instead of “2024.”
  - b. Motioned by Robert Raab with amendments.
  - c. Seconded by Justin Worley.
  - d. The motion passed with unanimous consent.
  
- E. **Special Guest Speaker(s):** Veterans Faculty & Staff Association; Dr. Francisco
  - a. Veterans Faculty & Staff Association
    - i. Achievements: Recently ranked #17 for best employers for veterans by *Forbes*, recognized as a Veteran Employer Champion for Oklahoma Veterans United, ranked as one of the best military colleges.

- ii. “Veteran Success Center” now known as the Office of Military Affiliated Student Support.
- iii. Organization working to have more members join in an effort to support all students. If anyone has served or is related to someone who has served, the Veterans Faculty & Staff Association would like them to join.
- iv. Combat Boots to Cowboy Boots will be Feb. 13. Staff interested can register via the OSU Talent Management System.
- v. Q&A:
  - 1. Molly Battershell: Does the “Combat Boots to Cowboy Boots” training count toward any of the training pathways at OSU?
    - a. This is eligible for the OSU Ambassadorship and OSU Leadership Development programs.
  - 2. Justin Worley: In our Access, Community, and Engagement Committee, we are working on a program to get all the staff associations together so SAC members can begin attending meetings and events. Mili Jha serves as Chair of the committee; know that the ACE committee will be reaching out so we can keep a regular dialogue going.
- b. Dr. Chris Francisco and Ryan Chung
  - i. Reaccreditation Efforts:
    - 1. Big Picture:
      - a. Every institution of higher education must be accredited to receive federal funding for student financial aid. OSU’s accreditor is the Higher Learning Commission. Full reviews with site visits occur every 10 years; the next visit will be April 2026. This is a rigorous review that delves deeply into an institution’s practices and whether what it is doing aligns with its mission and strategy.
      - b. New strategy was put in place in October 2022; provides guidebook for the processes OSU has undergone over the last few years.
    - 2. HLC Criteria:
      - a. Criteria 1: Mission
      - b. Criteria 2: Integrity – ethical and responsible conduct
      - c. Criteria 3: Teaching and learning – quality, resources, and support
      - d. Criteria 4: Teaching and learning – evaluation and improvement
      - e. Criteria 5: Institutional effectiveness, resources, and planning.
      - f. It is important to note that Criterion 3 and 4 will likely be combined by Spring 2026.

3. Structure of OSU Team:
  - a. Steering committee: provides guidance in the process, thinking about the alignment between OSU's mission and strategy, identifying activities and practices on campus to highlight and people who can provide information
  - b. Criteria subcommittees: focus on identifying and reflecting on OSU processes and activities related to each of the five criteria.
  - c. Writing and editing teams: use information from the committees to write OSU's argument to the Higher Learning Commission.
4. What has been done so far?
  - a. Revisited 2015 argument and process; reviewed 2020 document
  - b. Created a timeline for the whole process and convened the steering committee and criterion subcommittees
  - c. Subcommittees filled in outlines of arguments with pointers to content and relevant information
  - d. Planned for an invitation to the HLC staff liaison to visit campus in late 2025 and a mock site visit with peer reviewers in early 2026.
5. Communication and Involvement:
  - a. Those interested in learning about the accreditation reaffirmation process, please visit the OSU accreditation website at [academicaffairs.okstate.edu/accreditation](http://academicaffairs.okstate.edu/accreditation) and the Higher Learning Commission's website at [hlccommission.org](http://hlccommission.org).
  - b. Questions, comments, or contributions, let the team know.
  - c. Communication will continue with SAC and through campus emails.
  - d. An open forum will be conducted for employees during the official site visit.
6. Contact Information:
  - a. Ryan Chung: [Ryan.Chung@okstate.edu](mailto:Ryan.Chung@okstate.edu)
  - b. Chris Francisco: [Chris.Francisco@okstate.edu](mailto:Chris.Francisco@okstate.edu)
7. Q&A:
  - a. Kim Howerton: One of the things brought up in Faculty Council was that it mentioned research was not specifically included, but you mentioned that it is included within some of the existing criteria. Could you provide more info on this?

- i. Dr. Francisco: OU and OSU have research as part of the universities' overall missions. We decided in our mission how we want to serve the public – this involves conducting fundamental research, public research, etc. When OSU makes an argument to HLC and that our practices and strategy are aligned with our mission, research will be explicitly shown as some of the examples.
  - b. Emily Billings: Is there a place to see the specific feedback for departments from the 2015 argument?
    - i. Dr. Francisco: The 2015 argument is published on the website. However, the argument does not drill down into specific departments. Argument drafts are limited to 35,000 words to ensure institutions do not submit arguments that are too lengthy. The goal is to ensure we align and support our overall argument that we are working to support our mission.
  - c. Emily Billings: Are there any peer institutions that we could learn from while we conduct our CAS reviews?
    - i. Dr. Francisco: We are happy to meet with you for further discussion.

**F. Officer Reports:**

**a. Treasurer's Report: Molly Battershell**

- i. Nothing that hit the account in November, but there are quite a few pending transactions. If you don't see a receipt on the list, please reach out.

**b. Secretary: Sam Cypert**

- i. SAC Polo Updates

**c. Vice-Chair: Kimberly Meints**

- i. November STAR Awards:
  1. Abby Johns
  2. Alexis Guyton
  3. Amanda Hamlett
  4. Averie Lucas
  5. Brecca Farr
  6. Charmaine Motte
  7. Dana Bolt
  8. Jennifer Gallaway
  9. Kaitlin Little

## 10. Natalie Noles

### d. **Chair:** Sam Morse

- i. Offices and departments have been updated on the SAC Member List. If you do change departments any time soon, let the SAC Exec Team know.
- ii. Committee Appointments: confirmations have been sent in for the Student Conduct Committee and Inclusive Excellence Advisory Board.
- iii. Campus Climate Survey: There are several people that have been recommended for the committee; a chair has not been selected yet. This is an initiative that will start in the new year. If you know of anyone interested in chairing this committee, let the Exec Team know. Special thanks to those who referred staff members.
- iv. Tomorrow will be the University Awards Convocation. This will be occurring in the Student Union Ballroom at 3:30 p.m. This will be a variety of awards for faculty and staff. For some of the awards, the Chair and Vice Chair of SAC serve on the selection committee for awards.

## G. Reports of Standing Committees:

### a. **Rules, Policy, and Procedures:** Justin Worley

- i. The committee met yesterday to go over amendments to policies.
- ii. RPP Committee needs to talk with Christa Louthan before the Grievance Policy amendments are brought to the floor for a vote by the Council.
- iii. No questions were received regarding the last policy amendment brought forth in the November 2024 meeting.

### b. **Communications Committee:** Kaitlin Little

- i. 2024 DSA winners have been added to the SAC website for recognition.
- ii. Be on the lookout for a social post for DSA winners. The Comms Committee requests that people like, share, and comment on the post.
- iii. The Comms Committee is working to disburse the December newsletter next month.
- iv. The Comms Committee is working with the Events Committee on Staff Celebration Day planning for 2025.

### c. **Awards and Recognition Committee:** Natalie Noles

- i. No report.

- d. **Events Committee:** Ramitha Raja
  - i. Ramitha and Roxanne have been working on the Toy Drive. Nonprofits were happy to receive the donations and extended a thank-you to the Staff Advisory Council.
  - ii. The next focus of the Events Committee will be choosing vendors for the 2025 Staff Celebration Day.
  
- e. **Access, Community, and Engagement:** Mili Jha
  - i. No report.

**H. Branch Campus Reports:**

- a. **OSU-Tulsa:**
  - i. No report.
  
- b. **OSU-CHS (Center for Health Sciences):**
  - i. No report.
  
- c. **OSU-OKC (Oklahoma City):**
  - i. No report.
  
- d. **OSUIT-Okmulgee (Institute of Technology):**
  - i. No report.

**I. Reports of University Committees:**

- a. **Faculty Council:** Kim Howerton
  - i. Dr. Francisco conducted the same presentation today that the Faculty Council received.
  - ii. The University Club also presented to the Faculty Council.
  - iii. The Faculty Council did conduct a revision to the Faculty Council Bylaws. This relates to the career track and putting it in line with university policy.
  
- b. **Human Resources:** Coral White
  - i. HR extended a thank-you to SAC for assistance with initiatives and dialogue between their department and staff across the university.
  - ii. HR gave an update on the University Club and membership opportunities.
  
- c. **GPSGA:** Sam Cypert for Melisa Echols
  - i. No report.
  
- d. **Department of Wellness:**

i. No Report.

**e. Student Government Association:** Sam Cypert for Melisa Echols

i. 2024 SGA Coat Drive Results

1. Total Items: 56
2. Total Coats: 46
3. Last year Total Items: 33

**J. Unfinished Business:**

a. RPP Proposal; Policy 3-0720 (Corrective Actions and Dismissals for Staff) Amendments

- i. All SAC members should have received an email last month from Justin Worley outlining the revisions to the Corrective Actions and Dismissals policy. SAC members should have received the final document this morning outlining the amendments from HR.
- ii. HR wanted to make SAC aware that in the first step of the corrective action policy, many of the privileges lost are possibilities, not concrete ramifications. Staff, for example, can still remain eligible for items such as merit raises if these occur while they're on a corrective action plan.
- iii. Justin Worley moved to amend Policy 3-0720 to include the 'new information discussion' as part of what may be proposed to HR as the formal recommendation.
  1. Sam Cypert seconded.
  2. The motion passed with unanimous consent.
- iv. Justin Worley moved to propose Recommendation RPP-2024-2 – recommendations to HR, President Shrum, and the OSU A&M Board of Regents for changes to Policy 3-0720.
  1. Kim Howerton seconded.
  2. The motion passed with unanimous consent.

**K. New Business:**

- a. None.

**L. Announcements:**

a. **Next Meeting:**

- i. **Date:** January 08, 2025; 1:15 – 3:30 p.m.
- ii. **Location:** 412 Student Union (Council Room)

**M. Adjournment**

- a. Justin Worley moved to adjourn.
- b. Michelle Stewart seconded.
- c. The motion to adjourn passed with unanimous consent.

