



STAFF ADVISORY COUNCIL

Staff Advisory Council Minutes

Staff Advisory Council will meet on

May 8, 2024 @ 1:15pm

412 Student Union Council Room

All meetings are open to the public.

- A. **Call to Order:** Michelle Stewart
- B. **Roll Call:** LeAnne Hutchins
- C. **Approval of the Minutes:** Michelle Stewart
 - a. Motion – Kimberly Meints
 - b. Second – Sherri Buntin
 - c. Approved - unanimously approved
- D. **Approval of the Agenda:** Michelle Stewart
 - a. Motion – Justin Worley
 - b. Second – Suni Hertt
 - c. Approved - unanimously approved
- E. **Special Guest Speakers:** Joe Weaver, Senior Vice President for Administration and Finance
 - a. Pedestrian Task Force
 - b. 4 meetings
 - i. Faculty, staff, FM, OSUPD, students, Transportation
 - c. Developing questionnaire form
 - i. People are not reporting pedestrian/auto incidents
 - ii. Form:
 - 1. Where, what, when, etc.
 - 2. Will give info to traffic consultant to make recommendations for improvement
 - a. Repaint crosswalks
 - iii. Create targeted communication plan about safety of both pedestrians and drivers
 - d. Father does not want daughter's death to be the end
 - e. Making changes to speed limits
 - f. Four-way stop at site of incident
 - g. Looking at possible delay with cross walks – give students a head start to crossing
 - h. Survey will be going out for input (summer and fall)
- F. Questions:
 - a. Lowering the speed limit on Monroe? 20 miles per hour seems to be the best speed for drivers
 - b. Who monitors the cameras on University and Monroe? OSUPD and SPD
 - c. Training for students on canvas? During orientation? How do we change human behavior?
- G. Send any questions to LeAnne Hutchins
- H. **Officer Reports:**
 - a. **Treasurer's Report: Sherri Buntin**
 - i. Send expenses so we can get them paid
 - ii. March and April budgets have been sent

b. Secretary: LeAnne Hutchins

- i. No report

c. Vice-Chair: Sam Morse

- i. April Star awards will be picked early for ready for SCD

d. Chair: Michelle Stewart

- i. June 18 – 11:30am – 2:00pm – Jorns Hall
 1. No zoom option – Stillwater committee members only
 2. Begin thinking about who you would like to nominate for executive board officers
- ii. Sign up for SCD
- iii. Have a staff member who left – will appoint

I. Reports of Standing Committees:

a. Rules, Policy, and Procedures: Kimberly Meints

- i. The committee will meet next week.
- ii. **Election**
 1. Election for 2024-2025 year is complete. New members will be announced at the end of this meeting.
 2. Watch for email later in the month with information about Officer Elections at June meeting.
- iii. **Restroom Survey Update**
 1. Six volunteers for temporary Restroom Survey group.
- iv. **Staff Referrals:** n/a

b. Communications Committee: Kaitlin Little

- i. The Communications Committee has been working closely with the Events Committee to get the word out about Staff Celebration Day, including A-frames, flyers, newsletters and (coming soon) social posts.
- ii. In addition to the in-person drawings, there will be two separate social raffles, so encourage people in your area to like, share or comment on our official SCD posts or share selfies/ group photos while at the event and tag #okstateSAC. If you know someone in your area can't make the event, encourage them to put in a to-go order and to drop off business cards to still be entered into the raffle drawings (the to-go order form closes May 20).
- iii. More information on the event can be found at:
<https://sac.okstate.edu/events/staff-celebration-day.html>

c. Awards and Recognition Committee: Kimberly Howerton

- i. Scholarships have been decided and winners have been notified
 1. Each will receive \$1250

d. Events Committee: Michelle Munson and Kimberly Anderson

- i. Staff Celebration Day—location change to Wes Watkins Center
 1. BIG THANK YOU to meeting & conference services for hosting us at Wes Watkins on short notice & free of charge
 - a. Sherri Buntin & Michelle Stewart will put together something to show our appreciation. Will deliver on 05/24 during set up.
 2. Show maps for event
 - a. Seating for 748 +overflow
- ii. Volunteer List
 1. Event participation is mandatory for SAC members
 2. Please sign up for your requested station. Any SAC members not signed up will be filled.
 3. Please make sure all white columns are filled before signing up in a “grey” column.
 4. Your station lead will reach out prior to the event with details about job duties, when & where to meet.
 - a. If you want to volunteer the entire day – event team will be there at 8 am
- iii. Event Day Logistics
 1. Raffle prize in exhibit hall
 - a. Will begin at 11:45 am to make sure we get as many people as possible we can in the raffle
 2. ToGo pending verification from Celebrations

e. Access, Community, and Engagement: Kala Davis

- i. Continued work on the Inclusive Events Guide
- ii. Continued pursuit of events to support caregivers, recommendations for changes to support accessibility

J. Branch Campus Reports:

- a. **OSU-Tulsa: absent**
- b. **OSU - CHS: absent**
- c. **OSU-OKC: Nick Irby**
 - i. Working with faculty senate to restructure the committee
 1. Provost Mendez and VP Wray spoke at campus
 - a. Looking at operating as single system
 - b. More interaction and collaboration
 - c. Increased initiatives

d. OSUIT-Okmulgee: absent

K. Reports of University Committees:

- a. **Faculty Council: no attendee**

b. Human Resources: Christa Louthan

- i. 50 individuals using parental leave
- ii. Sick leave policy – with leadership now
 - 1. Committees then Board review
 - a. Hopefully item on June meeting for board
 - b. Then to communication plan

c. GPSGA: Enrico Laoh

- i. Just competed

d. Department of Wellness: Taylor Bailey

- i. We will kick off our pre-scheduled, monthly virtual Wellness Workshops with Creating a Cycle of Self-Care on Wednesday, May 22nd. For more information or to register, visit [this page](#).
- ii. We have a new AHC Innovators application process that can be completed online. Interested parties will still need to have a separate departmental approval form signed, but more information/instructions can be found on the application. The application can be found here: <https://form.jotform.com/240716354659160>
- iii. Our next new Innovator training will be on Thursday, June 6th over Zoom from 11:00-11:45 a.m. More information can be found [here](#).
- iv. The next [Adult and Pediatric CPR/AED/First Aid training](#) will be Sunday, June 9th from 2:00-5:00 p.m. We strongly recommend signing up!
- v. Our next [Wellness Wednesday will be on June 12th](#) and will go over practical application techniques on preventative mental health care and maintenance in the home. You don't want to miss this special event hosted by Gabe Yandell, MS, LMFT (Clinic Director of the Marriage and Family Therapy Clinic), so sign up now!
- vi. summer semester Group Fitness and F45 classes start Monday, May 13th. The schedules for both are available online and memberships are available for purchase.

e. Student Government Association:

- i. New President/VP inaugurated May 3

L. Unfinished Business:

M. New Business:

- a. Newly Elected Members in alphabetical order:
 - i. Emily Billings
 - ii. Sherri Buntin
 - iii. Angie Duckworth
 - iv. Joshua Hawkins
 - v. Kegan Herrick
 - vi. Suni Hertt
 - vii. Mili Jha
 - viii. Deidre Parrish

- ix. Amy Phipps
 - x. Lisa Crane – will be appointed to fill open position
- b. Star Award small treat
 - i. Any recommendations would be great – useful, and fits in the mail well

N. Announcements:

- a. **Next Meeting – June 18, 2024 – Year End wrap up – Jorns Hall 11:30 – 2:00**
 - i. Will elect new officers

O. Adjournment

- a. **Motion – Justin Worley**
- b. **Second – Michelle Munson**