



"The Council that's working for you."

Staff Advisory Council Minutes

January 10, 2018 @ 1:15 pm
Room 412 SU - Council Room.

Guests: Liz Tarbuttom (HR), Luci Wilson (GPSGA), Jamie Payne (HR), Christa Louthan (HR)

Call to Order: Kristin Henderson called the meeting to order at 1:20 pm

Roll Call: A quorum of members was present

Approval of Minutes: December 2017 minutes were approved

Approval of the Agenda: Agenda was approved as presented

Guest Speaker: none

Treasurer's Report: Sarah Axtell – see attached

Branch Campus Reports:

OSU-Tulsa/CHS: see attached

- Our medical school classes began on Monday (the College of Medicine runs on 18 week semesters). Everything has gone well so far for their semester.
- CHS is hosting a documentary viewing and panel discussion. Documentary is titled *Resilience: The Biology of Stress and the Science of Hope*. This will be held tomorrow in our Tandy Medical Academic Building.
- Staff Advisory Council is hosting a hot chocolate fundraiser.

OSU-OKC: no report

OSUIT-Okmulgee: Becky Fox – see attached

Reports of Standing Committees:

Rules and Procedures Committee: Paul Leverington

- No report

Policies, Benefits and Budget Committee: Kristi Wheeler

- No report

Communications Committee: Kaylie Wehr

- Newsletter deadline is January 22

Awards and Recognition Committee: Jenny Cundiff

- The A & R Committee met December 18 and 19 to interview the top 10 out of 21 Distinguished Service Awards candidates. Photos of each candidate were taken before each interview in preparation for creating a slide show to be shown at the DSA Awards Ceremony.
- Following the final interview, committee members deliberated over the scores and were unable to resolve ties; therefore, the committee will be meeting today following the SAC meeting to resolve the ties and determine the top three finalists.



1

Improve communications and representation

2

Increase SAC knowledge and knowledge of SAC

3

Increase fundraising

4

Increase diversity of candidates

- *Additionally, the list of employees who have earned 5-yr or greater recognition from OSU, has been submitted to MTM Recognition/Chasmin Crew for the month of December 2017.*

Fund Raising Committee: *Michelle Chitwood*

- *No report*

Events Committee: *Tashia Cheves*

- *Harvest II*
 - *Trophies are finally completed and will be delivered next week.*
- *Staff Celebration Day*
 - *May 23rd – BPS West End Zone*
 - *With Mojo's closing unexpectedly, we will be re-discussing our vender options.*
 - *Will update as decisions are made and tastings are scheduled*
- *Blood Drive (American Red Cross)*
 - *February 19th*
 - *Student Union Ballroom*
 - *10:00am – 4:00pm*
 - *Will need people to sign up between 9:00am (Set up) and 5:00pm (tear down/clean up from 4-5)*
- *Staff Development Day*
 - *March 7th*
 - *Spoke with Toby Tucker (Training Services); She said she is set to meet with Kristin on the 22nd to discuss details.*
 - *Will have sign up sheet available at next Council Meeting*

Reports of University Committees:

Faculty Council Report: *no report*

GPSGA: *Luci Wilson – no report*

Department of Wellness: *Kim Beard – see attached*

Officer Reports:

Secretary: *Melanie Bayles*

- *Please let me know if you need an OSU name tag*

Vice-Chair: *Ashleigh Hall*

- *Spotlights for the month are Sarah Axtell and Mary Cahill – see attached*

Chair: *Kristin Henderson*

- *Misc. announcements*

Unfinished Business:

None

New Business:

New member Dave Lassens was seated to fill vacancy

Announcements:

Next Meeting – February 14, 2018 at 1:15 pm in 412 SU

Adjournment: *Meeting was adjourned at 1:51 pm*

**OSU Staff Advisory Council
Treasurer's Report
November - Presented at January Meeting**

SAC MAINTENANCE ACCOUNT				
1-128520				
		Income	Total	
General Fund Salary	\$	9,300.00		
Univeristy Allocation	\$	21,793.00		
Balance Forward	\$	18,302.27		
Budget Revenue Control	\$	(1,011.00)		
TOTAL REVENUES		48,384.27		
	Budget	Expense	Expense YTD	Total Left
Carry over expenses	\$ 326.00		\$ 226.00	\$ 100.00
Distinguished Svc Awards	\$ 10,000.00			\$ 10,000.00
Staff Appriciation Day	\$ 18,000.00			\$ 18,000.00
Office Supplies	\$ 100.00			\$ 100.00
Other (trophy, etc.)	\$ 50.00			\$ 50.00
Fundraising Supplies	\$ 1,800.00		\$ 1,800.00	\$ -
Parking Raffle Sign	\$ 150.00			\$ 150.00
SAC Shirts	\$ 200.00			\$ 200.00
Training Lunch in June	\$ 500.00			\$ 500.00
End of Year Plaques	\$ 150.00			\$ 150.00
Cushion Money	\$ 17,108.27			\$ 17,108.27
TOTAL EXPENSES	\$ 48,384.27	\$ -	\$ 2,026.00	\$ 46,358.27
ACCOUNT TOTAL				\$ 46,358.27
Expense Summary:				

SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT	
1-995137	
	TOTAL
INCOME	
Balance Forward	\$ 11,765.35
Deposits	
Fundraising	
ACCOUNT TOTAL	
	\$ 11,765.35
Expense Summary	

SAC SERVICE AWARD ACCOUNT (MTM)	
1-128522	
	TOTAL
Balance Forward	\$ 3,596.53
Funding	\$ 20,000.00
Supplies and Materials Adj.	\$ (650.00)
TOTAL REVENUES	\$ 22,946.53
MTM Service Awards	\$ 2,154.72
TOTAL EXPENSES YTD	\$ 10,313.08
ACCOUNT TOTAL	
	\$ 12,633.45

Funds Deposited with OSU Foundation - November

OSU STAFF SCHOLARSHIP FUND	
20-31100	
Cash	
Balance Forward	\$ 26,085.16
Scholarship Dispersement	\$0.00
Balance	\$ 26,085.16
Endowment	
Balance Forward 9/01/17	\$ 120,725.13
Deposit	\$ 25.00
Balance	\$ 120,750.13
AVAILABLE ACCOUNT TOTAL	\$ 26,085.16
Expense Summary	

OSU STAFF PROFESSIONAL DEVELOPMENT FUND	
20-99530	
Cash	
Balance Forward/01/17	\$380.00
Fiscal Year to Date Activity	-
Balance	380.00
Endowment	
Balance Forward 8/01/17	-
Fiscal Year to Date Activity	-
Balance	-
ACCOUNT TOTAL	\$380.00

**OSU Staff Advisory Council
Treasurer's Report
December**

SAC MAINTENANCE ACCOUNT					
1-128520					
		Income	Total		
General Fund Salary		\$ 9,300.00			
Univeristy Allocation		\$ 21,793.00			
Balance Forward		\$ 18,302.27			
Budget Revenue Control		\$ (1,011.00)			
TOTAL REVENUES		48,384.27			
	Budget	Expense	Expense YTD	Total Left	
Carry over expenses	\$ 326.00		\$ 226.00	\$ 100.00	
Distinguished Svc Awards	\$ 10,000.00			\$ 10,000.00	
Staff Appriciation Day	\$ 18,000.00			\$ 18,000.00	
Office Supplies	\$ 100.00			\$ 100.00	
Other (trophy, etc.)	\$ 50.00			\$ 50.00	
Fundraising Supplies	\$ 1,800.00		\$ 1,800.00	\$ -	
Parking Raffle Sign	\$ 150.00			\$ 150.00	
SAC Shirts	\$ 200.00			\$ 200.00	
Training Lunch in June	\$ 500.00			\$ 500.00	
End of Year Plaques	\$ 150.00			\$ 150.00	
Cushion Money	\$ 17,108.27			\$ 17,108.27	
TOTAL EXPENSES		\$ 48,384.27	\$ -	\$ 2,026.00	\$ 46,358.27
ACCOUNT TOTAL				\$ 46,358.27	
Expense Summary:					

SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT	
1-995137	
	TOTAL
INCOME	
Balance Forward	\$ 11,765.35
Deposits	\$ 900.00
Fundraising	
ACCOUNT TOTAL	
	\$ 12,665.35
Expense Summary	

SAC SERVICE AWARD ACCOUNT (MTM)	
1-128522	
	TOTAL
Balance Forward	\$ 3,596.53
Funding	\$ 20,000.00
Supplies and Materials Adj.	\$ (650.00)
TOTAL REVENUES	
	\$ 22,946.53
MTM Service Awards	
	\$ 2,042.80
TOTAL EXPENSES YTD	
	\$ 12,355.88
ACCOUNT TOTAL	
	\$ 10,590.65

Funds Deposited with OSU Foundation - December

OSU STAFF SCHOLARSHIP FUND	
20-31100	
Cash	
Balance Forward	\$ 26,085.16
Scholarship Dispersement	\$0.00
Balance	\$ 26,085.16
Endowment	
Balance Forward 9/01/17	\$ 120,750.13
Deposit	\$ 25.00
Balance	\$ 120,775.13
AVAILABLE ACCOUNT TOTAL	\$ 26,085.16
Expense Summary	

OSU STAFF PROFESSIONAL DEVELOPMENT FUND	
20-99530	
Cash	
Balance Forward/01/17	\$380.00
Fiscal Year to Date Activity	-
Balance	380.00
Endowment	
Balance Forward 8/01/17	-
Fiscal Year to Date Activity	-
Balance	-
ACCOUNT TOTAL	\$380.00

SAC BRANCH CAMPUS REPORT

OSUIT, OKMULGEE

Submitted by Becky Fox, OSUIT FSC Staff Representative, January 10, 2018

Spring Semester Enrollment Up

Since the beginning of the semester, enrollment has increased daily. As of 1/10/18, the enrollment total was 2150 compared to 2077 in 2017. New enrollment is just slightly below last year's but continues to also increase. Efforts to contact students continue.

Move-In Day January 3

Our students moved in last Wednesday, January 3, including those students who will be the first to live in our "new" facility, the two-building complex downtown that housed Okmulgee's first post office, the Grand Old Post Office Study Housing (GOPO). Representatives from the Okmulgee Chamber of Commerce, Okmulgee Main Street as well as local churches and surrounding businesses all volunteered their time to help students move in. Meals were also provided for the GOPO residents by three banks in Okmulgee for the three days of move-in week. Each of the 38 units in the GOPO comes with a full kitchen complete with appliances as well as a height-adjustable bed in all 75 bedrooms in the building. Only students 21 years and older are permitted to live in the new facility. The director of Residential Life, Bo Hudson, expects to receive more applications to live in this housing as the semester goes on.

Sneaker Day

OSUIT, in their efforts to provide opportunities for employees and students to improve their health and wellness, have scheduled Sneaker Day on the first Tuesday of each month. We have a ½ mile and ¼ mile trails on campus available to all; some community members even use it. There are a series of HealthLine workout stations providing opportunities for further workouts. If there is inclement weather, the walkers can walk in Covelle Hall, our student life area that provides a multitude of fitness/wellness opportunities.

The Department of Wellness

Employee Programs: January 2018

Family Fit

Jan. 20 - Apr. 21

Family FIT is a 12-week series of fun, family-friendly group exercise classes. A different class format will be offered each week, such as Yoga, Zumba, Pound and even climbing at the Climbing Wall. You and your children, age 6 years and older, can be active together, helping the whole family develop a healthy lifestyle.

No registration required.
Full schedule available online.

R.O.S.U.

(Run OSU)

This program is designed to introduce runners to new distances while also increasing speed and technique for experienced runners.

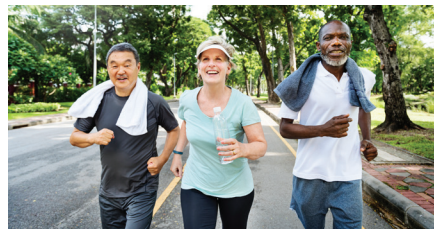
Half and Full Marathon Training

Jan. 30 - Apr. 26

5K and 10K Training

Jan. 29 - Apr. 1

To register call the Seretean Wellness Center 405.744.WELL (9355)
Monday-Friday 8-5 p.m.



Phone 405-744-WELL (9355)
Web wellness.okstate.edu
Email wellness@okstate.edu
Facebook facebook.com/osuwell
Instagram @OSUWELL
Twitter @OSUWELL
Snapchat OSUWELL

Wellness Wednesday

Wednesday, Feb. 21

Noon-12:50 pm

Seretean Wellness Center

Registration Deadline: Feb. 16 at noon

Join Emily Roberts, Ph.D, and learn about Active Aging and how the trajectory of aging is impacted by healthy choices and behaviors across the life course.

To register call the Seretean Wellness Center 405.744.WELL (9355)
Monday-Friday 8-5 p.m.

AHC Wellness Innovator Training

Application deadline: Feb. 23

Training: Feb. 28

Innovators contribute to OSU - America's Healthiest Campus® - by communicating, engaging, and collaborating within their departments. Encouraging healthy lifestyles while at work - where we spend most of our time - benefits OSU's employees, students, and communities.

Complete the online application
okla.st/AHCInnovators2018

Certified Healthy Department

Application deadline: March 9

By becoming a Certified Healthy Department you are providing a healthy environment for faculty, staff, students, and visitors, thereby supporting the culture for an overall healthier OSU. By meeting most or all of the criteria to become Certified Healthy, your department provides an environment to foster healthy lifestyle choices while at work.

For more information contact:
Kimberly.beard@okstate.edu

Employee Bootcamp

Tues./Thur. Feb. 13 - Apr. 27

Introducing a FREE Employee Bootcamp! Employee Bootcamp is designed to push the limits of metabolic conditioning. The workouts consist of high intensity bodyweight strength and plyometric exercises with short cardiovascular intervals. This class is open to generally healthy people of all levels of fitness.

To register call the Seretean Wellness Center 405.744.WELL (9355)
Monday-Friday 8-5 p.m.

SAC EMPLOYEE SPOTLIGHT

MARY CAHILL

ACADEMIC ADVISOR, COLLEGE OF EDUCATION



Who is your hero and why? I'm going to go mushy here, but my fiancé. He is a determined, loyal, smart, hardworking person who will drop everything for someone in need. The most recent act of kindness I have seen from him was over the holiday. A coworker was hurting for money and Kane knew this, so out of his own pocket, he left an envelope on her desk with a Christmas card saying to enjoy the holidays and hopefully this gift will relieve some stress that the holidays bring. To this day, she has no idea who left it for her. He would literally give the shirt off of his back for someone.

What is something about you that would surprise people? I have been to 45 states! I'm just missing Oregon, Washington, Hawaii, Alaska and Idaho!.

What is something you would like to learn to do? I keep a list of "resolutions" in my wallet every year and this year, one of my resolutions is to learn Calligraphy (mostly because I'm getting married and I want those invitations to look good)

SAC EMPLOYEE SPOTLIGHT

SARAH AXTELL

IT SPECIALIST FOR CEAT



Who is your hero and why? My grandma. She extends grace to everyone without second thought. I named my daughter after her because my grandma is truly the greatest person I've ever known and I wanted to be able to honor her and what she means to me.

What is something about you that would surprise people? I am certified to teach 6th - 12th grade in the state of Oklahoma

What is one of your guilty pleasures? Watching hidden camera prank videos. I love a good prank, when it is done on someone else.

What is something you would like to learn to do? Drive a motorcycle and skydive – 2 things I plan on accomplishing in 2018.