



*"The council that's working for you."*

# Staff ADVISORY COUNCIL

## OSU STAFF ADVISORY COUNCIL MINUTES

January 8, 2014 – 416 SU, Case Study 2

**Guests:** V. Burns Hargis, President, OSU; Ilda Hershey & Toby Tucker, Physical Plant; Jamie Payne, Christa Louthan, Liz Tarbutton, Lorinda Schrammel & Joey Keel, Human Resources; Jen Hladik, Department of Wellness; Robert Raab, College of Education; and Joe Teel, Chemistry Department

Darlene Croci, called the meeting to order at 1:15 pm.

**Approval of Minutes:** The December 11, 2013 minutes were approved as presented.

**Approval of Agenda:** The agenda was approved as presented.

**Guest Speakers: V. Burns Hargis,** OSU President, provided the Council members with updates on the Branding Success Campaign, State funding of Higher Education, enrollment and retention, campus building projects, and the Postal Plaza Art Gallery. He also noted that with the hiring of Suzy Harrington as the Chief Wellness Officer that OSU is moving from a fitness focus to overall wellness-physical, mental, and financial. He discussed the recent outsourcing of custodial staff. President Hargis noted the importance of staff and thanked them for all their efforts.

**Ilda Hershey,** Sustainability Coordinator, presented "OSU Recycles" (attached). The sustainability office is about 1½ years old. Ilda provides a 2 hour workshop thru HR training. The next one will be February 11<sup>th</sup> and it will cover OSU's sustainability program and what individual departments can do. Discussion followed regarding the surplus of campus items and physical plant auctions. The surplus area is open on Thursday's from 1-3pm to view items.

**Treasurer's Report:** Aleigha Mariott presented the Treasurer's report. Report attached.

### **Branch Campus Reports**

**OSU-Tulsa/CHS: Angelyn Holmes** – No report was available

**OSU-OKC: Kristy Voss** – No report was available

**OSU-IT: Kevin Hulett** reported that graduation was held in December and the Okmulgee campus is pleased to be hosting the upcoming Regent's meeting.

### **Report of Standing Committees**

**Rules & Procedures: Kathie Tanner** – No report

**Policies, Benefits, and Budget: Nathan Moorman**  
Nathan noted the committee is still reviewing the tuition waiver and short-term disability items.

**Public Relations: Shelley Potter** – No report

**Awards & Recognition: Sue Goad**  
Sue reported that the committee is still working on the food for the picnic; the padfolios for the service awards; and the proposed new catalog system for the service awards. She thanked the people who have been helping with the catalog system.

### **Report of Standing Committees**

**Faculty Council Report: December meeting--Shelby Sanders** noted that all the items discussed were mentioned by President Hargis in the Executive Update earlier in the meeting.

**Department of Wellness: Jen Hladik,** Marketing Coordinator, discussed the Wellness handouts which included: information on Wellness Wednesday, the B.A.L.A.N.C.E. program; Cowboy Cooking School; and the Best Bites Cookbook. She also provided the council members with the Department of Wellness' Spring 2014 Events booklet. (Handouts attached)

### **Officer's Reports**

**Secretary's Report: Mickey Gregg** reminded members that the Willham House Reception with President Hargis and First Cowgirl Ann Hargis is Tuesday, January 28<sup>th</sup>, 5:30-7:00 pm.; if members RSVP'd as attending and are unable to attend, they should contact Mickey prior to the event.

**Vice Chair's Report: Shawna Goodwin** – No report

**Chair's Report: Darlene Croci** – No report

**Unfinished Business**

**Redistricting Committee: Donna Whitmore**

The motion to approve the Constitution as presented at December meeting carried with: Yes-19; No -0-; and Abstain 5. The Constitution will now go to the general staff for a vote.

**Staff Development Day: Darlene Croci** noted there will be a meeting this Friday [January 10] and that the registration email for the event will go out to staff soon.

**New Business**– Lora Polson was asked by an emeritus faculty member about the possibility of using unused sick leave for payment of insurance premiums after retirement. Per HR representatives, this is not an option.

**Announcements**

The next SAC meeting will be February 12, 2014 in room 416 SU, Case Study 2 and Staff Development Day will be Friday, February 28, 2014 in Click Hall at the Alumni Center.

The meeting was adjourned at 2:30 pm.

Respectfully submitted,

*Mickey Gregg*

**Staff Advisory Council 2013-14**

**ATTENDANCE REPORT**

	J	A	S	O	N	D	J	F	M	A	M	J	TOTAL
	U	U	E	C	O	E	A	E	A	P	A	U	ABSENCES
	L	G	P	T	V	C	N	B	R	R	Y	N	
<b>ACADEMIC AFFAIRS</b>													
1 Andy Adsit	A	A	X	X	X	X	X						2
2 Kathie Tanner	X	X	A	X	X	X	X						1
3 Melanie Bayles	X	X	X	X	X	X	A						1
4 Vacant	V	-	-	V	-	-	-						-
Jean Kerr-Hunter	-	X	A	Resigned 9/13									1
Jovette Dew	-	-	-	-	X	X	X						
5 Ray Catalino	X	Resigned 8/7											-
Victoria Windiate	-	V	X	X	X	X	X						
6 Darlene Croci	X	X	X	X	X	X	X						
7 Marsha Chapman	A	X	A	A	X	X	X						3
8 Sue Goad	X	X	X	X	X	X	X						
9 Emily Snow	X	A	A	A	X	A	X						4
10 Shelley Potter	X	X	X	X	X	X	X						
11 Lora Polson	X	X	X	X	X	X	X						
<b>ADMINISTRATION/FINANCE</b>													
12 Mickey Gregg	X	X	X	X	X	X	X						
13 Anna Green-Hicks	A	A	X	X	X	A	X						3
14 Teresa Duston	A	X	X	X	X	X	X						1
15 Stephen Meyer	X	X	X	A	X	X	X						1
16 Nathan Moorman	X	X	X	X	X	X	X						
17 Jared Johnston-Cox	X	X	A	X	X	X	X						1
18 John Stephens	X	X	X	X	X	X	X						
19 Sheryl Beeler	X	X	X	A	X	X	A						2
20 Sharon Irwin	X	X	X	X	X	X	X						
<b>ENROLL MGMT/MKTG/CIED/GU/RES</b>													
21 Matt Davis	V	X	A	X	X	X	X						1
22 Shawna Goodwin	X	X	X	A	X	X	X						1
23 Donna Whitmore	X	X	X	X	X	X	X						
<b>STUDENT AFFAIRS</b>													
24 Aleigha Ford-Mariott	X	X	X	X	X	X	X						
25 Meghann O'Harrah	V	X	X	X	A	X	X						1
26 Shelby Sanders	X	X	X	X	X	X	X						
27 Melisa Echols	X	X	A	X	X	X	X						1

**OSU Staff Advisory Council  
Treasurer's Report  
December 31, 2013**

**SAC MAINTENANCE ACCOUNT**

	TOTAL
<b>INCOME</b>	
Balance Forward 7/1/13	\$3,431.94
General Fund Salary	9,300.00
Gen Fund Benefit Alloc	-
Gen Fund Maint Alloc	21,793.00
<b>TOTAL REVENUES</b>	<b>34,524.94</b>
<b>EXPENSES</b>	
Distinguished Svc Awards	-
Service Awards	3,727.17
Staff Appreciation Day	275.00
SAC Shirts	243.84
Office Supplies	6.34
Fundraising Supplies	19.35
Training Lunch in June	247.33
End of Year Plaquest	-
<b>TOTAL EXPENSES</b>	<b>4,519.03</b>
<b>ACCOUNT TOTAL</b>	<b>\$30,005.91</b>

**SAC FUNDRAISING ACCOUNTS**

	TOTAL
<b>INCOME</b>	
Balance Forward 7/1/12	\$4,938.12
Homecoming Fundraiser	980.95
Erik Wahl Paintings	1,615.40
Staff Parking Space Fundraiser	-
SAC Celebration Vendor Tables	50.00
<b>TOTAL REVENUES</b>	<b>7,584.47</b>
<b>EXPENSES</b>	
Tfs to Foundation (Sch or Prof Dev)	-
Eric Wahl Shipping	\$98.39
<b>TOTAL EXPENSES</b>	<b>98.39</b>
<b>ACCOUNT TOTAL</b>	<b>\$7,486.08</b>

**Funds Deposited with OSU Foundation  
November 30, 2013**

**OSU STAFF SCHOLARSHIP FUND**

<b>Cash</b>	
Balance Forward 7/01/13	\$10,491.04
Fiscal Year to Date Activity	1,518.53
<b>Balance</b>	<b>12,009.57</b>
<b>Endowment</b>	
Balance Forward 7/01/13	118,120.13
Fiscal Year to Date Activity	230.00
<b>Balance</b>	<b>118,350.13</b>
<b>ACCOUNT TOTAL</b>	<b>\$130,359.70</b>

**OSU STAFF PROFESSIONAL DEVELOPMENT FUND**

<b>Cash</b>	
Balance Forward 7/01/13	\$365.00
Fiscal Year to Date Activity	100.00
<b>Balance</b>	<b>465.00</b>
<b>ACCOUNT TOTAL</b>	<b>\$465.00</b>





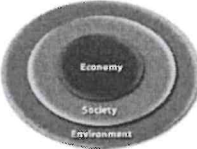
**OSU Recycles!**

Ilda T. Hershey  
OSU Sustainability Coordinator




**What is Sustainability?**

- *Sustainability*  
Meeting the needs of the present without compromising the ability of future generations to meet their own needs
- *Sustainability = Good Stewardship*  
  - Good stewards of our environment
  - Good citizens in society
  - Good financial stewards



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## Sustainability - Operations

- Energy Conservation
- Renewable Energy
- Green Buildings
- Grounds
- Transportation
- Dining Services
- Water refill stations
- Reuse Programs
- Recycling



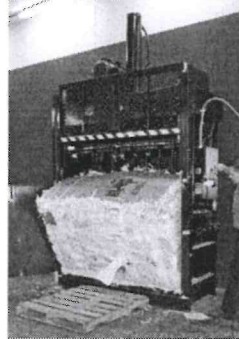
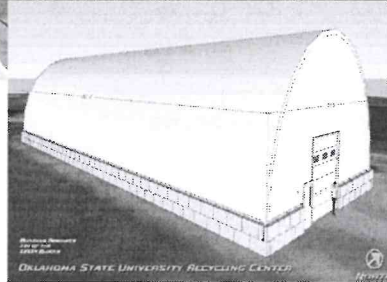
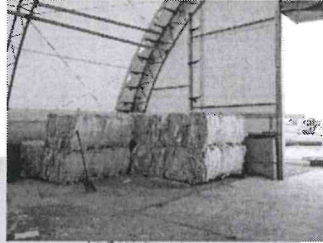
## Recycling



- New Recycling Department
- New Recycling Center
- New *OSU Recycles* Program
- New Collection Procedures
- New Campus-wide Committee
  - Increase recycling from 8% to 30% by 2015

## OSU Recycling Department

### OSU Recycling Center



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## OSU Recycles Program

### Paper Products

#### Now they all go together inside one bin:

White Office Paper, Colored Paper, Magazines, Journals, Newspapers, Junk Mail, Brochures, Manila Folders, Catalogs, Telephone Books, Soft Cover Books, Boxboard (like cereal boxes), Paper Bags (clean), Cardboard (small, flat pieces)

#### New smaller bin design

Corrugated plastic, with lid, slot, signage, QR code  
Transparent green liner

#### Shredded paper

Secure in a clear bag and place next to paper bin or designated building location

#### Cardboard

Flatten and place out with trash for custodial to recycle  
OR take to one of 13 large green cardboard dumpsters if quantity is large



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## OSU Recycles Program

### Bottles & Cans

Plastic Bottles (#1 & #2) & Aluminum Cans

- PepsiCo/WM Dream Machines
- PepsiCo/WM Blue Bins (indoor & outdoor)
- Black Outdoor Bins

*Empty bottles & cans before recycling*

Proceeds to Disabled Veterans



## New Collection Procedures

### From Building Floors

Custodial staff pull tied-off bags of paper, bottles/cans and flattened cardboard, just as they pull trash

Except personal "saddlebags"

Place in "holding area"

### From Holding Areas

Recycling Dept. removes recyclables from holding areas

Regular schedule – no need for Work Orders

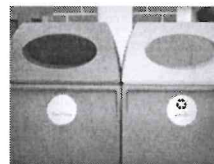
Transports materials to Recycling Center

Fibers sorted, baled, marketed

Bottles/cans donated unsorted

### From Outdoor Areas

Recycling Dept. removes recyclables from pedestrian cans and special event cans/bins





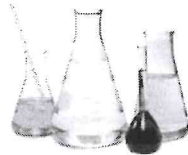
## Other Recycling

### “Real Cowboys Recycle”

By SGA on Game Days

### Behind-the-Scenes Recycling

- Scrap metal
- Wooden pallets
- Tires
- Lab glass
- Lab chemicals
- Used electronics
- Auto batteries
- Rechargeable batteries
- Used motor oil
- HFCs (refrigerants)
- Fluorescent light bulbs/tubes

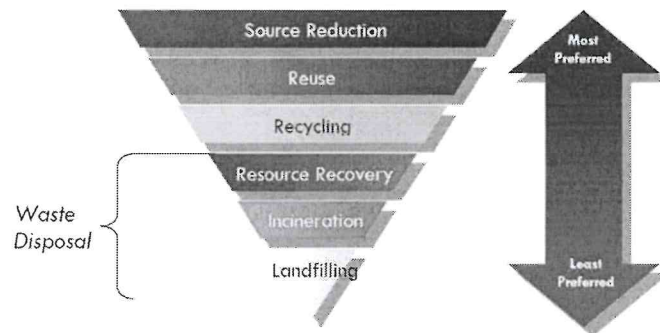


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## Before Recycling

*The Solid Waste Management Hierarchy*



Set of plans to manage solid waste  
A means of achieving sustainability

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## Reduce & Reuse

- Make purchases with **energy & resource conservation** in mind
- Buy **long-lasting** goods rather than disposables
- Check **surplus** before buying new
- Buy **locally** made goods
- Buy **recycled** and **recyclable** goods



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## Resources

- **Sustainability**
  - Website: [sustainability.okstate.edu](http://sustainability.okstate.edu)
  - Email: [sustainability@okstate.edu](mailto:sustainability@okstate.edu)



- **Recycling**
  - Website: [physicalplant.okstate.edu/osurecycles](http://physicalplant.okstate.edu/osurecycles)
  - Email: [recycle@okstate.edu](mailto:recycle@okstate.edu)



- **Facebook**  
<https://www.facebook.com/osuenergy>



- **Twitter**  
<https://twitter.com/OSUgreen>



### **Sustainability in the Workplace**

- HR Training Workshops Feb. 11 & Apr. 29

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OKLAHOMA STATE UNIVERSITY

# Department of Wellness

## Wellness Wednesday

Free Faculty/Staff/Member Luncheon\*

Jan. 15, Noon - 12:50 p.m.  
Seretean Wellness Center

### Overcoming the Overwhelm:

*Great tips to get organized*

Presented by Shannon Cowan

Registration/Cancellation Deadline Jan. 8 at noon.  
\*No-shows will be billed \$10.

## B.A.L.A.N.C.E.

Building a Lifestyle on Activity, Nutrition, Confidence, & Energy

Health

Physical Activity



Nutrition

Lifestyle Modification

B.A.L.A.N.C.E. is a 14 week program specifically designed for faculty and staff with measurable risk factors for Metabolic Syndrome.

**Applications Due:  
January 10  
at 5 p.m.**

Program Dates:  
Jan. 21 - May 9  
Apply online at  
[wellness.okstate.edu](http://wellness.okstate.edu)

## Cowboy Cooking School

Chef Paul Brennen

January 16, \$20

5:30 - 7 p.m.

Seretean Wellness Center

### Comfort Food: Three Meals from Organic Roasted Chicken

Menu:

Roasted Chicken Salad with Grapes and Walnuts, Chicken and Noodle Soup, & Chicken Stew

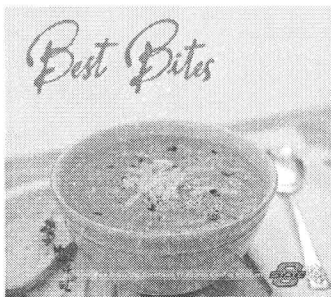
Registration/Cancellation  
Deadline: Jan. 14 at Noon.

To register or for more information call 405-744-WELL (9355), email [wellness@okstate.edu](mailto:wellness@okstate.edu) or visit [wellness.okstate.edu](http://wellness.okstate.edu)



DEPARTMENT OF  
**Wellness**

HEALTHY AND DELICIOUS RECIPES THE  
WHOLE FAMILY WILL ENJOY!



FIND "BEST BITES SECOND EDITION" ON SALE FOR  
\$12 AT THE COLVIN RECREATION CENTER, SERETEAN  
WELLNESS CENTER AND THE STUDENT UNION BOOKSTORE.

Phone | 405-744-WELL (9355)

Web | [wellness.okstate.edu](http://wellness.okstate.edu)

Email | [wellness@okstate.edu](mailto:wellness@okstate.edu)

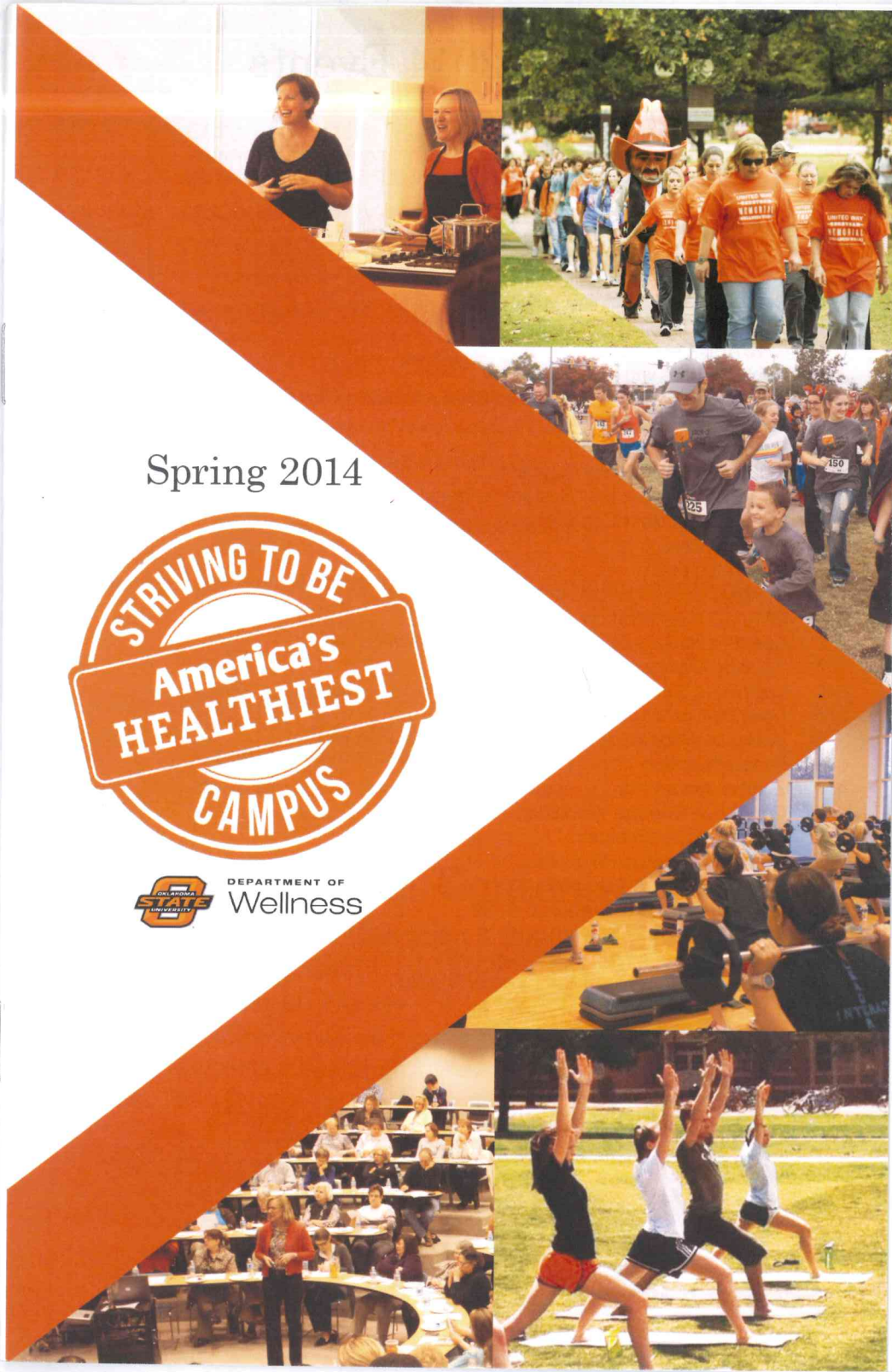
Facebook | [Facebook.com/OSUWELL](https://www.facebook.com/OSUWELL)

Twitter | @OSUWell

Instagram | OSUWELL



Spring 2014



# Spring 2014 Events

- 1/6 Cowboy Boot Camp Begins
- 1/10 BALANCE Applications Due
- 1/15 Wellness Wednesday: Shannon Cowan "Overcome the Overwhelm"
- 1/16 Women & Climbing Begins
- 1/16 Cooking Class with Paul Brennen
- 1/27 Certified Healthy Department Applications Available
- 1/28 Simply Nutrition
- 2/2 Women & Weights Begins
- 2/4 ROSU Marathon Training Begins
- 2/5 Successful Spaces with Shannon Cowan
- 2/6 CPR/AED Certification
- 2/7 Cooking Class with Kyle Hennessy
- 2/12 The Power of the Purge: What to Keep & What to Toss with Shannon Cowan
- 2/13 Sweating to the Oldies
- 2/15 Orange Maxx
- 2/18 ROSU 5K/10K Training Begins
- 2/19 Wellness Wednesday: "Bustani Gardening"
- 2/19 Spring Break Boot Camp Begins
- 2/21 Hearing Screenings
- 2/25 Simply Nutrition
- 2/28 Cowboy Challenge Application Deadline
- 3/6 CPR/AED Certification
- 3/7 Certified Healthy Department Application Deadline
- 3/7 Cooking Class with Kate Haas
- 3/8 Superhero 5K
- 3/10 Cowboy Challenge Begins
- 3/12 Wellness Wednesday: Joe Hladik "Financial Planning"
- 3/25 Simply Nutrition
- 4/1 Zumba: Act a Fool
- 4/1 Corrective Exercise Workshop
- 4/3 CPR/AED Certification
- 4/3 Corrective Exercise Workshop
- 4/6 Women & Weights Begins
- 4/11 Cooking Class with Frederico Aime
- 4/12 Strongest Cowboy Competition
- 4/12 Family 1 Mile Fun Run & Activities
- 4/16 Wellness Wednesday with Suzy Harrington
- 4/23 Yoga on the Lawn
- 4/29 Simply Nutrition

*For more information about our events, visit [wellness.okstate.edu](http://wellness.okstate.edu).*



**DEPARTMENT OF**  
**Wellness**

*As we strive to be America's HEALTHIEST campus, benefits-eligible OSU-Stillwater employees receive many wellness services provided by the university.*

## Wellness Services Include:

- Access to three workout facilities
- More than 160 group fitness classes per week
- Monthly Wellness Wednesday Luncheons
- Nutrition education classes
- Intramural Sports
- ComPsych® Guidance Resources®

## Services available for a reasonable fee include:

- Massage Therapy
- Personal Training
- Cowboy Cooking School
- Nutrition Counseling
- Outdoor Adventure
- Yoga Personal Training & Therapy
- Pilates Reformer Training

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# Hours of Operation & Contact Numbers

## Hours

Monday - Friday  
Colvin : 5:30 a.m. - Midnight  
Seretean : 5:30 a.m. - 9 p.m.

Saturday  
Colvin : 8 a.m. - 10 p.m.  
Seretean : 8 a.m. - Noon

Sunday  
Colvin : 10 a.m. - 10 p.m.  
Seretean : Closed

Exceptions:  
MLK Day - Jan 20  
Colvin & Seretean Closed

Spring Break - March 14-23  
Colvin closes at 9 p.m.

Finals Week - May 5-9  
Colvin closes at 9 p.m.

## Telephone Numbers

Colvin Front Desk  
405-744-3798

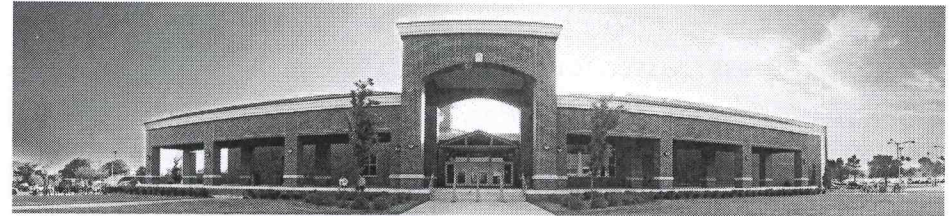
Colvin Business Office  
405-744-5510

Seretean Wellness Center  
405-744-9355

Intramural Office  
405-744-7533

Outdoor Adventure  
405-744-5581

# Facilities



## Colvin Recreation Center

101 Colvin Center

The Colvin offers 250,000 square feet of recreation options including 10 basketball courts, eight racquetball courts, rock climbing wall, indoor track, two theater areas, a multipurpose gym, indoor pool, outdoor pool, two dance studios, three multipurpose fitness rooms, personal training area, spin studio, selectorized weights, free weights, putting green and two golf simulators.



## Seretean Wellness Center

1514 W. Hall of Fame

The Seretean Wellness Center features a demonstration kitchen, nutrition counseling, a lecture hall, sponsored programs testing and training center and a newly renovated fitness center. The fitness center includes a cardio/weight room, two group exercise studios, multipurpose room including a personal training area, massage therapy, Pilates reformers, and a health risk assessment room.

## Colvin Annex

The Annex is another great attribute of the Department of Wellness and features four basketball/volleyball courts.

## Camp Redlands

Camp Redlands is available through Outdoor Adventure. It is located 10.5 miles from campus and features 12 cabins, a lodge, pavilion, swimming dock, picnic area and a challenge course. This facility offers trainings and team-building workshops for students, faculty, staff and the general public.





## Massage Therapy

The Department of Wellness maintains a holistic approach to leading a healthy lifestyle. In addition to physical activity, nutritional balance and managing stress, the staff believes in the health benefits of massage therapy.



### Students & Members

30 Minute Session - \$35	(4) 60 Minute Sessions - \$180
60 Minute Session - \$55	(4) 90 Minute Sessions - \$280
90 Minute Session - \$80	

### Non-Members:

30 Minute Session - \$40	(4) 60 Minute Sessions - \$200
Minute Session - \$60	(4) 90 Minute Sessions - \$300
90 Minute Session - \$85	

### To Schedule an Appointment

Call the Seretean Wellness Center (405-744-9355) to schedule an appointment. A 24 hour cancellation/reschedule notice is required, or a no-show fee of \$20 will be charged.

If you are a new client, you will need to arrive 10 minutes early to fill out a health questionnaire form. There will be a quick consultation to discuss your health and answer any questions. If you are under a doctor's care, it is strongly advised that you receive a written recommendation for massage or bodywork prior to any session. Depending on your condition, approval from your doctor may be required.

*Visit our website, [wellness.okstate.edu](http://wellness.okstate.edu) for more information about techniques and gift certificates.*

## Nutrition Counseling

The Department of Wellness offers nutrition counseling for OSU students, faculty and staff. Nutrition counseling examines individual eating habits and their relationship to health and disease. A registered and licensed dietitian will assist you in the development of a practical meal plan to meet your specific dietary needs.

### Nutrition Services

Weight Management	Celiac Disease
Diabetes	Sports Nutrition
Eating Disorders	Food Allergies
High Cholesterol	Other Dietary Concerns
Vegetarian Diets	

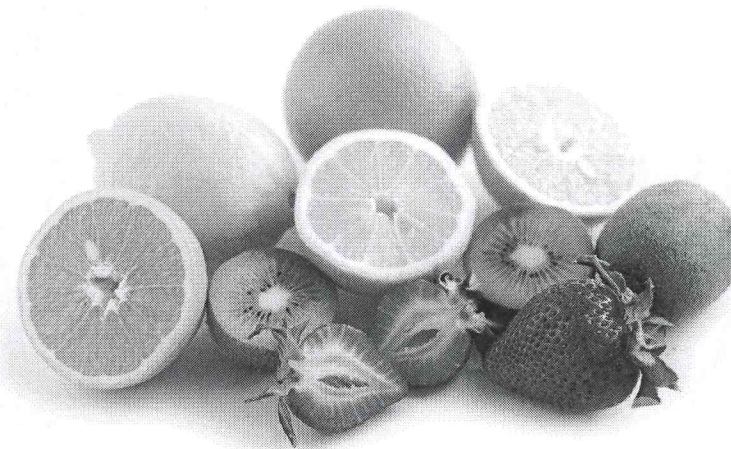
### Appointments

Monday-Friday 8 a.m.-5 p.m.

Faculty/Staff - \$25/session

Students - \$15/session

Your first appointment will be an assessment of your food intake and nutrient needs. You may also be asked to keep a food log between visits.



*To schedule an appointment online visit [wellness.okstate.edu/services/nutrition/counseling](http://wellness.okstate.edu/services/nutrition/counseling) or call the Seretean Wellness Center 405-744-9355.*



# Outdoor Adventure

*Staying found with Outdoor Adventure*

## Climbing Wall

The climbing wall is open seven days a week and during the summer. Come down with friends or make new ones as you try a new way to work out and have a great time.

## Challenge Course

Out at Camp Redlands, we have two high-ropes courses and a series of low ropes that are used by F.L.O.E. and student organizations

## Rental Shop

Need outdoor gear? We can provide you with all the essentials!



## Get Connected

Stop by the Outdoor Adventure office at the base of the climbing wall in the Colvin Recreation Center or call 405-744-5581.

## Adventure Trips

These trips take students, faculty and staff on adventures ranging from hiking, to climbing, to kayaking, to skiing.

## F.L.O.E.

Our Featured Local Outdoor Events are local, inexpensive events to connect students with each other and their communities.



*Visit our website for upcoming Outdoor Adventure events and trips.*

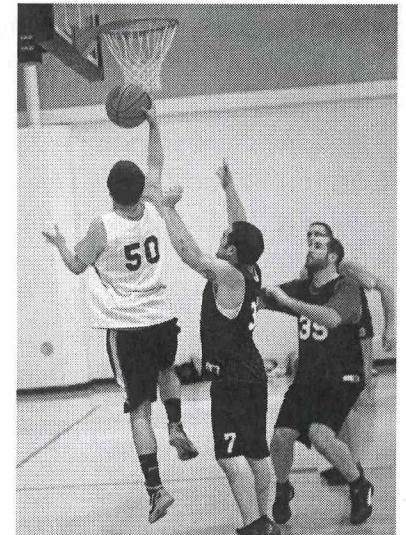
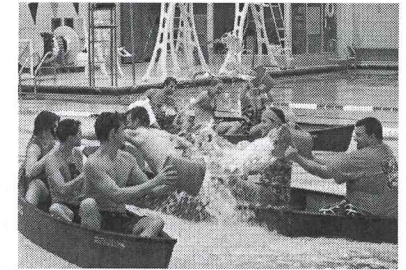
# Intramural Sports

## Spring 2014 Events

	Open	Close
Basketball	1/13	1/21
Indoor Soccer	1/13	1/21
Table Tennis Singles	1/13	1/28
Wallyball 4x4	1/13	2/4
Indoor Climbing Competition	1/13	2/4
Bowling (\$\$)	1/13	2/11
Badminton Singles	1/13	2/11
Dominoes	1/13	2/11
Swim Meet & Belly Flop Competition	1/13	At Event
Indoor Triathlon (Swim, Bike, Run)	1/13	2/18
Water Battleship	1/13	2/18
Racquetball Doubles	1/13	2/25
Wheelchair Basketball	1/13	2/25
Weightlifting Meet	1/13	2/25
Team Handball	1/13	3/4
Softball	1/13	3/4
Ultimate Frisbee	1/13	3/11
4x4 Sand Volleyball	1/13	3/11
Athlete of the Year Competition	1/13	3/25
4x4 Flag Football	1/13	3/25
3 pt. Shootout & Dunk Contest	1/13	At Event
Tennis Singles	1/13	4/1
Wrestling	1/13	4/8
Disc Golf	1/13	4/15
Golf (\$\$) (2-person best ball)	1/13	4/15

## Fall 2014 Events

Flag Football
Quickball
Archery
Floor Hockey
Golf (Scramble)
Tennis Doubles
Soccer
Team Horseshoes
Kickball
Almost Golf
Texas Hold'Em Poker Tournament
Punt, Pass, & Kick
Volleyball
Tug of War
Badminton Doubles
Inner Tube Water Polo
Co-Rec Bowling (\$\$)
3x3 Basketball
Pumpkin Run (5K)
State Flag Football Tournament
Racquetball Singles
Water Battleship
Pickleball
2-Ball Indoor Soccer Tournament
Wii Sports Tournament
Table Tennis Doubles



For information or to register for an Intramural Sports visit our website. Call 405-744-7407 or stop by Intramural Sports office at 104 Colvin Rec Center.



## Sponsored Programs

The Department of Wellness administers multiple private, state, and federally funded programs through grants and contracts to serve the needs of Oklahomans and the public at large. These programs fulfill the outreach component of Oklahoma State University's land grant mission, serving thousands of individuals on an annual basis. Sponsored Programs provide numerous programs and services to not only OSU faculty, staff, and students, but to all Oklahoma Residents.

Oklahoma ABLETech is the statewide Assistive Technology Act Program located at OSU in the Department of Wellness. ABLE Tech's mission is to improve access to and acquisition of assistive technology (AT) for individuals with disabilities of all ages. The assistive technology (AT) demonstration center is located at the Wellness Center at 1514 W. Hall of Fame, Stillwater, OK. The OSU community may visit by appointment to learn more about:

- Workspace ergonomic equipment trials
- AT Device Short-Term Loan Program
- Microsoft Accessibility Resource Center
- Hearing Screenings | Augmentative and Alternative Communication (AAC) Evaluations
- Oklahoma Durable Medical Equipment Program
- Oklahoma Equipment Exchange website for AT
- Bank Loan Program for the purchase of AT
- Programs for Children & Youth
- Special Education Resolution Center
- Information Technology Accessibility
- Oklahoma Rehabilitation Council
- Fire Safety
- Prevention Programs | Tobacco Control, Alcohol & Drug Prevention

For more information or to schedule an appointment, please call 405-744-9748 or email [abletech@okstate.edu](mailto:abletech@okstate.edu).  
[www.wellness.okstate.edu/sponsored-programs](http://www.wellness.okstate.edu/sponsored-programs)

## ComPsych® GuidanceResources® Program 12

Personal issues, planning for life events or simply managing daily life can affect your work, health and family. ComPsych® GuidanceResources® provides support, resources, and information for personal and work-life issues. GuidanceResources® is company-sponsored, confidential and provided at no charge to you and your dependents.

Confidential Counseling  
 Financial Information & Resources  
 Legal Support and Resources  
 Work-Life Solutions  
 Health Coaching  
 GuidanceResources® Online

*Call ComPsych®  
 GuidanceResources®  
 anytime for confidential  
 assistance.*

Call : 855-850-2397

TDD : 800-697-0353

Go online : [guidanceresources.com](http://guidanceresources.com)

Company ID : OKSTATEEAP

## Pilates Reformer Sessions

The Pilates Reformer offers various spring strengths that provide resistance and support while the user pushes on the foot bar, pulls on ropes or straps, and sits or stands on the carriage. Exercises vary from simple isolated movements of the legs and arms to more complex exercises involving the whole body. The exercises provide a challenging full-body workout for anyone. Users will finish a session feeling refreshed and energized.

### Private Sessions

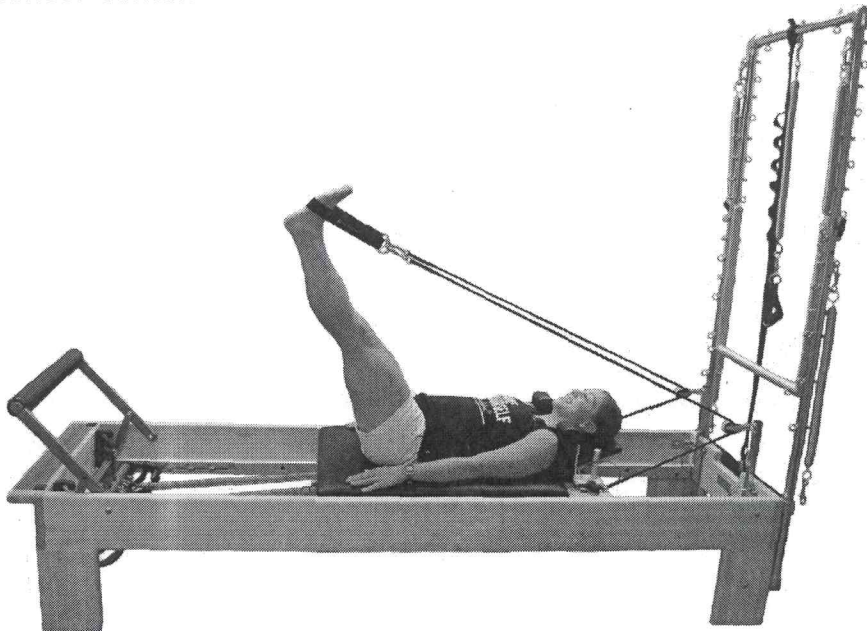
30 Minute - \$35  
60 Minute - \$55

### Semi-Private Sessions

30 Minute - \$25/person  
60 Minute - \$40/person

To schedule an appointment call 405-744-9355, payment is due upon appointment confirmation. Sessions take place at the Seretean Wellness Center.

  
**PILATES  
REFORMER  
SESSIONS**



## Yoga Personal Training & Yoga Therapy

### What is Yoga Personal Training?

Personal Yoga Training can eliminate the intimidation factor associated with attending a group class. Enjoy individualized, detailed instruction and a personal connection with your teacher. Customize your practice and get advice on how to achieve your "yoga" goal. A teacher who has worked closely with you in a private lesson will be able to recommend appropriate group classes. Beginners will learn basic postures, breathing exercises, and meditation/relaxation techniques. Advanced students will be given instruction on how to refine their yoga practice.

### What is Yoga Therapy?

Yoga Therapy is designed to complement (not compete with) conventional medical approaches. Yoga Therapy empowers you to participate in your own healing at all levels (body, mind, and spirit). It is an ongoing, personal commitment to health, happiness and well-being.

Yoga Therapy protocols and interventions have been developed for many conditions, including addiction, anxiety, arthritis, asthma, autoimmune disorders, back pain, cancer, depression, diabetes, eating disorders, fatigue, fibromyalgia, heart disease, high blood pressure, hormonal issues, insomnia, joint pain, menopause, migraines, neurological issues, obesity, smoking, stress and more.

### Sessions

1 Hour - \$75  
1.5 Hour - \$110

### Packages\*

(3) 1 Hour Sessions - \$195  
(3) 1.5 Hour Sessions - \$280

To make an appointment contact Dr. Carol Bender by email, phone, or text; carol.bender@okstate.edu; 405-747-9826. After completing an availability and intake form, you will be contacted regarding your first appointment. Appointments take place at the Seretean Wellness Center. Learn more about Dr. Bender at benderyoga.com. 24-hour notice is required for cancellations.

\*Packages expire six months from date of purchase.



## Stay Connected

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DEPARTMENT OF  
**Wellness**



wellness.okstate.edu  
wellness@okstate.edu  
405-744-9355



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**OKLAHOMA STATE UNIVERSITY STAFF ADVISORY COUNCIL  
CONSTITUTION**

**PREAMBLE**

The staff employees of Oklahoma State University, having recognized the need for representation and involvement of staff employees in the affairs of the University with the objective of strengthening University goals and functions, herein establish the OKLAHOMA STATE UNIVERSITY STAFF ADVISORY COUNCIL, hereinafter referred to as the Council. The Council will herein establish this Constitution upon the majority of votes cast by Oklahoma State University Staff.

The Council shall function under this Constitution as approved by the Oklahoma State University Staff, the President of Oklahoma State University, and the Board of Regents for Oklahoma State University. The Council shall continue to function until such time as the Council dissolves itself or the Constitution is revoked by the above-mentioned Board of Regents.

**Function and Responsibility**

The Council is organized for the following functions:

- A. To serve as an advisory representative body for the staff employees of the University who are assigned to the Stillwater campus.
- B. To participate in an advisory and referral capacity to the President of the University and the University Administration in such policy matters that may directly affect the staff employees.
- C. To cooperate with and to assist other constituencies within the University community in the attainment of the University's general mission and stated goals.

**Composition**

The Council shall consist of representatives to be elected from the exempt and non-exempt staff of the Oklahoma State University Stillwater campus, excluding the President of the University, the Vice Presidents of the University, members of the faculty, and student employees.

The Council shall consist of not less than twenty-one (21) or not more than twenty seven (27) elected members. At the discretion of the local campus, ex-officio members (one per campus) may be appointed by their respective presiding officer of their staff council/association to represent the staff constituencies assigned to the OSU branch campuses.

The Council neither supplants nor supersedes any duly constituted organization or any approved policy or procedure currently in effect. There shall not be anything contained or implied in the Constitution that shall infringe on the rights and the privileges of an individual staff employee, nor shall it deny any staff employee the pursuit of individual action that such employee may deem to be necessary for his or her personal welfare. Staff Advisory representatives are, based on their service as a Council Representative, excluded from competing for awards (Distinguished Service Awards, Staff Scholarships, etc.) sponsored by the Council.

## ARTICLE I – BYLAWS

The Council shall prepare bylaws for the conduct of its business. If a disagreement arises between this Constitution and the Council Bylaws, the Constitution will be the controlling instrument.

## ARTICLE II – MEMBERSHIP

**Section 1** Exempt and Non-exempt staff representation on the Council shall conform to the Composition criteria of this document. Specific numbers of members from each shall be outlined in the Council bylaws. Changes in the apportionment numbers may be accomplished by attrition at the end of the term for which a member was elected.

**Section 2** Only exempt and non-exempt staff employed on a permanent basis (50% or more) are entitled to vote.

**Section 3** **Terms of office:**

- A. The term of office for members of the Council shall be staggered and shall be for three (3) year terms. Staggering may be accomplished by electing members to new positions for one (1) or two (2) years. Members of the Council shall serve for no more than two (2) consecutive terms of office.
- B. Any member of the Council who terminates employment with the University shall be removed and a Vacancy declared.
- C. Those who change employment status which affects membership classification shall retain their Council seat only until the next regular election if the change was an elective decision made by the member.
- D. Ex-officio members shall be appointed annually by writing the Council Chair prior to the May meeting of each year. The appointment for ex-officio members shall be June through May. Those appointed shall not carry faculty status at their assigned campus. Successive ex-officio appointments may not exceed six (6) years.

**Section 4** There shall be no alternates for members of the Council. Whenever a vacancy occurs, the Council Chair shall request from the Council Executive group a list of names of persons to be placed in nomination to fill the vacancy. After the Council Chair receives the names of persons to be placed in nomination, a new person shall be appointed from that list to the vacant position on the Council by the Council Chair, subject to the majority approval of the full membership of the Council. Under no circumstance may a new member be appointed to serve an unexpired term on the Council unless that newly appointed member is from the same group in which the vacancy has occurred. Ex-officio replacements to fill a vacancy during an annual term shall be made in writing to the Council Chair by the respective presiding officer of the affected staff council/association an OSU branch campus.

**Section 5** Any member of the Council who is absent from four (4) regular meetings of the Council during a Council year (July 1 – June 30) may have his or her seat on the Council declared vacant by the Council Chair. The Council member so affected may be reinstated to his or her vacant seat by submitting a written request for reinstatement to the Council, but such a request must be sustained by a three-fourths (3/4) vote of approval of the full Council at the next regularly scheduled Council meeting. If the affected Council member does not request reinstatement or if



three-fourths (3/4) vote of the Council does not sustain the request for reinstatement, the seat shall be filled in accordance with Section 4 of this Article.

### ARTICLE III – NOMINATION AND ELECTION

- Section 1** Nomination of candidates for election must be made in writing to the Secretary of the Council at least twenty-one (21) days prior to the date of the annual election. Only those employed on a permanent basis (50% time or more) may be nominated for election to a seat on the Council. All nominations must have the consent of the nominee, and all nominations must be validated by the signature of the nominator and nominee.
- Section 2** Election of members to the Council shall be made annually by ballot prior to the regular meeting of the Council in May of each year. The results of the balloting shall be announced at the regular Council meeting in May each year. The installation of new members and the organization of the Council will take place during the June meeting of each year.

### ARTICLE IV – OFFICERS

- Section 1** The Officers of the Council shall be the Chair, the Vice Chair, the Secretary, the Treasurer, and if necessary, the Chair Pro Tempore.
- Section 2** The Officers of the Council shall be elected from the membership of the Council at the regular June meeting of each year after the installation of the new members.
- Section 3** The term of office for each elected officer shall be for one (1) year. Any officer may be elected to succeed him or herself in the same office for not more than one (1) additional term.
- Section 4** The Chair shall preside at all meetings of the Council and shall enforce the obligations imposed upon the Council by the Constitution and Bylaws as they relate to the administration of the work of the Council. The Council Chair shall be a non-voting member of the Council except in instances in which a tie vote occurs, at which time the Council Chair shall cast the deciding vote.
- Section 5** The Council Chair shall appoint the members of all duly-authorized committees of the Council and shall designate a member thereof to serve as Committee Chair. The Council Chair shall serve as a non-voting ex-officio member of all permanent and special committees of the Council.
- Section 6** The Council Chair shall conduct official correspondence relating to the business of the Council and authorized and directed by the Council.
- Section 7** The duties of the Vice Chair shall be to assist the Council Chair as directed; and in the absence of the Council Chair, the Vice Chair shall assume all the powers and prerogatives of the office during the remainder of the absence.
- Section 8** The duties of the Secretary shall be to record, maintain, and distribute all resolutions and proceedings of meetings to all Council members. The Secretary shall keep the roll of the Council members and the attendance records, and the Secretary shall certify that a quorum is present in order to conduct the official business of the Council.
- Section 9** The Secretary shall keep the minutes of regular and special meetings of the Council and shall prepare normal correspondence of the Council excluding that correspondence that the Council

directs the Council Chair to conduct. The Secretary shall issue notices of all meetings and shall perform other duties pertaining to the office of Secretary.

The Secretary shall, at the expiration of the term of office, turn over to his or her successor all records and pertinent data of the Council held in his or her possession.

**Section 10** The duties of the Treasurer shall be entrusted with custody of Council funds, but this officer may not disburse funds except by the authority of the Council or as the bylaws prescribe. The Treasurer is required to make a full financial report annually or as the bylaws may prescribe, and to make such interim reports as the Council or the executive board may direct.

The Treasurer shall, at the expiration of the term of office, turn over to his or her successor all records and pertinent data of the Council held in his or her possession.

**Section 11** In the absence of the Council Chair and Vice Chair from any official meeting of the Council, the members of the Council shall elect a Chair Pro Tempore to preside at such meeting(s).

#### **ARTICLE V – PERMANENT AND SPECIAL COMMITTEES**

**Section 1** All permanent and special committees shall be established by Council action. Each permanent and special committee shall have a Committee Chair appointed by the Council Chair, and the committee members shall select a Secretary for the committee from its membership. All permanent and special committees shall be subject to the call of their respective Committee Chair.

**Section 2** Members of all permanent and all special committees are appointed for a term not to exceed one (1) year. Members of committees may succeed themselves upon reappointment by the Council Chair to a new term.

**Section 3** Permanent Committees of the Council shall be: 1) Rules and Regulations, 2) Public Relations, 3) Policies, Benefits & Budget, and 4) Awards & Recognition.

Special Committees of the Council may be formed when deemed necessary by the Chair or by a simple majority vote of the membership.

#### **ARTICLE VI – MEETINGS**

**Section 1** Regular meetings of the Council will normally be held on the second Wednesday of each month at a time and place to be designated by the Council Chair. All agenda items should be submitted to the Council Chair to be placed on the agenda for the next Council meeting. All such requests to be placed on the agenda by subject must be received by the Secretary at least five (5) working days prior to the Council meeting.

**Section 2** Special meetings of the Council may be called by the Council Chair or by any five (5) members of the Council.

**Section 3** All meetings of the Council shall be open to the public.

**Section 4** Any person who is not an elected or appointed member of the Council or one of the Council's committees shall be allowed to address the Council and to participate in discussion of Council matters, provided that person submits a written request to the Council Chair to be placed on the



agenda for the next Council meeting. All such requests, to be placed on the agenda by subject must be received by the Secretary at least five (5) working days prior to the Council meeting.

**Section 5** Any person who is not an elected or appointed member of the Council or one of the Council's committees and who has not requested to be placed on the agenda may be allowed to address the Council and participate in discussion of the Council matters by a majority vote of the members of the Council who are present.

**Section 6** Non-members of the Council or of a Council's committee who are allowed to address the Council shall be limited to five (5) minutes to present their views or to state their position in any matter under Council consideration. A request for extension of time may be granted by a majority vote of the members of the Council who are present.

#### **ARTICLE VII – QUORUM AND VOTING**

**Section 1** A majority of the members of the Council shall constitute a quorum authorized to transact business at any regular or special meeting of the Council.

**Section 2** Voting by the Council membership shall be by voice except when voting by ballot is deemed necessary by the Council Chair.

**Section 3** A majority votes of the Council members present and voting shall carry a motion except to alter, amend, annul, or suspend the Constitution of the Council. In cases such as these, voting shall be in accordance with Article IX of the Constitution.

#### **ARTICLE VIII – RULES OF ORDER**

The rules of parliamentary procedure, as laid down in Robert's Rules of Order, shall govern all meetings of the Council and its permanent and special committees.

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#### **ARTICLE IX – AMENDMENTS, ALTERATIONS, ANNULMENTS, SUSPENSION**

**Section 1** Proposals for amendments, alterations, annulments, or suspension of the Constitution of the Council shall be submitted in writing to the Secretary, who shall send copies of such proposal(s) to each member of the Council prior to the next regularly scheduled meeting of the Council. The Council by a majority vote of the full Council shall determine if the proposal(s) will be submitted to the general membership of the Oklahoma State University staff for action. This determination shall be made prior to the adjournment of the third consecutive regular meeting of the Council following the original presentation of the proposal(s) to the Council.

**Section 2** Proposal(s) for amendments, alterations, annulments, or suspension of the Constitution that have been approved by a majority of the full Council shall be submitted to the staff for vote. Passage or failure of such amendments, alterations, annulments, or suspensions shall be determined by a majority of votes cast.