



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

# Staff Advisory Council Minutes

August 2, 2017 @ 1:15 pm  
Room 412 SU - Council Room.

**Guests:** Toby Tucker (HR), Lorinda Schrammel (HR), Jamie Payne (HR), Mary Talley (Wellness), Benjamin Denton (FedEx Office), Michael Schwartz (FedEx Office), Victoria Cannon (FedEx Office), Ryan Severson (OSU Athletics), Cali Ann Martin (HR), Lindsey Bereha (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:** July 2017 minutes were approved, but were subsequently revised because of changes to the information about scholarships presented by the Chair

**Approval of the Agenda:** The agenda was approved after the addition of Ryan Severson from OSU Athletics as an additional guest speaker.

**Guest Speaker:** Ryan Severson, OSU Athletics

Ryan talked about the August 31 football game and what it would mean for on campus parking. He distributed maps showing which lots would be affected (see attachment)

**Guest Speaker:** Victoria Cammon, Sales Customer Consultant, FedEx Office

Victoria and her colleagues explained that they are a corporate partner with OSU and have many services to offer the OSU community (see attachment). Among the services described were signage for events, packing and shipping, hold at location package delivery, print online services with free delivery and OSU pricing.

**Treasurer's Report:** no report

**Branch Campus Reports:**

**OSU-Tulsa/CHS:** Bria' Taylor submitted a written report (see attachments)

**OSU-OKC:** Candie McKee reported that a survey had been distributed dealing with the search for their new president

**OSUIT-Okmulgee:** no representative selected yet

**Reports of Standing Committees:**

**Rules and Procedures Committee:** Paul Leverington, no report – just getting started

**Policies, Benefits and Budget Committee:** Kristi Wheeler, no report

**Communications Committee:** Kaylie Wehr, reminder of pictures being taken at September meeting, updated OMNI website should be online soon

**Awards and Recognition Committee:** Monty Stallings, MTN report for June has been submitted, July report should be submitted by the end of the week

**Fund Raising Committee:** *Michelle Chitwood, tentatively planning a 5K run in October, have received four tickets to the football game for the homecoming raffle*

**Events Committee:** *Ashleigh Hall, no report*

**Reports of University Committees:**

**Faculty Council Report:** *No Report*

**Other:** *Department of Wellness, Mary Talley passed out Wellness flyer (see attachment), she reminded SAC that she is retiring September 1 and will be replaced by Kimberly Beard who will start August 21*

**Officer Reports:**

**Secretary:** *Melanie Bayles, sent out calendar invitations to meetings – if you did not receive, please let her know*

**Vice-Chair:** *Karissa Lowe, unveiled SAC Member Recognition program – first recipient is Ashleigh Hall (see attachment); she also gave an overview of the Leadership Workshop that the E-Team attended (see attachment)*

**Chair:** *Kristin Henderson, see attachment*

**Unfinished Business:**

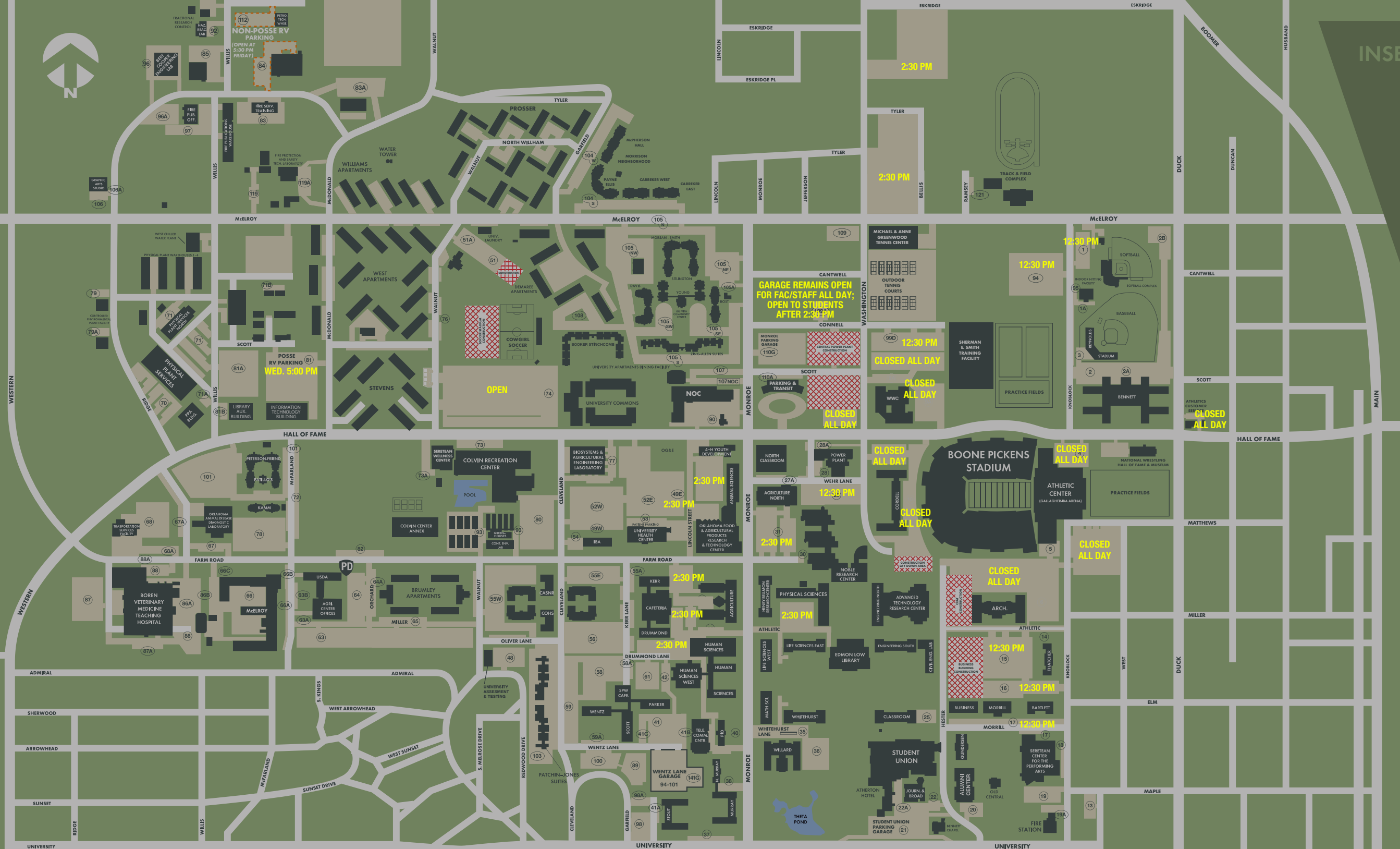
**New Business:**

*Jamie Payne announced the Dependent Tuition Waiver program and introduced Cali Martin who will be working with the program (see attachment)*

**Announcements:**

**Next Meeting – September 13, 2017 at 1:15 pm in 412 SU**

**Adjournment:** *Meeting was adjourned at 2:20 pm*



**THURSDAY NIGHT FOOTBALL**

*Tulsa* **OSU**

**TULSA vs. OSU**  
**THURS., AUG. 31, 2017**  
**6:30 PM KICKOFF**

**ALL POSSE LOTS WILL OPEN TO POSSE MEMBERS WITH PROPER PARKING TAG AT 3:00 PM.**

**MAP SHOWS CLOSING TIMES FOR CAMPUS LOTS DESIGNATED FOR FACULTY, STAFF & STUDENTS. LOT CLEARING/CLOSING TIMES LISTED IN YELLOW.**

**POSSE ACCESS PRIOR TO 3:00 PM IS PROHIBITED.**

**MAP SHOWS CLOSING TIMES FOR CAMPUS LOTS DESIGNATED FOR FACULTY, STAFF & STUDENTS. LOT CLEARING/CLOSING TIMES LISTED IN YELLOW.**



## Oklahoma State University & Affiliates\*

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202 S. Hester St,  
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Stillwater, OK 74078  
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### FREE DELIVERY

### FedEx Office OSU Contacts

FedEx Office OSU Print Center

Victoria Cammon  
Sales Consultant  
[vecammon@fedex.com](mailto:vecammon@fedex.com)  
405-269-0241

Contact Victoria for print projects that are ready to go into production, questions about pricing, services, turnaround times, and Print Online orders.

### SEE REVERSE FOR ADDITIONAL INFORMATION

### National FedEx Office Print Contact

Perry Tolos  
Sales Manager  
Cell: 407-687-4862

Email: [perry.tolos@fedex.com](mailto:perry.tolos@fedex.com)  
Contact Perry for OSU contract/program information, new or existing document programs, national programs that require multi-state print coordination, FedEx Office product/service information, meetings and/or presentations of the FedEx Office program for OSU, etc.

### Payment and Discount Access Procedures

Identify yourself as a Oklahoma State University staff associate or contractor by providing the following account number: 0460853206

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### National Pricing for all OSU business lines:

#### Color Copies

\$0.27 per each impression 24# laser (8.5 x 11-8.5 x 14)

\$0.32 per each impression 32# laser (8.5 x 11-8.5 x 14)

#### Signage, Vinyl Banners, Large Format Printing, Posters, etc. - 15% OFF LIST

Services include: Posters, Foam Board Mounting/Laminating, Floor Graphics, Elevator Wraps, Rigid Signs, Full Color Vinyl Banners, Grand Format Banners, Grommets, PVC, Coroplast Outdoor Directional Signage with Metal Stakes, Aluminum Signs, and much more. Perfect for meetings, events, and promotions.

Large Format Color Output on matte heavyweight paper is \$6.16 per square foot.

All signs, banners, posters and complex large format products are 15% off.

Please call for a quote as each sign/banner order is a custom order.

#### Plotter Output

##### Perkins FedEx Office Location

Services include: Business Process documents, Project Plans, Quick Banners, Progress/Milestone Charts, Charts and Graphs. PDF files at actual size preferred for faster service.

\$0.64 per square foot BW on white 20lb bond paper. Please call for Color pricing on 20lb paper.

#### Offset Printing, Digital Press Printing, and Variable Data Printing

Call for a quote. Have a large printing job and 7-10 business days to print the job?

Contact FedEx Office to find out if your print project may be better suited to Offset Printing and/or Indigo Digital Press printing. Offset and Digital Press printing can save you money on your next print job, while providing enhanced quality and printing results.

#### Direct Mail/Mail Merge Services

Call for a quote. Services include envelope printing, postage metering, inserting, folding and full print to mail fulfillment services. Turnaround time is 5-7 business days.

#### Black & White Copies

\$.028 per single sided impression 20 # Bond Paper (8.5 x 11 or 8.5 x 14)

\$.08 per single sided impression Color Paper (8.5 x 11-8.5 x 14)

\$.12 per single sided impression 110# White or Colored Cardstock, (8.5 x 11 or 8.5 x 14)

X 2 11 x 17 Printing (double 8.5 x 11 price)

#### Oversize

\$0.64 Oversize BW Engineering Copies up to 36" wide, 20# white bond, per square foot, 24" or 36"

\$6.16 Oversize Color printing up to 60" wide, 70# white heavyweight bond, per square foot

\$4.25 Foam core mounting (per square foot)

\$2.55 Oversize Lamination 5 mil (Gloss or Matte) (per square foot)

\$0.43 Hand trimming per piece

#### Binding and Binders

\$1.00 – \$2.99 per bind, comb/coil/velo – depends on covers/thickness/binding

STAFF: <https://printonline.fedex.com/nextgen/okstate>

STUDENT: [https://printonline.fedex.com/nextgen/okstate\\_student](https://printonline.fedex.com/nextgen/okstate_student)



**Additional Products and Services**  
 \$0.02 Machine Staple (Side or Corner)  
 \$0.90 Cutting, per cut  
 \$0.01 per sheet for 3 hole drilling  
 \$0.02 per machine fold  
 \$0.09 per hand collate/insert/fold/staple  
 \$0.29 per saddle stitching  
 \$0.43 for padding, per pad  
 \$1.69 Lamination, pouch, 8 1/2 x 11, each  
 \$1.69 Lamination, pouch, 8 1/2 x 14, each  
 \$3.39 Lamination, pouch, 11 x 17, each  
 \$0.50 Hand trimming per piece



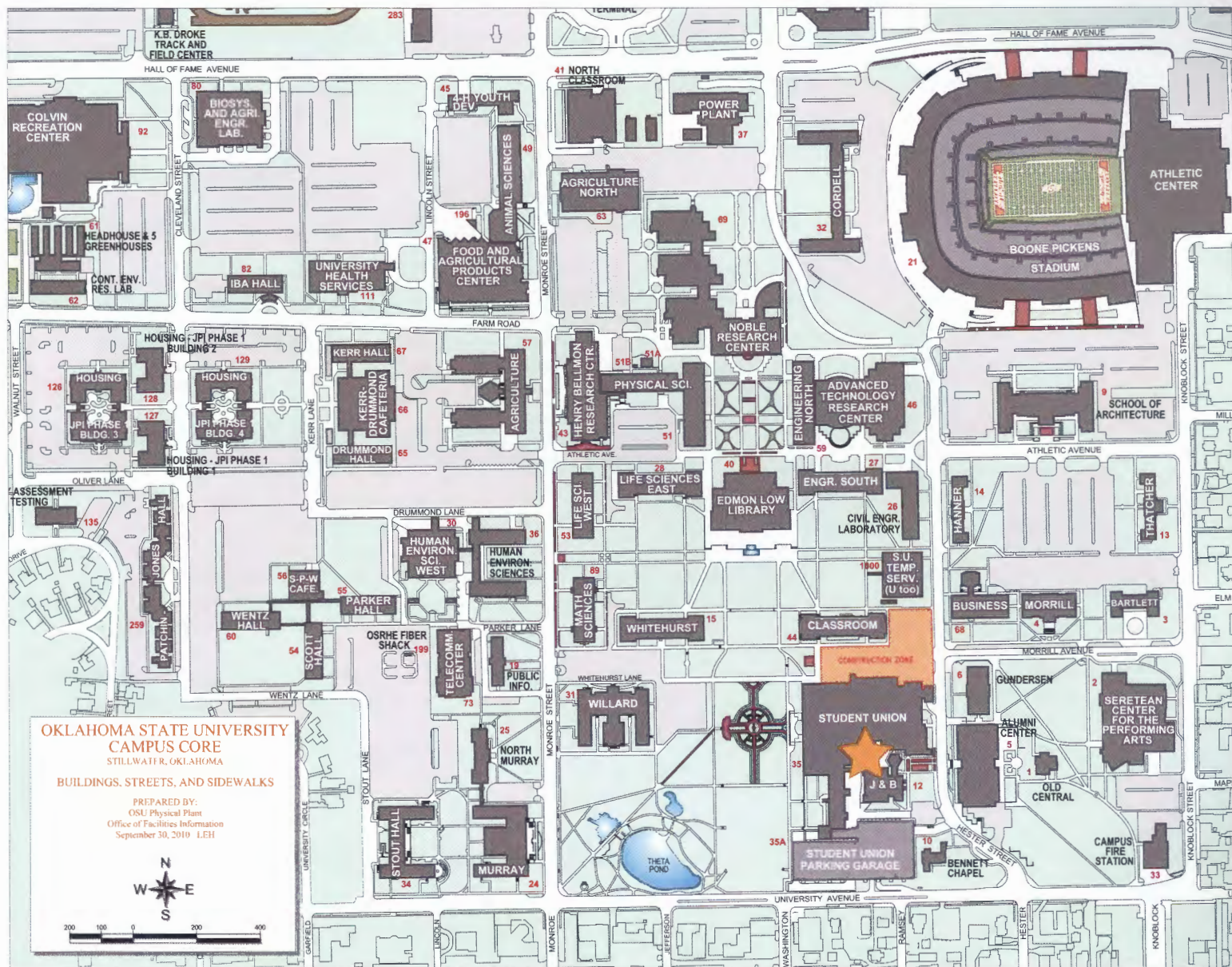
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## OSU Center for Health Sciences and OSU-Tulsa SAC Campus Update

- The SAC in Tulsa took a break from meeting during the summer due to schedule conflicts. We will resume our meetings on the third Tuesdays of every month at noon. Our next meeting is scheduled for August 22. We currently don't have any representatives from the Tulsa campus, but are hoping to recruit some people.
- While we didn't meet during the summer, our Awards and Recognition Committee along with HR presented 8 employees with a Continuing Education Scholarship for \$375/piece. This was split between funds raised by SAC throughout the previous year and HR.
- New student orientation is taking place this week for our graduate students and first year medical students. We have 116 first year medical students; 7 bridge students; 2 DO/MS; and 2 DO/MBA and the below graduate students
  - 7 new athletic training students and 10 returning athletic training students
  - 11 graduate certificate students in arson and explosives investigation (AEI); 5 MS/AEI
  - 4 Forensic Biology/DNA; 2 Forensic Toxicology/Chemistry; 4 Forensic Psychology; 2 Forensic Science Administration
  - 4 Biomedical Sciences
  - 109 Healthcare Administration
- Classes begin next week for our medical school.

### Upcoming Events:

- OSU-CHS administration is hosting a State of Institution for faculty and staff where administration will present the years of service to employees and campus update. This will be held on August 15.
- CHS is hosting an OBI blood drive on September 7 from 10-1 p.m.
- CHS is preparing for the grand opening of our new A.R. and Marylouise Tandy Medical Academic Building. The celebration will be held on Friday, September 29. The public dedication and ribbon cutting will be held at 10:30 a.m.

### OSU-Tulsa update:

- In addition to adding a new Provost and Vice President of Academic Affairs, Dr. Pamela Fry, this year, we have also added Dr. Sheryl Tucker as our new Vice Provost. Dr. Fry has been working diligently on a new strategic action plan and will share the final product at our fall faculty/staff meetings. Dr. Tucker is focusing on the recruitment of graduate students. We have also hired an Interim Director for the Oklahoma Center for Poets and Writers, Lindsey Claire Smith. Dr. Smith will revive community engagement with the Center for Poets and Writers.
- To promote the concept of everyone being a recruiter, OSU-Tulsa Human Resources presented several workshops this summer. Attendees learned more about their role in recruiting and retention and received an "Okstate in the 918" t-shirt at the completion of the training.
- As part of our faculty development series, a workshop on "Developing Hybrid and Online Courses" was recently presented to the OSU-Tulsa faculty. And will be offered this fall for faculty who were unable to attend the workshop during the summer.
- OSU-Tulsa recently opened a Veterans Center for our many student veterans. We will have a formal opening later this year.



# The Department of Wellness

Employee Programs: August 2017

## Innovator Training

Wednesday, Oct. 4, 2017  
8:30 - 11:30 a.m.

Seretean Wellness Center

Application Deadline: Sept. 27, 2017

Help encourage healthy lifestyles in your department or college by becoming an America's Healthiest Campus Innovator. Innovators provide tools, resources and peer support necessary to facilitate healthy lifestyle choices with their colleagues. To apply or for more information visit:

<http://okla.st/2gXG8iD>

## Choose You

Mondays, Sept. 11-Nov. 27  
12:10-12:50 pm

Seretean Wellness Center

Registration Deadline: Aug. 25

Choose You is a 12-week program designed for persons who are at risk for developing diabetes or those who have been told they are pre-diabetic.

This will be a fun and interactive program to encourage weight loss and lower blood glucose. To register or for more information call: 405-744-9355.

## Employee Bootcamp

Sept. 12-Nov. 16  
5:45-6:45 a.m.

Colvin- 4 Gym South

FREE

Registration Deadline: Sept. 8

Employee Bootcamp is just for OSU Employees at no charge! Employee Boot Camp is designed to push the limits of metabolic conditioning. Workouts consist of high intensity body weight strength and plyometric exercise with short intervals.

Register at:

<http://okla.st/2uRCWt0>



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

## Wellness Wednesday

Wednesday, Aug. 9  
noon-12:50 p.m.

Seretean Wellness Center Lecture Hall  
Registration Deadline: Aug. 4

Join Lee Dukes, VP Clinical Outcomes and Customer Experience for Catapult Health, to learn how to recognize your habits-your cow paths - and make simple changes that improve your physical and mental well-being. We all have habits. Some are good. Some are not so good. Join us for a light hearted look at a serious subject.

## Wellness Wednesday

Wednesday, Sept. 20  
Noon-12:50 pm

Seretean Wellness Center Lecture Hall  
Registration Deadline: September 15

Join Ilda Trotta Hershey, OSU Sustainability Coordinator, for tips on planning events and gatherings while being good stewards of our resources and energy. The presentation will provide tips for OSU events, conferences, family gatherings, catering, holiday shopping, and entertaining. To register or for more information call: 405-744-9355.

## Catapult Health Screenings

Fall 2017

By Appointment

Register now for your free confidential health screening. The screening consists of: a diagnostic blood test, measured biometrics, a consultation with a Nurse Practitioner, and a copy of your personal results. Screenings are available to employees and their covered spouses who are enrolled in OSU BlueCross BlueShield health plans. Schedule your appointment at: [WWW.TIMECONFIRM.COM/OKSTATE](http://WWW.TIMECONFIRM.COM/OKSTATE)

SAC EMPLOYEE SPOTLIGHT

# ASHLEIGH HALL

BIOSAFETY SPECIALIST @ UNIVERSITY RESEARCH COMPLIANCE



**Who is your hero and why?**

My grandma because she is very courageous, selfless, patient and caring to everyone.

**What is something about you that would surprise people?**

I have a background in 4H and FFA.

**What is one of your guilty pleasures?**

Sleeping in and shopping!

**What is something you would like to learn to do?**

I would like to learn to play the fiddle and guitar.



## **SAC Purpose**

- Be the voice for staff
  - To help
  - To be the liaison between staff and administration
- Be the voice to staff
  - To engage
- Promote the value of staff
  - To recognize
  - To appreciate
- Make OSU a great place for staff to work
  - To boost morale
- Represent OSU in a positive manner
- Set up the council for future years



1

Improve communications and representation

2

Increase SAC knowledge and knowledge of SAC

3

Increase fundraising

4

Increase diversity of candidates

Stress administration involvement.

Executive Team meets with Joe Weaver once a month to discuss what SAC is doing and get updates on campus ongoing.

Cordell comes down next year. Will become a parking lot. More parking for Staff!!

SSB building finished this winter and move in ready by spring break.

Executives also meet with President Hargis at the end of this month and will meet with Gary Sandifer in September

\*Administration is open to hearing our voice and is receptive to new ideas

My goal as chair is to help relay your concerns/ideas to Administration as well as relay information from the administration back to SAC

I have only had one person say that they do not have time to serve on two committees. As of today you committee assignments are what they are. We need everyone's involvement to achieve the purpose of SAC and accomplish our goals.

\*Per Policy

"The OSU Staff Advisory Council Constitution Article II, Section 3 specifies that "Any member of the Council who is absent from four (4) regular meetings of the Council during a Council year (July-June) may have his or her seat on the Council declared vacant by the Executive Officers and Chairs of the Standing Committees."

We want everyone engaged and involved not only in regular meetings but committee meetings as well.

Our Goals

Improve communications and representation

Relay information from this meeting back to your departments. Place fliers on departmental bulletin boards. Tell people about our events and fundraisers. GET INVOLVED don't just show up

Increase SAC knowledge

The ETeam is going to make a conscious effort to better communicate with the group about University on goings (like our admin meetings) and about our funds-where they come from and how can we help them be more lucrative

Increase knowledge of SAC

Ties into goal #1, let people know we are here to be a voice to the administration for them! We are more than just a raffle selling or event planning group

Increase fundraising



We want to give out more scholarships and provide more opportunities for staff to get involved-our fundraising committee has some really great ideas moving forward but it will take EVERYONE participating to achieve this goal

Increase diversity of candidates

Our next election we want more diverse culture, viewpoints, staff positions, and locations. Working with the communications committee and getting our name out there will help increase the candidate options and diversity.

To achieve these goals it will take the entire SAC committee working together. Let's build a better council for the future.



## Employee Dependent Child Waiver Benefit

Beginning Fall 2017, dependent children of OSU employees will be eligible to receive a 100% undergraduate student resident tuition waiver for OSU Stillwater and OSU Tulsa courses.

### Dependent Child Waiver Details

- 100% of undergraduate resident tuition\*
- Does not include fees and/or housing
- Applies only to courses charged regular tuition rates, excluding outreach exception (OUTE) courses, NOC courses, and audit courses.
- Graduate courses are covered for students with a primary undergraduate matriculation.
- Excludes high school concurrent students
- The dependent waiver can be combined with other institutional waivers not to exceed the amount of qualifying tuition charged. This will include only the tuition portion of the block rate.

### Employee Requirements

- Continuous, full-time, regular employee (0.75 FTE) of OSU-Stillwater, OSU-Tulsa or OSU Center for Health Sciences for at least two years at the time the dependent receives the benefit. Includes OSU Cooperative Extension and OSU Experiment Station employees.
- Provide proof of dependency, such as a tax return or birth certificate

### Student Requirements

- Under the age of 26 as of the first day of applicable term
- Full-time (12 hours) for fall and spring semesters
- Primary matriculation must be undergraduate
- Degree-seeking status
- Must maintain a 2.0 overall GPA
- Cannot be in the Tuition Lock Program
- Maximum award period of 4 academic years
- Deadline for application to OSU is September 1 for the following fall semester and the Friday prior to the beginning of the spring semester

More information can be found at <http://hr.okstate.edu/employee-dependent-child-waiver-benefit>.

For questions regarding employee eligibility, contact Human Resources. For questions regarding student eligibility, contact the Office of Scholarships & Financial Aid.

\*A dependent child who does not qualify for in-state residency will have 100% of the *out-of-state* portion of tuition waived, but will still be responsible for the remaining in-state portion of tuition.

**Cali Martin**  
Benefits Representative

Human Resources  
106 Whitehurst  
Stillwater, OK 74078  
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Fax: (405) 744-8345  
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