



# Staff Advisory Council Minutes

August 4, 2021 @ 1:15 pm

412 Student Union Council Room and Zoom

## STAFF ADVISORY COUNCIL

**Guests:** We had 9 guests: Christa Louthan, Marcia Sun, Kim Beard, Olivia Woody, Diana Sander, Dezzarae Francis, Angela (no last name provided), Liz Tarbutton, Kristen Rowan.

**Call to Order:** Melanie Bayles called the meeting to order at 1:16 pm

**Roll Call:** Of our 27 members we had 18 members present, 5 members attending via Zoom, and 4 members were absent.

**Approval of the Minutes:** Sherri Buntin made a motion to approve the July minutes, Aaron Moore seconded. July minutes were approved without adjustments.

**Approval of the Agenda:** Jesse Wood made a motion to approve the Agenda, Sherri Buntin was second. Agenda was approved without adjustment.

### **Officer Reports:**

**Treasurer Report:** Tammy Ratcliff

- No report at this time.

**Secretary:** Michelle Stewart

- Next meeting will be in person at 416 Student Union Case Study 2 and available via the Zoom link in your calendar invite.

**Vice-Chair:** Kristi Wheeler

- Preparing the Star staff certificates. August winners are:
- Jerry Petre, University Fire Marshall, Environmental Health & Safety
- Randy Kelley, Fire & Life Safety Specialist, Environmental Health & Safety
- Matt Morgan, Zone 1 Manager, Facilities Management
- Rebecca Good, Sr. Administrative Support Specialist, Department of Philosophy
- Irissa Baster-Luper, Coordinator of Women's and LGFTQ Affairs, Office of Multicultural Affairs
- Amy Gazaway, Director of Recruitment and Retention, Academic Programs and Services
- Erin Gould, Graphic Designer, Housing & Residential Life
- Amanda Dawes, Administrative Support Specialist, Housing & Residential Life
- Coral White, Executive Administrative Associate, Human Resources
- Christine Giles, Sr. Administrative Support Specialist, LASSO Center

**Chair:** Melanie Bayles

- Masks cannot be mandated by the university so Melanie appealed to the SAC members to be leaders and set an example of wearing masks when indoors.
- If you need the Zoom link please email [staff.advisary@okstate.edu](mailto:staff.advisary@okstate.edu) and it will be sent to you.

### **Branch Campus Reports:**

**OSU-Tulsa:** Olivia Woody

- Enrollment is up 10%

- They are working on a pilot cohort project with TCC for students to complete their bachelor's degree.
- They had a bench dedication by their reflection garden.
- They have a staff appreciation effort called Red, White & Thank You in which they provided refreshments and a social hour to improve connections.
- They had a Tulsa faculty and staff Olympics.
- They presented their annual awards.
- Pamela Fry has retired and will be out on leave after sometime in Sept and they are awaiting an announcement regarding the direction of leadership.

**OSU-CHS: Sherrita Sweet**

- No Report

**OSU-OKC: Kristin Rowan**

- Their new president Scott Newman started Monday.
- They are busy with Orange Crush a new student orientation event.
- They are currently reviewing their bylaws and constitution.

**OSUIT-Okmulgee: Na-komas Blackford**

- No Report

**Reports of Standing Committees:**

- No reports but time for committees to meet and make plans was provided at the conclusion of the meeting.

**Reports of University Committees:**

**Faculty Council: Melanie Bayles**

- No meeting

**Human Resources: Christa Louthan**

- Provided a reminder that health services still has available vaccines.
- Requests that we help develop a culture of individuals who are sick, for any reason, NOT come to the work place and take advantage of the sick leave benefits we are provided.
- Made an appeal for members to read all communications and keep up-to-date on current information.
- Kristi Wheeler requested guidance from administration level regarding events occurring in person.
- Sherri Buntin asked about the COVID 19 email address and Christa responded that it is managed by multiple departments.
- Sherri also asked about the procedure for reporting a COVID positive for staff. Christa replied that a COVID report should be completed via their website at the link below so that the necessary information gets to the necessary departments. She advised that the procedure, such as quarantining and testing, is tailored to the individual circumstance to provide the best response and management.
- Michelle Chitwood asked about the charges for COVID testing at University Health Services and Christa clarified that if you have OSU's insurance there will not be a charge and if you have outside insurance there may be.
- As employees continue to return to on-campus work, OSU will continue to follow the guidance of national and local health officials in our response to a positive diagnosis on campus. If we receive confirmation that an OSU student or employee has had a positive COVID-19 diagnosis, there are important measures that will be promptly taken including quarantine or isolation, contact tracing, communication, and facility disinfection. When a member of the OSU community self-reports they are symptomatic or tests positive for

COVID-19, please contact University Health Services at 405.744.7287 immediately. Additionally, supervisors are asked to continue to report employees who test positive for COVID-19 and require additional assistance to complete the COVID reporting form.

**GPSGA:** Marcia Sun

- They are resuming their general assembly meetings the 3<sup>rd</sup> Wednesday of every month.
- They are pushing for travel grants to assist graduate students.

**Department of Wellness:** Kim Beard

- Make sure you are watching your emails for wellness related information and make sure you sign up as soon as possible to reserve your spot.
- They are continuing some virtual programs as well as some in person.
- Please make special note of the Mental Health resources mentioned on her flyer.
- The Colvin workout facilities will reopen the first day of the fall semester
- See attachment A

**Unfinished Business:**

- None

**New Business:**

- Discussion of bylaws update to add X i to the bylaws regarding the Diversity, Equity and Inclusion committee and to add abbreviation for each committee. Melanie requests that you review those items and be ready to vote on them at the next meeting.
- See attachment B

**Announcements:**

Next Meeting – **September 8, 2021.** 1:15 PM, in person at 416 Student Union Case Study 2 and available via Zoom.

**Adjournment:** 2:08 PM Motion was made to adjourn meeting by Gary Lawson. Second was made by almost everyone. Meeting was adjourned and committee meetings began.

**OSU Staff Advisory Council  
Treasurer's Report  
July 2021**

<b>SAC MAINTENANCE ACCOUNT</b>				
<b>1-128520</b>				
University Allocation				\$ 28,579.00
Balance Forward				\$ 56,695.01
<b>TOTAL REVENUES (Beg. July 2021)</b>				<b>85,274.01</b>
	<i>Budget</i>	<i>Expense</i>	<i>Expense YTD</i>	<i>Total Left</i>
Previous Month Bal				\$ 56,695.01
<b>Total Credits</b>				<b>28,579.00</b>
<b>Total Expenses</b>				
<b>ACCOUNT TOTAL</b>				<b>\$ 85,274.01</b>
<b>SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT</b>				
<b>1-995137</b>				
Balance Forward				\$ 10,475.96
YTD Deposits				\$ -
<b>Activity:</b>	<i>Budget</i>	<i>Expense</i>	<i>Expense YTD</i>	<i>Total Left</i>
Previous Month Bal				\$ 10,475.96
<b>Total Credits</b>				
<b>Total Expenses</b>				\$ -
<b>ACCOUNT TOTAL</b>				<b>\$ 10,475.96</b>

<b>OSU STAFF SCHOLARSHIP FUND</b>		
<b>20-31100</b>		
Balance Forward	\$ 5,723.16	
FY22 Annual Spending Policy	\$ 4,890.00	
<b>Endowment</b>		
Balance Forward 07/01/2019	\$ 121,306.38	
Balance	\$ 121,306.38	
<b>AVAILABLE ACCOUNT TOTAL</b>		<b>\$ 10,613.16</b>