



## Staff Advisory Council Meeting Minutes

Staff Advisory Council met on

September 11, 2024 @ 1:15pm | 412 Student Union (Council Room).

**STAFF ADVISORY  
COUNCIL**

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

- A. **Call to Order:** Sam Morse
  
- B. **Roll Call:** Kimberly Meints – Sam Cypert
  - a. **Members (*attending in-person*):**
    - i. Molly Battershell, Emily Billings, Sherri Buntin, Sam Cypert, Kala Davis, Angie Duckworth, Janell Hamilton, Kegan Herrick, Kim Howerton, Mili Jha, Kaitlin Little, Aaron Lively, Kimberly Meints, Sam Morse, Natalie Noles, Deidre Parrish, Ramitha Raja, Justin Worley, Nick Irby (OSU-OKC)
  - b. **Members (*attending virtually*):**
    - i. Casey Enarson, Joshua Hawkins, Suni Hertt, Amy Phipps, Robert Raab, Michelle Stewart
  - c. **Regrets:**
    - i. Natalie Noles, Robert Sloan
  - d. **Guests:**
    - i. Nicole Hendricks (OSU-Stillwater), Paula Long (Stillwater Public Library), Emily States (Stillwater Public Library), Ye Wana Hlaing (OSU-Stillwater), Imani Jennings (OSU-Tulsa), Taylor Bailey (OSU-Stillwater), the OSU Meeting and Conference Services staff.
  
- C. **Approval of the Minutes:** Sam Morse
  - a. Changes noted: None.
  - b. Motioned by Sherri Buntin
  - c. Seconded by Justin Worley.
  - d. Motion was unanimously approved.
  
- D. **Approval of the Agenda:** Sam Morse
  - a. Changes noted: Next meeting date for October incorrect. Updated on the minutes.
  - b. Motioned by Sherri Buntin
  - c. Seconded by Justin Worley.
  - d. Motion was unanimously approved.
  
- E. **Special Guest Speaker(s):** Paula Long and Emily States, Stillwater Public Library
  - a. Residents who have an old card, but are unsure if it's still active, can consult with a library staff member or submit a new application via the website.
  - b. Getting a Library Card:

- i. Anyone who lives, owns property, works, or attends school in Payne County can get a free library card. Children 17 and under must come with a parent or guardian.
- c. The library has 80,000 physical items and 80,000 electronic items in the virtual library.
- d. Oklahoma Virtual Library
  - i. Provides access to eBooks and eAudiobooks.
  - ii. Digital library is found on the Libby app, by Overdrive. Librarians are always happy to help troubleshoot using the OK Virtual Library.
  - iii. Libby serves as a great resource for those who may have visual or auditory impairments, as there are functions within the software that allow for books to be read out loud.
- e. One-on-One Tech Tutoring:
  - i. Free one-hour appointments. Assistance using computers, tablets, eReaders, and smartphones are available. Residents can learn new programs and skills, as well as receive assistance with internet and job searches.
- f. Digital Device Rentals
  - i. Hotspots, tablets, and Chromebooks are available. Must be 18+ with an active library membership.
- g. Curbside Pick-Up/Hold Service
  - i. Requesting material – place a hold through your account online or call the library and the library will pull them off the shelf for you. Patrons may request up to 15 items per card.
  - ii. Appointments – when your items are available, staff will contact you.
- h. Homebound Services
  - i. Deliveries to assisted homes and those who receive Meals on Wheels.
- i. Databases
  - i. Pronunciator Language Learning:
    1. Use your library card to get free access to free language learning lessons.
    2. 315 languages available, including English, ASL & ESL
    3. Citizenship test questions also available through this platform.
  - ii. EBSCO Host:
    1. Full-text magazine and research articles.
  - iii. Braunfuse:
    1. JobNOW – online resource for career coaching, applying for jobs, practicing interviews, etc.
    2. HelpNOW - free tutoring for Kindergarten and higher. Most tutors hold a master's-level degree. Great resource for those who may need extra help.
    3. VetNOW –
  - iv. Meeting Spaces:
    1. Available for anyone to reserve. Study spaces also available.
  - v. Ongoing programs for kids and teens:
    1. Storytimes

2. Dolly Parton Imagination Library
3. 1,000 books before Kindergarten
4. Storywalks
  - a. Couch Park and Strickland Park.
  - b. Stories chosen try to integrate physical components along the walking trails.
5. Teen Advisory Committee
6. Adventuring Academy
- vi.** Take It, Make It Learning Kits:
  1. Kits include bird-watching binoculars, bike repair tools, microscopes, computer programming, citizen science, and more.
  2. Kits are fully-functioning sets for usage.
- vii.** Puzzle & Game Exchanges:
  1. Sign out a game or puzzle and return it when you're done!
  2. No library card is required for this service.
- viii.** Lifelong Learners for Adults:
  1. Recurring Programs:
    - a. How to Start a Business
    - b. Financial Literacy
    - c. Computer and Job Help
    - d. Meet Your Legislators
    - e. Bookworms – adult book club for learners with developmental disabilities.
    - f. Book Clubs
- ix.** Upcoming events:
  1. Fall Used Book Sale – Sept. 19-22. Thousands of items are available for \$0.25-\$1.00.
    - a. Preview Night: Thursday, 5-8
    - b. General Public: Friday, 12 pm- 8 pm
    - c. Bag Sale: Sunday
  2. Cosplay Workshops
    - a. Friday, Sept. 12, 20, and 27.
  3. LexiCon
    - a. Oct. 24-26.
    - b. Comic Con: Sat., 10 a.m. – 5 p.m.
    - c. Full details at [visitstillwater.org/LexiCon](http://visitstillwater.org/LexiCon)
    - d. Joint event between Stonecloud, Prairie Arts, Visit Stillwater, and Stillwater Public Schools, and the City of Stillwater.
    - e. Panel will be occurring at LexiCon with the best Tetris competitors in the world. Discussion surrounding Tetris as well as demo plays.
    - f. This event is free and open to the public.
- x.** Keep up with the library at:
  1. [Stillwaterok.gov/library](http://Stillwaterok.gov/library)
  2. @StillwaterOKLib

xi. Q&A:

1. *Michelle Stewart: Are there kits available to host book clubs of your own?*
  - a. Yes; 300+ titles are available to choose from for book club kits. 10 books are available in each kit, and patrons are able to reserve the 128 shared room for free for book club discussions. There is a separate catalog on the website that showcase the titles available.
2. *Kaitlin Little: What is the best way to request a book that is not currently in your catalog?*
  - a. There is an online form for patrons to request a specific title and author. Requests can also be made at the circulation desks. The library cannot always purchase everything requested, but they will let people know. Those requesting via the Libby app can select the “Notify Me” function. This will notify the library of a specific book requested electronically.
3. *Justin Worley: Why is each digital store in Libby limited to one book per person to utilize?*
  - a. This is due to licensing rights. E-books through Libby are more expensive than physical books so only one license is purchased at a time for cost savings. If there is high demand for specific titles, the library will purchase additional licenses.
4. *Sam Morse: I’ve heard of Movie Club nights at the library, are there any occurring?*
  - a. The library does host a Sci-Fi film club. The next session will be next Thursday before the book sale starts. This club typically meets once per month, and the club is currently evaluating whether to continue meeting.
  - b. The library also does community readings for patrons. There is generally a theme with five books associated, followed by a guest speaker and discussion groups afterward.
  - c. Every few years, the Stillwater Library will do a big “community read” event where free copies are given out, and the guest speaker is invited to speak with readers.
5. *Kegan Herrick: Does the library take book donations?*
  - a. Yes; the library takes donations. If you need a tax receipt, you can request one at the time of donation at the front desk.
6. *Sam Morse: There are going to be a lot of staff with children that would they would like to get library cards. What is the process?*
  - a. Parents must come in with children and have a valid photo ID. There is one form. Both the parent and child

must sign. No age limits are required for library cards at the Stillwater Public Library. Parents can also choose the level of computer access a child can have when utilizing computers in the library.

7. *Sherri Buntin: Does the library host ACT prep classes?*
  - a. Not currently. Some groups do host independent classes at the library. Tests are available on the Brainfuse platform. GRE, GMAT, SAT, and PSAT prep books are available. The library does request patrons do not write in the prep books.

**F. Officer Reports:**

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

- i. July and August reports have been sent out. If Council members have any receipts for upcoming functions, let Molly know.

**b. Secretary:** Sam Cypert

- i. Working to ensure we're continually engaging with other SAC campuses.
- ii. Obtained vendor information for SAC polos.
- iii. Evaluating current vs. new name plate designs.

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

- i. Kimberly is working to ensure we're engaging OSU-Extension employees as part of the SAC awards.
- ii. August STAR Award Recipients
  1. Jess Williams
  2. Sharon Williams
  3. Michael McDonald
  4. Jacob Byram
  5. Stephen Matthews
  6. Stacey Phan
  7. Maegan Berg
  8. Tiegan Willoughby
  9. Kyle Walker
  10. Kyle Johnson
  11. Sally Knott
  12. Curtis Back
  13. Jennie Hentges
  14. Aidan Rodriguez
  15. Dave Malec
- iii. New Agricultural Hall Information:
  1. There is a new lactation room in Ag Hall. Kimberly is working with Brand Management to get this information added to the campus map.

**d. Chair:** Sam Morse

- i. Sam has met with the RPP Chair equivalent at the University of Central Oklahoma. Sam reported it was a productive conversation; UCO is currently conducting a research project to see how Staff Advisory Councils operate at other universities across the state of Oklahoma. One item UCO is looking into is how the Kansas SAC equivalents utilize a knowledge sharing network. UCO is looking to implement something similar in the state of Oklahoma, and will be spearheading a similar initiative here. This project is in early stages of development, but OSU SAC will be working with UCO. Sam Morse will provide updates as developments occur.
- ii. Utah State University contacted OSU SAC regarding information on how staff advocacy occurs, as well as how the OSU Extension system works.
- iii. Sam Morse will be speaking later this month at the Faculty and Staff Welcome Reception on Sept. 30 from 4:30 PM – 6:00 PM in the French Lounge of the Student Union. Several affinity councils, as well as Faculty Councils, will give remarks to staff in attendance.
- iv. Meetings will be starting soon regarding holiday leave for the next several fiscal years.
- v. Staff can expect to hear updates from the University Store in coming months pertaining to discounts and sales specials.
- vi. SAC will be presenting a vacancy appointment later in the meeting.

**G. Reports of Standing Committees:**

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

- i. The RPP Committee met last week to discuss the vacancy appointment for Lisa's Crane's term that ends in 2026.
- ii. Some of the projects under evaluation:
  - 1. Public transportation networks.
  - 2. Employee morale and retention.
  - 3. Benefits for staff; comparing to Big XII schools.
  - 4. Accessible entrance policies on campus.
  - 5. Staff satisfaction.
  - 6. Staff transportation.
- iii. Justin requests his fellow Council members review the list and provide recommendations for further policies and procedures to evaluate.
- iv. When formal recommendations for changes are ready, they will be shared with the rest of the Council.

**b. Communications Committee:** Kaitlin Little

- i. No report.

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

- i. DSA Awards: Wednesday, Sept. 4, 1:30 PM – 3:30 PM at the OSU ConocoPhillips Alumni Center in East Click Hall. Calendar invitation will be sent to the Council later today. Nominations will be released Friday; this will stay open until Oct. 11. The final deadline for letters of recommendation shall be Oct. 18.
- ii. OSU OAIRE has graciously paid for the room reservation in the Alumni Center for this event, presenting a major cost savings to the Council.

**d. Events Committee:** Ramitha Raja

- i. No report; the committee has not had a chance to meet yet.

**e. Access, Community, and Engagement:** Mili Jha

- i. No formal report. Some of the initiatives we are working on are:
  - 1. Childcare benefits
  - 2. Staff benefits
- ii. If the Council has additional ideas, let Mili know.

**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):** Nick Irby

- i. The OSU-OKC Staff Council went under reorganization. Nick is serving another term as Chair. Notable things coming up are:
  - 1. The Oklahoma State Fair – those attending the fair should walk over and check out the campus.
  - 2. The OSU-OKC career fair will be hosting its first campus-wide fair in a while.
  - 3. OSU-OKC is excited for another year and collaborating with Stillwater.

**d. OSUIT-Okmulgee (Institute of Technology):**

- i. No report.

**I. University Committee Reports:**

**a. Faculty Council:**

- i. August 20 Report: Sam Cypert on behalf of Michelle Stewart.
  - 1. No guest speaker.
  - 2. President Shrum talked about being ahead of the 5,000 freshman students goal for 2026. She also mentioned that retention has increased.
  - 3. OSU has been awarded \$157 million in budget. \$80 million for a new Life Sciences facility.

4. She addressed rumors that there is a faculty furlough coming and said there is not any plans to furlough faculty.
5. She continues to make it a priority to address faculty salaries.
6. She reminded the group of VP Weaver's resignation and Eric Polak's interim service in the role.
7. She said revenue and growth for the university are "good".
8. She attributes part of the growth to her increase in the marketing and recruiting budgets and an energy that OSU is experiencing right now.
9. The plan is to discuss the next growth goal(s).
10. Dr. Francisco provided the Provost's Report and mentioned two new Dean's and that all Dean positions are currently filled.
11. He talked about the Ideal Grad initiative and the General Education trials.
12. Dr. Kenneth Sewell provided the VP of Research's report and spoke about new security legislation for federal grants requiring the need for updating some procedures over the next 18<sup>th</sup> months.
13. Separately, I clarified with the Budget and Asset Management's office that the \$80m for a Life Science facility is part of the \$156.5m and is split as follows:
  - a. \$9.5M combination one-time and reoccurring to OSU Extension for operations and capital projects
  - b. \$32M one-time to OSU Medical Authority for capital projects and residency program expansion
  - c. \$25M combination one-time and reoccurring to OSU Vet Med Authority for capital projects
  - d. \$10M one-time to OSU Research for capital projects
  - e. \$80M one-time for OSU Life and Physical Sciences building project

**b. Human Resources:** Jennifer Moody on behalf of Rachel Shreffler.

**i. Resilient Information:**

1. For those on OSU health plans and live within 30 miles of Stillwater have access to the clinics.
2. It is important for staff to note that this service does not require any out-of-pocket payment or copays, deductibles, etc.
3. HR encourages staff to look into this new service if they do not currently have a primary care physician or if they are looking for an alternative to primary care.
4. There is anticipation of a 2<sup>nd</sup> Resilient clinic opening in southwestern Stillwater soon.
5. Langston employees are also eligible for this benefits.

**ii. Q&A:**

1. Molly:



- a. HR can verify eligibility. It may involve a call to OSU benefits to confirm, but different situations can be worked out on a case-by-case basis.

**c. GPSGA:**

- i. No report.

**d. SGA: Sam Cypert on behalf of Melisa Echols.**

- i. First-Year Representative Council applications close Friday, Sept. 13, at 5 p.m..
- ii. Information coming soon regarding how much was raised for Lights on Stillwater. Invoices still being processed.

**e. Department of Wellness: Taylor Bailey**

- i. I'm with Wellness and wanted to share a bit about our upcoming events. I've linked them all below. We hope to see you there, and please feel free to pass along to your colleagues.
- ii. Wellness Wednesday (deadline is TONIGHT at 5:00):
  - 1. <https://wellness.okstate.edu/calendar.html?trumbaEmbed=vi%3Devent%26eventid%3D174653973>
- iii. Virtual Wellness Workshop: Creating Healthy Communication at Work
  - 1. <https://wellness.okstate.edu/calendar.html?trumbaEmbed=vi%3Devent%26eventid%3D174654819>
- iv. October Mental Health First Aid training:
  - 1. <https://wellness.okstate.edu/calendar.html?trumbaEmbed=vi%3Devent%26eventid%3D174654931>

**J. Unfinished Business:**

- a. N/A

**K. New Business:**

- a. Vacancy appointment.
  - i. Recommendation is Nicole Hendricks.
  - ii. The Council voted unanimously to appoint Nicole.

**L. Announcements:**

**a. Next Meeting:**

- i. **Date:** October 9, 2024; 1:15 – 3 p.m.
- ii. **Location:** 412 Student Union (Council Room)
- b. SAC lunches are in the works and will be coming back.
- c. Housing & Res Life updates; Interim Director – Dr. Amber Manning-Ouelette
- d. Moment of silence for victims of 9/11.

**M. Adjournment**

- a.** Motioned by Justin Worley.
- b.** Seconded simultaneously by Deidre Parrish and Kaitlin Little.
- c.** The motion to adjourn was unanimously approved.