



Staff Advisory Council Minutes

August 5, 2020 @ 1:15 pm

Via Zoom

STAFF ADVISORY COUNCIL

Guests: Lynn Burgett (OSU-OKS), Kim Loeffert (WFC), Karen Castle (OSU-Tulsa) Sherrita Sweet (OSU-CHS), Christa Louthan (HR), Kristen Rowan (OSU-OKC), Angela Cross (OSU-VPAF), Liz Tarbutton (HR), Kim Beard (Wellness)

Call to Order: *Tashia Cheves* called the meeting to order at 1:15 pm

Roll Call: We had 23 members present.

Approval of the Agenda: *Elaine Johns* made a motion to approve the Agenda, *Kaylie Wehr* was second. Agenda was approved.

Approval of the Minutes: *Aaron Moore* made a motion to approve the minutes, *Elaine Johns* was second. Minutes were approved.

Guest Speaker: Kim Loeffert- Women's Faculty Council

- Women's Faculty Council along with Staff Advisory Council, Graduate and Professional Student Government Association, and College of Arts and Sciences Equity Advocates have put together a list of Best Practices for Supervisors Supporting OSU Faculty, Staff, and Student Caregivers During COVID-19. It has been presented through Dean's Council and University Officials have indicated they will continue to use recommendations when making University Wide rulings.
- OSU-HR has put together a list of more concrete options for employees slated to go out in early August.

Officer Reports:

Treasurer Report: *Mary Mach*

- No Report

Secretary: *Ashleigh Hall*

- Sending out sign-up sheet for Faculty Council representative
- Sending out suggestion for Guest Speakers

Vice-Chair: *Melanie Bayles*

- Please review the attendance policy. You may be granted up to 4 absences in 1 year before you are removed from the council.
- If your job has changed recently and you no longer are able to fulfill obligations for SAC, feel free to step down voluntarily. You always have the ability to join again when your time allows.

Chair: *Tashia Cheves*

- No report

Branch Campus Reports:

OSU-Tulsa: Annette Morey/ Karen Castle

- See Attachment A

OSU-CHS: Sherrita Sweet

- See Attachment B

OSU-OKC: Lynne Burgett

- See Attachment C

OSUIT-Okmulgee: Na-komas Blackford - No Report

Reports of Standing Committees:

Rules, Policy and Procedures Committee: *Kimberly Meints*

- *No report*

Communications Committee: *Kaylie Wehr*

- *No report*

Awards and Recognition Committee: *Elaine Johns*

- Will begin planning for Distinguished Service Awards this month. We are exploring options for the awards ceremony in December.

Events Committee: *Michelle Chitwood*

- *No report*

Reports of University Committees:

GPSGA:

- Flyer for their 1st Annual General Meeting
<https://campuslink.okstate.edu/event/6149398>
- Meeting Schedule
<https://gradcollege.okstate.edu/gpsga/meeting-information-and-attendance.html>

Human Resources:

- Talent Development will be 100% online this semester. They are moving this direction because of COVID and also to be in line with University goal in allowing space for student classes.
- HR is not carrying as many open positions online as usual. Looking to have more posted possible mid semester.
- New benefit selections with more options for employees will be available this year.
 - COVID is covered at 100%- All cost associated with COVID is covered at this time (testing, treatment, etc.)
- Title 9 Federal regulations have released- will be implemented by August 14, 2020. Look for more communications to be released soon.
- COVID-
 - Discussions are being communicated through Town halls, e-mail and twice weekly meeting with University officials.
 - Looking for additional areas of response.
 - Alternate work accommodations are being made at this time through the Office of Equal Opportunity.
 - Working from home has been extended through the fall semester only at this time but possible to extend through the spring as needs arise.
 - What to do if exposed-
 - Do not come to work ill for ANY reason!
 - UHS and Payne County Health Department will do contact tracing.
 - Employees who work closely with known positive co-worker will be sent home to work for 14 days.
 - Quarantine after travel- You will not be required to quarantine unless it is mandated by state law.

Department of Wellness: *Kim Beard*

- Colvin opened Monday August 3, 2020 in Phase 1.
 - Entrance only through the Academic wing.
 - Masks are required moving about the building
 - Masks are NOT required when you are working on a machine.
- Phase 2 of reopening on August 17, 2020.

- Visit the re-opening guidelines for more information
https://go.okstate.edu/coronavirus/campus-reopening-plan/plan-at-a-glance/campus-life-facilities/colvin-recreation-center.html?utm_source=OSU+Communications&utm_campaign=7e25f6780e-Wellness_Employee_1_3_18_COPY_01&utm_medium=email&utm_term=0_ef85cdae6a-7e25f6780e-20595309

Unfinished Business:

None

New Business:

None

Announcements:

Next Meeting – **September 9, 2020.** 1:15 PM, via ZOOM

Adjournment: Motion was made to adjourn meeting by *Jenny Cundiff*. Second was made by *Alvina Shearer*. *Meeting was adjourned.*

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Attachment A

OSU-Tulsa SAC Updates – August 5, 2020

- OSU-Tulsa President, Pamela Fry, selected for Leadership Oklahoma Class 34
- OSU-Tulsa is mirroring Stillwater procedures for options for class offerings as much as we can to make things consistent for our shared faculty and students.
 - Traditional: On Campus (Socially distanced classrooms with other students)
 - Traditional: Remote/Hyflex (Wherever you are, utilizing a web conferencing app)
 - Blended/Hybrid (Limited sessions in a socially distanced classroom, the rest online)
 - Online (Completely online)
- Renovation of our Student Union should be completed at the beginning of the fall semester.
- We have several important initiatives tied to the 1921 Race Massacre and we are also working on some new Centers and programs tied to inclusion and diversity



Attachment B



Staff Advisory Council – Minutes

The Staff Advisory Council will meet on **June 16, 2020 at 12p**
Zoom

Join Zoom Meeting

<https://zoom.us/j/94913683528?pwd=M0l0VVFwUTZBcHN2NFZKSXpXUFpZUT09>

Meeting ID: 949 1368 3528

Password: 601284

All meetings are open to all staff of OSUCHS.

- A. Call to Order: Sherrita Sweet at 12:04p
- B. Roll Call: Michelle Loveless, quorum met
- C. Approval of Minutes: 5/19/20
 - Heather Hagan motion to approve, Darlene DuBois seconds motion, minutes approved.
- D. Approval of the Agenda
- E. Reports of University Committees:
 - Administration- None
 - Facilities- None
 - IT- Jessi Roberts
 - Switching to new different encryption software, all computers that need to be encrypted are laptops, shared clinic computers, and front office computers. IT will reach out to you to get that done.
 - Computers are getting Office365; IT is pushing out TechTips to help employees maximize what they can do within Office365. Process needs to be done by the end of July or early August. IT will reach out to you in order to install on your computer.
 - IT has been working on getting connection and training for those on the mobile COVID testing bus; setting up different locations for that bus.
 - IT is working to protect others by wearing masks and using hand sanitizer when working on computers, but remember to always sanitize your workspace after others have come in contact with it.
 - Wellness- None
 - HR- Tina Tappana
 - Reminder for personal travel: out-of-state or country, you need to contact the Occupational Health Nurse before you return back to work. Most people will not have to quarantine, but it will depend on where you go and how you travel (personal car vs. air). No restrictions for in-state travel right now.

- We are still concerned about our vulnerable populations, so please let us know if you have any concerns about coming back to work on campus.
- HR is looking at some virtual training options for the fall. Staff training conference will likely be virtual as well as a certificate training program.
- Please wear face coverings while at work in public spaces!
- Security- none

F. Officer Reports:

- Secretary - Michelle Loveless
 - 20-21 Meeting Dates were sent out, save these on your calendars
- Treasurer - Darlene DuBois
 - Still have outstanding awards check from last year; David has reached out to the recipient and they know there has been an issue with the deposit, so we are waiting to hear back from them. After that is resolved and the check is deposited, the SAC account will have \$2005.08.
 - Foundation Account discussion for Continuing Education Award Recipients (\$480 per recipient): see attachment below.
 1. Vote to approve the award amount of \$480 per recipient, utilizing the specialized foundation account, and approving Darlene to write those checks once the recipients are confirmed with HR: to vote on issue David Juergens, Jen Poplaski seconds motion, vote passes
 - Can we create a disclaimer on our award letter stating that you only have 30 days to cash this awards check, or the award will be forfeited, in order to protect the SAC accounts? Also, the check holder is responsible for reporting this scholarship to their Bursar for Financial Aid Purposes? SAC is fine with creating this letter to be signed by award recipients in order to protect SAC accounts.
- Vice Chair – Diana Sanders, none
- Chair –Sherrita Sweet
 - Audit
 1. Went well with no major discrepancies. There was one small discrepancy with the VENMO account usage, but it was tracked down and all accounts are reconciled with no issues.
 - STW SAC Bylaws Change- More "yes" votes than "no," so we will vote to retain the current Executive Board
 1. Lauren Sparks motions to vote on keeping the current Executive Board for next term, Heather Hagan seconds motion, vote passes, and current Executive Board will remain for the 20-21 term.

G. Standing Committees Report:

- Rules and Procedures Committee- Michelle Loveless
 - Emergency Bylaws Edit for COVID-19- passed and will save in the Bylaws folder on the G drive.
- Communications Committee- Ben Rains, none
- Awards and Recognition Committee- Sherrita Sweet

- Continuing Education Award and the Award of Excellence have been sent out. Hope we can start disseminating checks to those awardees next week.
- Two recipients (one exempt and one non-exempt staff member) for the Excellence Award, and 5 recipients for the Continuing Education Award.
- Outreach & Fundraising Committee- Emily Holman, none

H. New Business:

- We need Committee Chair nominations!!!
- Current Racial Climate- the floor is open for staff to contact SAC if there is any unrest that needs to be addressed with Administration. Let us know if you have any thoughts about what OSU-CHS should be doing in this climate.

I. Announcements:

- Suggestions "Box"
- New members interested in joining SAC please let the Secretary Michelle Loveless know!

J. Adjournment: 1:11p

- Next Meeting: July 21, 2020 12p via ZOOM

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SAC Meeting
Aug 5th, 2020
OSU-OKC Report

New Vice Chair OKC, Lynne Burgett, introduced to SAC.

OKC campus opened to the public on Aug 3rd, 2020. Staff is on rotating schedules where we have some people from each department working on campus each day.

Meetings are conducted via zoom.

Wellness center not open yet, but they have been making workout videos that demonstrate how to exercise at your desk.

No meetings yet for Staff Council committees.

No other news to report.

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