



Staff Advisory Council Minutes

November 10, 2021 @ 1:15 pm

412 Student Union Council Room and Zoom

STAFF ADVISORY COUNCIL

Guests: We had Brenda Kindischi, Christa Louthan, Angela Cross, Jeanne Parks, Candace Jackson, Kim Southworth, Kristen Rowan and Chris Barlow among our guests.

Call to Order: Kristi Wheeler called the meeting to order at 1:15 pm.

Special Guest Speaker: Chris Barlow, Senior Director of Health Services

- COVID numbers are down.
- They are reviewing and awaiting additional information from the FDA and CDC.
- They still have vaccines available, including for dependents, and are giving them approximately 3 days a week.
- Please email the COVID email address with any questions, concerns, or feedback.
- Currently UHS is not set up to provide vaccines for 5–11-year-olds. For those vaccines, please see your pediatrician or one of the local pharmacies.
- UHS is still a resource for campus needs, including referrals for where to get take home COVID PCR tests needed for re-entry into the US after international travel.
- They are also still taking care of the normal health needs of our campus so please call them with any health needs.

Roll Call: Of our 27 members we had 14 members present, 6 members attending via Zoom, and 7 members were absent.

Approval of the Minutes: Sherri Buntin made a motion to approve the October minutes, Amber Coker seconded. October minutes were approved without adjustments.

Approval of the Agenda: Sherri Buntin made a motion to approve the Agenda, Kimberly Anderson was second. Agenda was approved without adjustment.

Officer Reports:

Treasurer Report: Tammy Ratcliff

- No report. – see attachment C.

Secretary: Michelle Stewart

- No report.

Vice-Chair: Kristi Wheeler

- Preparing the Star staff certificates. October winners are:
 - Cathy Hanson, Administrative Associate, Registrar's Office
 - Stephanie Baker, Quality Management Specialist, Robert M. Kerry Food and Ag Products Center
 - Kaitlyn Birkhead, First Year Success Financial Planning Coach, Office of First Year Success
 - Randy Barton, Building Maintenance Mechanic, CVM Maintenance
 - Becky Farrell, Administrative Support Assistant II, School of Media & Strategic Communications
 - Susie O'Daniel, Medical Office Assistant, University Health Services
 - Joe Gray, Database Analyst, Undergraduate Admissions

- Cris Hope, Benefits Specialist, Human Resources
- Gabrielle Morris, Administrative Support Specialist, School of Architecture
- Macy Stokes, Health Education Coordinator, Wellness
- If you were in an area with one of the awardees, please get with Kristi for help delivering awards to the recipients.

Chair: Melanie Bayles

- No report

Reports of Standing Committees:

Rules, Policy and Procedures Committee: Chris Pivinski

- No report.

Communications Committee: Gary Lawson

- Please bear with Gary as he works on updating the website with current events and awards.
- He will add a link to the website to RSVP for the DSA ceremony.

Awards and Recognition Committee: Sherri Buntin

- They had 19 nominations for Distinguished Service Awards which the committee narrowed down to the top 10.
- The top three winners will be announced at the ceremony on Dec. 6th.
- Please make sure to RSVP to attend, wear your SAC shirts, and plan to mingle with non-SAC members.

Events Committee: Michelle Chitwood

- Our Daily Bread picking up food donations today.
- Donations were down to and only 2 departments donated.

Diversity, Equity & Inclusion Committee: Cara Eubanks

- Committee is working on their initiative for SAC elections.
- They are open to everyone's feedback and input for their committee.

Branch Campus Reports:

OSU-Tulsa: Candace Jackson

- They are having an ugly Christmas sweater contest.
- There & Back Again is a lunch time walk in downtown Tulsa on Nov 22.

OSU-CHS: Sherrita Sweet

- No report.

OSU-OKC: Kristin Rowan

- Holiday parties are beginning. They are making food to go since they are having to get creative.
- Dezzarae Francis has left and the VP position is currently open.

OSUIT-Okmulgee: Na-komas Blackford

- No Report

Reports of University Committees:

Faculty Council: Tashia Cheves

- She intends to forward the meeting minutes when she receives them.
- Attendees were asked to review the FAQ for the COVID mandate, especially supervisors which have their own FAQs section.
- Boosters are not part of the COVID mandate.
- The COVID mandate portal is working well and getting activity.
- Pres. Shrum provided an update and clarified that the 3% compensation program is not guaranteed to employees.
- Pres. Shrum said they are working on reviewing salary comparisons to the other Big 12 universities.

- Tashia will also forward the two presentations as they are provided to her.

Human Resources: Christa Louthan

- Friday, November 12th is the last day for open benefits enrollment.
- The IRS has raised the upper limit for the FSA and communications will be coming out.
- Guidance Resources is an excellent benefit that needs to be utilized more. It's includes a concierge service so please review this benefit and use when needed.
- We have an extra day of holiday leave at Thanksgiving.
- HR is moving. Some will be located in the General Academic Building and some is moving to the first floor of the Foundation.
- The injunction against the COVID mandate is against the OSHA mandate not the federal mandate that is OSU's mandate driver.
- The portal is working well and they have started contacting some employees regarding incomplete documentation and/or items from their exemption requests, including some exemption approvals which came out via email.
- The COVID mandate deadline has changed to Jan 4th and they will be sending communication to ask employees to upload information about their first shot so that they can start the compliance process and document where employees are at in that process.
- The process for non-compliance is in review, but initially contact will be directly with the employee.
- Please be a calming contact for your co-workers and show some grace during these conversations as it's such a polarizing topic.

GPSGA: Marcia Sun

- **Important Deadlines:** The Fall Travel Award, Co-sponsorship Fund, and the Research Materials Grant applications have been turned in and the number of applications that the Finance Committee and Treasure are reviewing is as follows: 36 travel award applications, 6 co-sponsorship applications, and 9 research materials grant applications.
- **General Assembly Meeting Information**
The fourth General Assembly Meeting of Fall 2021 will be held at 5:30 PM CDT in an online format (Zoom) and in AGH Room 101. The link to participate in the meeting remotely is always provided in the Monday Memo and sent out via email the day before the meeting.
- **November Meeting Focus: Food Insecurity and Resources**
Due to the upcoming university breaks, we would like to highlight the resources that OSU provides in fighting food insecurity for students, faculty, and staff.
OSU Night at Our Daily Bread: November 18th and December 16th, 5- 6:30 pm at Our Daily Bread Food and Resource Center 701 E 12th Ave, Stillwater, OK 74074. Open to OSU students, faculty, and staff. Must bring your OSU ID. For more information, please contact campuslife@okstate.edu | 405-744-5488.
- For Tulsa resources please contact aaron.t.christensen@okstate.edu.

Department of Wellness: Kim Beard

- See the attachment and please be aware of registration deadlines.

Unfinished Business:

New Business:

- A cash collection was taken up to supply Catholic Charities with Walmart giftcards for the Afghan refugee families coming to Stillwater. \$104 was collected at the meeting and a member requested a way to donate via Venmo or PayPal. Michelle Stewart offered to supply her contact information for such donations.
- Walmart gift cards will be purchased and given to Cara Eubanks who is the SAC contact with Catholic Charities. Cara will deliver the cards to them.

Announcements:

Next Meeting – **December 8, 2021** at 1:15 PM, in person at 412 Student Union Council Room and available via Zoom.

Adjournment: Motion was made to adjourn meeting by Alvina Shearer. Second was made by Sherri Buntin. Meeting was adjourned at 2:06 PM.

DRAFT

OSU Staff Advisory Council
Treasurer's Report
October 2021

SAC MAINTENANCE ACCOUNT			
1-128520			
University Allocation			\$ 28,579.00
Balance Forward			\$ 56,695.01
TOTAL REVENUES (Beg. July 2021)			85,274.01
Previous Month Bal			\$ 85,165.68
		<i>Expense</i>	<i>Credits</i>
Dearingers - SAC Desk-Wall Plates		\$ 773.75	
Joes - SAC Member shirts		\$ 358.00	
Total Credits			
Total Expenses		\$ 1,131.75	
ACCOUNT TOTAL			\$ 84,033.93
SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT			
1-995137			
Previous Month Bal			\$ 10,355.96
D			
Activity:		<i>Expense</i>	<i>Credits</i>
SAC Meeting refreshments 10/13/21		\$ 60.00	
Total Credits			
Total Expenses		\$ 60.00	
ACCOUNT TOTAL			\$ 10,295.96

OSU STAFF SCHOLARSHIP FUND		
20-31100		
Balance Forward from 9/30/2021		\$10,613.16
Fall 2021 Scholarships	-\$5,000.00	
AVAILABLE ACCOUNT TOTAL		\$ 5,613.16
Endowment		
Balance Forward 07/01/2019		\$ 121,306.38
AVAILABLE ACCOUNT TOTAL		\$ 121,306.38

The Department of Wellness

EMPLOYEE PROGRAMS



Wellness Wednesday / Nov. 17, 12-12:50pm

Jill Joyce, Ph.D, R.D., will discuss Environments that Make or Break Your Healthy Food Choices. We will dive into grocery store marketing techniques that can veer you away from your healthy grocery list and how to set up your work and home food environment to help you succeed in sticking to your healthy food plans.

Registration/cancellation deadline: November 11

To register as an "in-person" participant, call **405-744-WELL (9355)** or email **wellness@okstate.edu**
To register as a "virtual" participant, complete the online form at **wellness.okstate.edu**.



Gobble Wobble / Nov. 19, 12-12:50pm

Join us for a fun 1-mile walk at the annual Gobble Wobble Walk to support a tobacco-free OSU and Stillwater community. The first 100 registrants will receive a free "Cold Turkey" lunch and other great prizes!

Learn more at **wellness.okstate.edu**.



Massage Therapy Gift Cards

Looking for the perfect gift? Buy your loved ones a Massage Therapy Gift Certificate from the Department of Wellness this holiday season! 30, 60 and 90-minute massages available.

Call the Seretean Wellness Center **405.744.WELL (9355)**, Monday-Friday 8-5 p.m, to give a special someone the gift of relaxation.



Wellness Workshops

Wellness Workshops are provided free of charge by the Department of Wellness and are perfect for staff meetings and in-service training sessions. Presentations can be tailored to meet the needs of your staff. Most can be delivered in as few as 15 minutes or as long as one hour. Customizable presentations, workshops, and events are available by request.

To schedule a Wellness Workshop for your Department, please complete the on-line request form at **wellness.okstate.edu** at least 2 weeks before the tentative program date.



405.744.well (9355)



wellness.okstate.edu



wellness@okstate.edu



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