



# Staff Advisory Council Minutes

October 11, 2017 @ 1:15 pm  
Room 412 SU - Council Room.

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

**Guests:** *Dr. John Mark Day (Leadership & Campus Life), Liz Tarbutton (HR), Jamie Payne (HR), Holli Bonee (HR), Christa Louthan (HR)*

**Call to Order:** *Chair Kristin Henderson called the meeting to order at 1:15 pm*

**Roll Call:** *A quorum of members was present*

**Approval of Minutes:** *September 2017 minutes were approved*

**Approval of the Agenda:** *October 2017 agenda was approved*

**Guest Speaker:** *Dr. John Mark Day (Director of Leadership & Campus Life) talked about his department and their role in student life at OSU. There are a wide range of training opportunities for student leaders – do not have to be the head of an organization to be a leader. There are 4 components to his department: (1) Campus Life – home to over 500 student organizations, also includes Non-Traditional Students, Volunteer Center, Arts and Culture and Entertainment (Allied Arts); (2) Fraternities/Sororities – 100 groups, 4 governing councils; (3) Center for Ethical Leadership – Camp Cowboy, President's Leadership Council, training; (4) International Student/Scholar Office – China is #1 for foreign students followed by India. SGH is the legislative board for students. Staff can be involved with Campus Life through attending events, serving as organization advisors, help students feel connected and valued.*

*Holli Bonee and Christa Louthan (Human Resources) talked about Benefits Enrollment. Open Enrollment is November 1-17, Oct. 26, 27, Nov. 1,2,3 – info meetings; October 25, 10:30-1:00 Benefits Fair; No increase in cost for health plan, slight increase in vision and dental. Blue Edge - \$5,400 deductible increase. Waiving Insurance – grandfather in current for FSA. Self-Insured – means paying to use their network, does not mean we can dictate. Change to the way we are doing enrollment – must have activated, updated OKey information. (see attachment)*

**Treasurer's Report:** *see attachment*

**Branch Campus Reports:**

- OSU-Tulsa/CHS:** *no report*
- OSU-OKC:** *no report*
- OSUIT-Okmulgee:** *no report*

**Reports of Standing Committees:**

**Rules and Procedures Committee:** *Paul Leverington*  
*No specific report*

**Policies, Benefits and Budget Committee:** *Kristi Wheeler*  
*Announced Administrative Day*

**Communications Committee:** *Kaylie Wehr*  
*Harvest II information is on website, newsletters are archived*

**Awards and Recognition Committee:** *Monty Stallings*

- *Distinguished Service award nominations are open through the 30<sup>th</sup>. We currently have 16 nominations but only two completed packets at this time. Monty will be emailing the nominators this week to remind them that additional information is required.*
- *Since DSA is on March 7<sup>th</sup> (the first day of the Big 12 basketball tournament), it is unlikely that we will be able to get Larry Reese or Dave Hunziker to MC this year's DSA. We have reached out and are waiting for a reply but are open to other suggestions in the likely hood that neither of them is available.*
- *MTM awards for September have been submitted.*

**Fund Raising Committee:** *Michelle Chitwood*

- *Flower cards – push again in January, We still have four members that have not picked up their three cards.*
- *Football Raffle Drawing Update*

*WINNER: Denise Winzenburg with AG*

*There were eight donations:*

*President office - 4 tickets*

*Wellness Center – 2 planners*

*Residential Life - Bag, thermos cups, Key chains*

*Athletics – signed football, parking pass,*

*Murphy's - Mitten, apron, towel*

*Simplicity Co - bag of tea*

*Co. from Nebraska – 3 orange leather earrings*

*Money raised                    \$273.00*

*Ticket sold                      326*

**Events Committee:** *Tashia Cheeves*

- *Dates of upcoming events discussed*
  - *Harvest II – October 27<sup>th</sup>, 2017 11:30am-1:00pm*
  - *Annual Blood Drive – Friday, November 4<sup>th</sup>, 2017 10:00am-4:00pm*
- *Sign-up sheets were passed around again for both Harvest II and the Blood Drive*
  - *Each member is required to work at least one time slot for each event.*
- *As the new Events Committee Chair, I met with Ashleigh to pick up the binder and discuss important things for this position.*
- *Meeting with Events Committee for the first time immediately following the Council meeting.*
- *Confirmed with Kaylie that the Harvest II information and fliers is on the Website, going out in the Newsletter, and will be pushed out on Social Media*
- *Meeting with Makailyn Dillon of Red Cross in the afternoon to pick up posters for the Annual Blood Drive; will send information to Kaylie once I pick it up.*

**Reports of University Committees:**

**Faculty Council:** *Katie Carr*

*OSU Foundation – no fundraising for expansion, 150 employees*

**Other:** *Department of Wellness, Kim Beard was absent but sent schedule (see attachment)*

**Officer Reports:**

**Secretary:** *Melanie Bayles*

*Please return nametags at end of meeting. If you are late, make sure you let me know.*

**Vice-Chair:** *Ashleigh Hall*

*Wants to attend committee meetings, shared spotlighted member for month (Jenny Cundiff), see attachment*

**Chair:** *Kristin Henderson*

*Thanked those who worked to get Holiday Administrative Leave Day*

**Unfinished Business:**

**New Business:**

*Jordan Bonstrom (Student Conduct Education & Administration) was seated as a new member to replace Karissa Lowe.*

**Announcements:**

*Next Meeting – November 8, 2017 at 1:15 pm in 412 SU*

**Adjournment:** *Meeting was adjourned at 2:05 pm*



1

Improve communications and representation

2

Increase SAC knowledge and knowledge of SAC

3

Increase fundraising

4

Increase diversity of candidates



# BANNER UPDATE

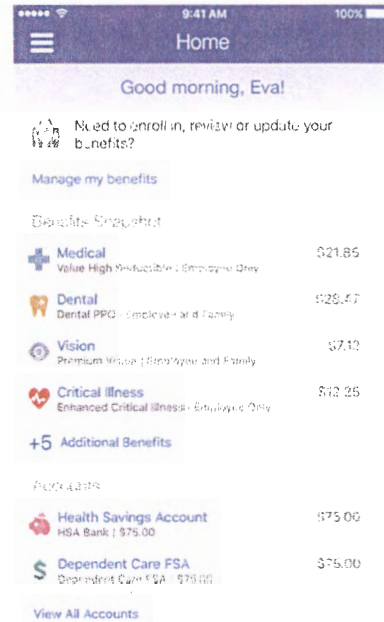
## Benefits Administration System Implementation

### Transition to BenefitFocus

- Provides streamlined enrollment experience for new hires and existing employees.
- Enables online functionality for all enrollment types (initial, annual, and qualifying event)
- Will provide enhanced capabilities through communications at point of decision
- Allows employee to name PROXY for enrollment decisions

### Mobile App

Online connectivity through multiple options



### Better Onboarding Experience

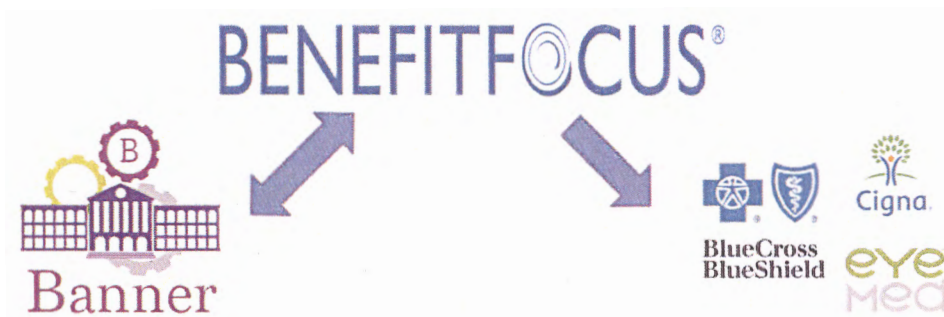
### Implementation Timeline

#### Phase I

- Active Employee Annual Enrollment (11/1-17)
- Active Employee Initial Enrollment & Qualifying Events (1/1/18)

#### Phase II

- Retiree and COBRA benefits
- Decision-Making Tools



**OSU Staff Advisory Council  
Treasurer's Report  
September 13, 2017**

SAC MAINTENANCE ACCOUNT				
<b>1-128520</b>				
		Income	Total	
General Fund Salary		\$ 9,300.00		
Univeristy Allocation		\$ 21,793.00		
Balance Forward		\$ 18,302.27		
TOTAL REVENUES		49,395.27		
	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	\$ 18,119.27			\$ 18,119.27
TOTAL EXPENSES	\$ 49,395.27	\$ -	\$ 2,026.00	\$ 47,369.27
<b>ACCOUNT TOTAL</b>				<b>\$ 47,369.27</b>
Expense Summary:				

SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT	
<b>1-995137</b>	
	TOTAL
INCOME	
Balance Forward	\$ 11,052.35
Deposits	
Fundraising	\$ 1,800.00
<b>ACCOUNT TOTAL</b>	
	<b>\$ 9,252.35</b>
Expense Summary	
Little Shop of Flowers	\$ 1,800.00

SAC SERVICE AWARD ACCOUNT (MTM)	
<b>1-128522</b>	
	TOTAL
Balance Forward	\$ 3,596.53
Funding	\$ 20,000.00
TOTAL REVENUES	\$ 23,596.53
MTM Service Awards	\$ 1,347.45
TOTAL EXPENSES YTD	\$ 4,397.94
<b>ACCOUNT TOTAL</b>	
	<b>\$ 19,198.59</b>

**Funds Deposited with OSU Foundation  
September 13, 2017**

OSU STAFF SCHOLARSHIP FUND	
<b>20-31100</b>	
<b>Cash</b>	
Balance Forward	\$ 31,085.16
Scholarship Dispersement	\$5,000.00
 Balance	 \$ 26,085.16
<b>Endowment</b>	
Balance Forward 9/01/17	\$ 120,675.13
Deposit	\$ 25.00
 Balance	 \$ 120,700.13
<b>AVAILABLE ACCOUNT TOTAL</b>	<b>\$ 26,085.16</b>
<b>Expense Summary</b>	
Fall 2017 receipeints	\$ 5,000.00

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

# The Department of Wellness

Employee Programs: October 2017

## Yoga in the Garden

Thursdays, Sept. 14-Nov. 2  
5:45-6:30 p.m.

Botanic Garden Parking - North Entrance:  
3425 W. Virginia Ave  
South Entrance: 3300 W. 6th



Bring your mat and join Yoga Therapist Carol Bender as we shed the worries of the day and welcome nature's energy into body, mind and spirit. Each practice will incorporate a short centering practice, gentle yoga stretches and a guided relaxation.

## Wellness Wednesday

Wednesday, Oct. 18  
Noon-12:50 pm

Human Sciences Room 160  
Registration Deadline: Oct. 11 at noon

### Join Dr. Brenda Smith and learn:

- Why bone health has broad implications on overall health
- How to identify your level of risk and what you can do to reduce it
- The who, what, when, and where of osteoporosis screening
- What you can do if you find out you have low bone density or osteoporosis

To register or for more information call:  
405-744-9355.

## Families and Flashlights

Nov. 3rd and 4th  
The Botanic Garden at OSU  
Registration Deadline: Oct. 27  
\$35 per family

Join us on an adventure. Come hungry as we will provide a dinner set for a campout, enjoy learning how to set-up your own tent, gather around as we watch an outdoor movie, make a delicious s'more, relish sleeping under the stars and awaken to the aroma of a crisp, fall morning together!



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://facebook.com/osuwell)  
Instagram @OSUWELL  
Twitter @OSUWELL  
Snapchat OSUWELL

## Cowboy Cooking School

Friday, Nov. 10  
Noon-12:50 pm

Seretean Wellness Center  
Registration Deadline: Nov. 1  
\$20 for members / \$25 for community

### Vegan Indian Dishes

Join Executive Chef Phillip Yates and learn how to cook vegan Indian dishes. To register or for more information call:  
405-744-9355.

## Wellness Wednesday

Wednesday, Nov. 15  
Noon-12:50 pm

Seretean Wellness Center  
Registration Deadline: Nov. 10 at noon

### Join Lorinda Schrammel and learn:

IQ will get you in the door, but it is your Emotional Intelligence, your ability to connect with others and manage the emotions of yourself and others, that will determine how successful you are in life.

To register or for more information call:  
405-744-9355.

## Gobble Wobble

Thursday, Nov. 16  
12:10 -12:50 p.m.  
Student Union Plaza

Registration Deadline: Nov. 11

Join us for a 1-mile fun walk to encourage the OSU and Stillwater community to kick the habit of tobacco use or quit "cold turkey". Free "Cold Turkey" lunches!

To apply or for more information visit:  
[Okla.st/gobblewobble2017](http://Okla.st/gobblewobble2017)



SAC EMPLOYEE SPOTLIGHT

# JENNY L. CUNDIFF

ENERGY MANAGER



**Who is your hero and why?** I have always admired Audrey Hepburn, who survived WWII in Holland, became a famous actress in the U.S., yet spent most of her life dedicated to her family and to helping impoverished children through UNICEF. She never forgot what it was to be hungry and poor, and she never let fame go to her head. She is a classic!

**What is something about you that would surprise people?** I own and ride a black Suzuki Burgman 400 scooter and love to go on road trips with my husband Troy.

**What is one of your guilty pleasures?** Dark chocolate, in any form!

**What is something you would like to learn to do?** I want to learn to write in calligraphy, which is quite a challenge since I'm left-handed.