



Staff ADVISORY COUNCIL

OSU STAFF ADVISORY COUNCIL MINUTES
April 12, 2017 – 412 Student Union-Council Room

“The council that’s working for you.”

Guests: Liz Tarbutton (HR) and Mary Talley (Wellness Center)

Chair Sue Goad called the meeting to order at 1:17 p.m. and the roll call was completed.

Title IX Investigator, Paul Leverington, was seated on council

Approval of Minutes: March 2017 minutes were approved with changes

Approval of Agenda: The agenda was approved with changes

Guest Speakers:

Nancy Trench, Assistant Director of Fire Protection Publications: gave an overview of services provided by FPP. FPP is the largest provider of fire publications in the US and possibly the world. She also spoke in depth of their Free Smoke Alarm and Alert Equipment for Oklahomans with a Disability. For more information on the program please see *attachment A*. If you or someone you know is interested in signing up for the program please contact Oklahoma ABLE Tech at 888-885-5588.

Dr. Leon McClinton, Director of Residential Housing: Promoted “Cowboy Carriers” a volunteer program for move-in week. The hopes of this program is to increase occupancy and retention is on-campus living. Volunteers are being accepted now for move-in on August 16th. Shifts will be 2 hours long from 8am-6pm. Volunteers needed to help occupants move-in and assist them at the check in tables. Please see the SAC newsletter for more information on how to volunteer.

Treasurer’s Report: *attachment B*

Branch Campus Reports

OSU-Tulsa/CHS: *no report*

OSU-OKC: *no report*

OSUIT-Okmulgee: *no report*

Report of Standing Committees

Rules & Procedures: Melanie Bayles- *nominations for open seats ended on Friday, April 7th. There were 5 nominations received and there are 9 openings on council. Elections will be the last 2 weeks in April.*

Policies, Benefits, and Budget: Kristin Henderson – *getting closer to completing the answers for questions from the Staff Survey that was sent out in the fall. Received 1 application for the past SAC member scholarship.*

Communications: Kaylie Wehr – *attachment C*

Awards & Recognition: Karissa Lowe – *DSA Committee has met and identified some areas of the process that could be changed for next years ceremony.*

Fund Raising: Michelle Chitwood – handed out parking raffle tickets and fliers.

Events: Sarah Axtell- attachment D

Report of University Committees

Faculty Council Report: attachment E is the report for March.

Items discussed in April: Residential Housing is working to establish “learning groups” with Parker Hall becoming a Learning Group for ATRC Students. Sr. VP & Genrl Couns, Gary Clark did not have anything to report concerning the the budget for 2017-18. There will be 4 Graduation Commencements in May.

Department of Wellness: Mary Talley spoke about Attachment E

Officer’s Reports

Secretary’s Report: Toby Tucker – Pete’s Pet Posse is hosting a shoe drive until May 30th. Accepting donations of new and gently used shoes that will be donated to countries in need. Please get in contact with me at toby.tucker@okstate.edu if you would like to donate.

Vice Chair’s Report: Jovette Dew – no report

Chair’s Report: Sue Goad – June 14th meeting will be held in the Willard Hall Living Room with lunch being served to current and oncoming SAC members as well as President Hargis and VP’s from campus departments.

Unfinished Business - none

New Business – Some members need SAC shirts. Those needing shirt need to get with Toby and Jennifer so proper sizes could be ordered.

Announcements –The next meeting will be May 10, 2017 @ 1:15 p.m. in 412 SU- Council Room

The meeting was adjourned at 2:23 p.m.

Respectfully submitted,

Toby Tucker

Attachment A1



Will you be alerted in time to escape if you have a fire?

Free Smoke Alarms and Alert Equipment for Oklahomans with a Disability*

*Who Is Eligible?

Oklahomans of all ages with a documented disability of:

- deaf
- hard of hearing
- blind
- low vision
- use of a mobility device

To qualify, applicants must have a professional attest to their disability as part of their completed application.

How Do You Apply?

Submit your application online at: www.okabletech.okstate.edu

-or-

Complete the application found on the back side of this flyer and send to Oklahoma ABLE Tech by mail, fax, or email.

Oklahoma ABLE Tech

1514 W. Hall of Fame
Stillwater, OK 74078

Phone: 888.885.5588 (v/tty)

Fax: 405.744.2487

Email: abletech@okstate.edu

Program available while supplies last.



The Oklahoma Assistive Technology Foundation (OkAT) has been awarded a grant from the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) to install smoke alarms and alert equipment in the homes of individuals with a disability.* OkAT partners with Oklahoma ABLE Tech, and Fire Protection Publications at Oklahoma State University to offer this free program to Oklahomans.

Program Features:

- Installation of smoke alarms and alert equipment in the home
- Equipment will include a bed shaker and very loud, low-frequency bedside alert signal; and, in some homes, a strobe light to alert individuals who are deaf in the event of a fire
- Help with planning a home fire drill
- Assistance with a home safety survey to prevent fires, burns, falls, and other common home injuries



Attachment A2

Date of Application _____

"Fire Safety Solutions" Smoke Alarm Application

To participate in the program, you must:

- Answer all questions on this application;
- Be a resident of Oklahoma;
- Have a professional attest to the disability (see "Proof of Disability") signature line below
- NOT live in an institutional facility (dorm, nursing home, etc.)

Applicant Information

Last Name: _____ First Name: _____

Installation Address: _____ Date of birth: _____
STREET ADDRESS MO/DAY/YEAR

CITY ST ZIP

Mailing Address (if different from above) _____
STREET ADDRESS

CITY ST ZIP

Primary Phone: _____ Alternative Phone: _____

Email Address: _____ Is email a good way to contact you? Yes No

Contact Person (please provide information for a Contact Person if you need assistance with scheduling the smoke alarm installation.)

Last Name: _____ First Name: _____

Primary Phone: _____ Alternative Phone: _____

Email Address: _____ Did the Contact Person assist you with this application? Yes No

Additional Information (please check the answer to the questions below. Answers help us select the best equipment for your needs.)

- | | | | |
|--|--|----------------------------------|---------------------------------------|
| 1. Type of Residence | 2. Primary Disability | 3. Primary Language | 4. Preferred Format of Support |
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Deaf | <input type="checkbox"/> English | <input type="checkbox"/> Standard |
| <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Hard of Hearing | <input type="checkbox"/> ASL | <input type="checkbox"/> Electronic |
| <input type="checkbox"/> Apartment | <input type="checkbox"/> Blind | <input type="checkbox"/> Other | <input type="checkbox"/> Braille |
| <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Low Vision | | <input type="checkbox"/> Large print |
| | <input type="checkbox"/> Mobility | | <input type="checkbox"/> Audio |

Proof of Disability (as proof of disability - a professional may attest that you have a qualifying disability with their signature below.)

SIGNATURE _____ TITLE _____

Mail, fax, or email this completed application to:

Oklahoma ABLE Tech, c/o Smoke Alarm Application, 1514 W. Hall of Fame, Stillwater, OK 74078-2026

FAX: (405) 744-2487 | EMAIL: abletech@okstate.edu

Questions? Contact us at (405) 744-9748 (v/tty) or toll-free (888) 885-5588 (v/tty)

Attachment B1

**OSU Staff Advisory Council
Treasurer's Report
April 12, 2017**

SAC MAINTENANCE ACCOUNT (Year to Date)		SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT	
1-128520	TOTAL	1-995137	TOTAL
Balance 7/1/2016	\$20,000.00	INCOME	
General Fund Salary	9,300.00	Balance Forward	10,152.35
Univeristy Allocation	21,793.00	Valentine Raffle	556.00
Carry-Over	16,048.17	Homecomming Fundraiser	
		SAC Celebration Vendor Tables	
		TOTAL REVENUES	10,708.35
TOTAL REVENUES	47,141.17	EXPENSES	
EXPENSES		Office Supplies	-
Distinguished Svc Awards	8,179.61	Parking Raffle	-
Reimb Dist Svc Awards	-	Transfer to Foundation	
Staff Appriciation Day		TOTAL EXPENSES	-
SAC Shirts		ACCOUNT TOTAL	10,708.35
Office Supplies	89.34		
Other (trophy, etc.)			
Fundraising Supplies			
Parking Raffle Sign (Facility MGMT)	119.12		
Training Lunch in June			
End of Year Plaques	927.55		
Transfer to neg. acct. 1-28520			
TOTAL EXPENSES YTD	9,315.62		
ACCOUNT TOTAL	\$37,825.55		

SAC SERVICE AWARD ACCOUNT	
1-128522	TOTAL
Balance Forward	20,000.00
Budget Reduction	
Transfers In	
donation from OSUF	
Salaries, Wages & Other	
TOTAL REVENUES	20,00.00
EXPENSES	
Reimb Dist Svc Awards	
MTM Service Awards	765.47
Recapture	
TOTAL EXPENSES YTD	13,785.28
ACCOUNT TOTAL	6,214.72

Funds Deposited with OSU Foundation
February 8, 2017

<u>OSU STAFF SCHOLARSHIP FUND</u>		<u>OSU STAFF PROFESSIONAL DEVELOPMENT FUND</u>	
20-31100		20-99530	
Cash		Cash	
Balance Forward as of 7/1/2016	\$22,085.16	Balance Forward 7/01/14	\$380.00
		Fiscal Year to Date Activity	-
Balance	\$22,085.16	Balance	380.00
Endowment		Endowment	
Balance Forward 7/01/16	120,190.13	Balance Forward 7/01/16	-
Fiscal Year to Date Activity	290.00	Fiscal Year to Date Activity	-
Balance	120,550.13	Balance	-
ACCOUNT TOTAL	<u><u> </u></u>	ACCOUNT TOTAL	<u><u>\$380.00</u></u>

Attachment C

Communications Committee Updates

April 12, 2017

- Photographer scheduled for Staff Celebration Day
- SCD flier created – awaiting final details
- SCD webpage created – all info (& flier when complete)
- April newsletter (tentative release 24-28)
- Omni site migration in progress

Staff Advisory Council – Events Committee Report

Staff Celebration Day

We have created a sign-up sheet for the event - start passing at the beginning

Please note that everyone is expected to help. If you do not sign up for a slot today, you will be assigned a slot and it will be emailed to you. If you are available to help out the entire event, please still sign up for specific areas. Each position has been broken down into 1-2 hour time slots to hopefully accommodate everyone's availability. Please include the best phone number to reach you at in case we need to get ahold of you the day of the event.

We are almost finished with planning the Staff Celebration Day event. The event will be May 23, 2017 at Boone Pickens Stadium from 11AM to 1PM. There will be registration for the event on Event Brite. The caterer will be Mexico Joes serving a nacho bar with 2 meats, 2 quesos, 2 beans, toppings (lettuce, tomato, etc.), a cookie and a drink. Chips will be pre-plated to assist with speed and portion control. Drinks available will be tea and water. Joe and Buffy will also be available for pictures from 11:30AM to 12:30PM. The student store will be open for shopping and they will accept cash or card. Like last year, Bursar for staff members will not be accepted. We do a walk through May 9th to determine final set up.

Insomnia cookies has also donated 600 cookies to the event. 10 dozen will be given away as door prizes. The rest will be used as thank you gifts for the departments who donate their time and to other groups who need thanked.

We are still awaiting confirmation from Pistol Pete and Bullet, Shake, Rattle and Roll for the photo booth, Jonathan Meyer (magician), and vendors.

*If you know of anyone who would be interested in setting up as a vendor please feel free to reach out to them. Please check with Michelle or Ashleigh to make sure they haven't already been contacted.

Budget Breakdown

Total: \$17,653.00

Venue - \$2,000.00
Catering - \$14,508.00
Joe and Buffy - \$75.00
*Entertainment - \$200.00
Pistol Pete - \$100.00
*Shake, Rattle, and Roll - \$300
Misc. - \$100
*Bullet - \$100 (cost unknown)

Expected Total: \$17383.00

*= denotes expected costs

Leftover: \$270.00

Tucker, Toby Brooke

From: Lowe, Karissa
Sent: Wednesday, March 22, 2017 8:52 AM
To: Tucker, Toby Brooke
Subject: faculty council report

Hi Toby – Below is my notes from the faculty council meeting on 3/21 @ 3pm.

- Provost Sandefur mentioned they have 4 finalists for the dean of CVHS. They will announce the 4 soon and they will be coming to campus the week of 3/29.
- Provost Sandefur said the School of Global Studies & Partnership is going through a dean search.
- Weaver said that American Airlines changed the flight times, and he was disappointed that AA didn't discuss the changes with OSU administrators. OSU is trying to re-open negotiations as they don't believe the times are as beneficial to the OSU Community. (He did not mention what the change was or when it began).
- Dr. Bird announced that she had not heard about any student losses over spring break which is a success!
- GPSGA passed a resolution to support diversity amongst graduate students.
- GPSGA also found an old document showing they graduate students should get 6 senate seats, so they are working with SGA to increase their graduate student seat holders over the next couple of years.
- AAUP's academic freedom forum is on April 11 at 130-230pm in 416 SU.
- Women's Faculty Council's End of Year Awards Reception is on April 13 at 330pm in the Helmerich Browsing Room in the Library.
- Women's Faculty Council will host a Gender Bias, Women, and Advocacy panel on March 29 in ITLE 126 from 4-5pm.
- Graduate Faculty Council reviewed and approved the online delivery of the MS of Agriculture in International Agriculture and the MS of Science in International Agriculture.
- Graduate Faculty Council is created a best practice for performing criminal background checks on GRAs and GTAs.

Karissa Lowe

Assistant Director of Operations

Oklahoma State University

Department of Wellness

101 Colvin Center

Stillwater, OK 74078

P: 405-744-5510

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The Department of Wellness

Employee Programs: April/ May 2017

Family FIT

Saturdays, Mar. 25, Apr. 22, 29, May 6
9:30- 10:15 a.m.
Colvin Recreation Center, Dance Studio 1
Free

Looking for a way to keep your family active? You and your children, age 6 years and older, can be active together, helping the whole family develop a healthy lifestyle. This 6-week series features different class formats each week- such as yoga, dance party, POUND or total fitness.



Wellness Wednesday: Fire is Everyone's Fight

Wednesday, April 19
Noon
Seretean Wellness Center
Registration Deadline: April 14, noon
Free; \$10 fee for no-shows

Join Nancy Trench, a leader in designing and implementing home fire safety projects. She will discuss home fire facts and provide steps you can use to be more fire safe.



Sneaker Day

Friday, May 5
Noon
Student Union Plaza
Free

No matter what your attire is, wear your sneakers and get as many steps as you can throughout the day. Join us at the Student Union Plaza for a group photo with President Burns Hargis and First Cowgirl Ann Hargis, free samples from University Dining services, Health and Wellness booths and Pete's Pet Posse therapy dogs!



Yoga in the Garden

Thursdays, April 6- May 25
5:30 p.m.
Botanic Garden
Free

Come relax and unwind through yoga practice and guided relaxation in the Botanic Garden. Bring your mat and join Yoga Therapist Gabbee Lofton as we shed the worries of the day and welcome nature's energy into our body, mind and spirit. In addition to a yoga mat, participants may want to bring water, sunscreen, insect repellent and a small hand towel.

Summer Hustle

Mon. Tues. Wed., June 5 - July 28
Noon or 5:15 p.m.
Seretean Wellness Center
Registration Deadline: Monday, May 1

Join us for an 8-week program designed for individuals who have not been exercising more than twice a week. Participants will work to develop and maintain a healthy lifestyle with guidance from an Exercise Physiologist and Registered Dietitian.

Wellness Wednesday: Helping Achieve Financial Security

Wednesday, May 17
Noon - 12:50 p.m.
Seretean Wellness Center
Registration Deadline: Friday, May 12
Free; \$10 fee for no-shows

Everyone talks about a budget, but how many of us actually make or stick to one? Join us for budgeting and saving strategies. Learn the importance of cash flow and find ways to plan for your future financial well-being.

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Twitter @OSUWELL
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