



Staff Advisory Council General Meeting Agenda

Staff Advisory Council will meet on

July 10, 2024 @ 1:15pm | 412 Student Union (Council Room).

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

STAFF ADVISORY COUNCIL

- A. **Call to Order:** Sam Morse

- B. **Roll Call:** Sam Cypert
 - a. Members (physically in attendance): Sam Morse, Molly Battershell, Sam Cypert, Sherri Buntin, Kala Davis, Deidre Parrish, Aaron Lively, Mili Jha, Kegan Herrick, Angie Duckworth, Natalie Noles, Janell Hamilton, Emily Billings, Kim Howerton, Michelle Stewart, Lisa Crane,
 - b. Members (virtually in attendance): Justin Worley, Brooke Equinox, Casey Enarson
 - c. Regrets:
 - d. Guests: Melissa Sturgeon and Tobi with OSU-HR.

- C. **Approval of the Minutes:** Sam Morse
 - a. Motioned by Sherri Buntin.
 - b. Seconded by Kala Davis.
 - c. Motion was unanimously approved.

- D. **Approval of the Agenda:** Sam Morse
 - a. Motioned by Sherri Buntin.
 - b. Seconded by Angie Duckworth.
 - c. Motion was unanimously approved.

- E. **Special Guest Speaker(s):** Melissa Sturgeon, Director of HR Consulting Services, and Tobi Benable, Asset Management Specialist, OSU-HR.
 - a. Statistics on new Paid Parental Leave:
 - i. As of July 2024, there are:
 1. Total – 89
 2. Stillwater - 64
 3. CHS - 19
 4. OKC - 3
 5. Tulsa - 1
 6. OSU-IT (Okmulgee) 2
 - b. Pilot of Paid Medical Leave Pool launched July 1. Applies to staff who have exhausted all medical leave and those caring for others.
 - i. What documentation does a staff member need?
 1. Application is located on the OSU-HR website. Documentation will be sent to HR for review, and from here HR will review and approve/deny the request. Department will be notified similar to FMLA procedures.
 - ii. Staff are required to be employed for two years to apply. All other leave pools must be exhausted in order to qualify.
 - c. Staff Sick Leave Highlights:

- i. Included definition of illness to include mental health.
 - 1. What constitutes mental health?
 - a. OSU-HR will not “get into the weeds” on this endeavor. Staff will solely be required to state they are taking a mental health day. If a staff member takes more than 3 consecutive mental health days, departments are allowed to request an explanation and/or doctors notes.
 - ii. Foster children now classified as immediate family.
 - iii. Those with a sick leave balance of 960 hours can now utilize these hours as one year of service toward retirement. Applies to both OTRS and TIAA.
- d. As a reminder, staff should contact OSU-HR any time they need assistance with FMLA.

F. Officer Reports:

- a. **Treasurer’s Report:** Molly Battershell
 - i. No report.
- b. **Secretary:** Sam Cypert
 - i. No report.
- c. **Vice-Chair:** Kimberly Meints
 - i. Reported by Sam Morse on Kimberly Meints’ behalf.
 - ii. Changes to STAR Awards:
 - 1. Instead of recognizing last month’s staff members in the most recent newsletter, current STAR winners will be recognized in the current newsletter.
 - 2. STAR Awards will now be read at each monthly SAC meeting.
 - a. INSERT STAR AWARD WINNERS
 - 3. New prizes soon. Will be switching from orange stars and will be presented at a future SAC meeting.
- d. **Chair:** Sam Morse
 - i. Run-through of meeting structure with new members.
 - ii. Attendance policies:
 - 1. Allowed a total of three absences. Afterward, SAC members may be removed from the Council. Will be on a case-by-case basis depending on personal situations.
 - 2. Notify Sam Morse and Sam Cypert ahead of the meeting if you need to attend virtually via Zoom/Teams.
 - iii. New forms:
 - 1. Will be sent via email later this afternoon.
 - 2. First form will function as onboarding for new members – will include questions pertaining to polo sizes and how members would like their names included on name plates. Returning members can also fill the form if they need their name plates changed and/or new polos.
 - 3. Secondary form will be for SAC members to mention possible guest speakers for future meetings.

- iv. Headshot arrangements will be coordinated by Kimberly Meints in order for new members to have their picture added to the SAC website.

G. Reports of Standing Committees:

- a. **Rules, Policy, and Procedures:** Justin Worley
 - i. Committee Chair Worley appreciates work of the E-Team thus far.
 - ii. Members of the RPP Committee will be receiving a calendar invitation for the next committee meeting. Next meeting will be occurring July 30.
- b. **Communications Committee:** Kaitlin Little
 - i. No report.
- c. **Awards and Recognition Committee:** Natalie Noles
 - i. Committee members will be meeting for lunch next week to draft the plan for the next operating year.
- d. **Events Committee:** Ramitha Raja
 - i. No report.
- e. **Access, Community, and Engagement:** Mili Jha
 - i. Meeting time will be next Wednesday from 9-10am.

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:**
 - i. No report.
- b. **Human Resources:**
 - i. Guest speaker.
- c. **GPSGA:**
 - i. Sam Cypert reported on SGA's behalf.
 - ii. Lights on Stillwater will be 8/21/24 6:15-9pm. Details and registration form on the SGA website.
- d. **Department of Wellness:**

- i. No report.

J. Unfinished Business:

- a. No unfinished business.

K. New Business:

- a. Two Member Appointments
 - i. Appointments due to vacancies.
 - 1. One seat for 2022-2025 term.
 - 2. Second seat for 2023-2026 term.
 - ii. Members selected by E-Team:
 - 1. Roxanne Mayer, College of Veterinary Medicine.
 - a. Nominated for 2023-2026 term.
 - 2. Victoria Gandy, TRIO Programs.
 - a. Nominated for 2022-2025 term.
 - iii. The Staff Advisory Council voted unanimously to fill both vacancies.

L. Announcements:

- a. Janell Hamilton brought forth a question from a concerned staff member as to whether there are planned merit raises this year at Oklahoma State University.
- b. **Next Meeting:**
 - i. **Date:** August 7, 2024; 1:15 – 3 p.m.
 - ii. **Location:** 412 Student Union (Council Room)

M. Adjournment

- a. Motioned by Kim Howerton.
- b. Seconded by Sherri Buntin.