



# Staff Advisory Council Minutes

December 9, 2020 @ 1:15 pm

Via Zoom

## STAFF ADVISORY COUNCIL

**Guests:** Lynn Burgett (OSU-OKS), Christa Louthan (HR), Kristen Rowan (OSU-OKC), Megan Berg (GPSGA), Chris Barlow (UHS), Olivia Woody (OSU-Tulsa), Sherrita Sweet (OSU-CHS)

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

**Roll Call:** We had members present.

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

**Approval of the Agenda:** *Kimberly Meints* made a motion to approve the Agenda with minor changes, *Elaine Johns* was second. *Agenda was approved*.

**Guest Speaker:** Chris Barlow- University Health Services

- Overall Fall 2020 went off fairly successful.
  - Spring Semester planning to look very similar to the fall
  - January 19, 2021- students return to campus
    - Re-entry testing will take place at UHS
    - Encouraging staff who travel to use available resources when returning.
- Payne County is currently experiencing community wide spreading
  - December 9, 2020 Payne County had approximately 50 cases per 100,000 people
  - Hospitals are filling and working with reduced staffing
- Campus has shown overall adherence to safety protocols.
  - Do not see an immediate need to enforce drastic changes to the campus life to slow the spread of COVID-19.
- Vaccine Update
  - Campus will follow along with the phased approach from the Oklahoma State Department of Health
    - Official date of campus distribution is not determined yet
    - Expected during spring semester
  - OSU has registered several ultra low freezers space on campus for vaccine storage.
  - UHS is encouraging staff/faculty continue to follow safety protocols put in place during the vaccine distribution. Now is not the time to let your guard down!

## Officer Reports:

### **Treasurer Report:** *Mary Mach*

- See Attachment **A**

### **Secretary:** *Ashleigh Hall*

- *No Report*

### **Vice-Chair:** *Melanie Bayles*

- *No Report*

### **Chair:** *Tashia Cheves*

- Ms. Cheves has been selected to serve on the Presidential selection committee. They have had the 1<sup>st</sup> meeting and will be meeting again in January. She wanted to reiterate to the council that she is representing the staff by serving this committee and if anyone has and comments/questions/suggestions, please reach out via e-mail, phone call or set up a meeting.

## Branch Campus Reports:

### **OSU-Tulsa:** *Annette Morey/ Karen Castle*

- See Attachment **B**

### **OSU-CHS:** *Sherrita Sweet*

- See Attachment **C**

### **OSU-OKC:** *Lynne Burgett*

- See Attachment **D**

### **OSUIT-Okmulgee:** *Na-komas Blackford*

- *No Report*

## Reports of Standing Committees:

### **Rules, Policy and Procedures Committee:** *Kimberly Meints*

- *No Report*

### **Communications Committee:** *Gary Lawson*

- *No report*

### **Awards and Recognition Committee:** *Elaine Johns*

- DSA award ceremony is completed. Overall the ceremony went very well. Ms. Johns thanked everyone involved in making the event a success!
- There have been several people reach out congratulating the committee on such a successful event. VP Weaver has also reached out and offered to provide additional assistance for gifts in the future.

### **Events Committee:** *Michelle Chitwood*

- *No Report*

## Reports of University Committees:

### **GPSGA:**

- See Attachment **E**

### **Human Resources:**

#### *Christa Louthan- Human Resources*

- Please continue to wear your mask and social distance! Keep in mind this does not only apply to the Stillwater campus, but also remote locations in all 77 counties and other states where OSU employees conduct business for OSU.
- OSU HR is making an effort to empowering supervisors to have discussions with employees encouraging them to use their leave. In this unprecedented time, with working from home, it is hard to establish boundaries between work and home life.
- Open enrollment is completed. Staff/faculty did a good job this year completing enrollment in a timely manner.

- OSU Benefits is shifting their focus to the dependent eligibility audit. If you have any questions, please reach out to OSU HR.

**Department of Wellness:** *Kim Beard*

- See Attachment F

**Unfinished Business:**

*None*

**New Business:**

*None*

**Announcements:**

Next Meeting – **January 13, 2020**. 1:15 PM, via ZOOM

**Adjournment:** Motion was made to adjourn meeting by *Raquelle Parli*. Second was made by *Elaine Johns*.  
*Meeting was adjourned.*

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Attachment A

	A	B	C	D	E	F	G	H	I
1				OSU Staff Advisory Council					
2				Treasurer's Report					
3				November 2020					
4	<b>SAC MAINTENANCE ACCOUNT</b>						<b>OSU STAFF SCHOLARSHIP FUND</b>		
5	1-128520						20-31100		
6	University Allocation				\$ 28,579.00		Balance Forward	\$ 5,723.16	
7	Balance Forward				\$ 41,042.04		Spending Policy	\$ 4,868.00	
8	<b>TOTAL REVENUES (Beg. July 2020)</b>				<b>69,621.04</b>		<b>Endowment</b>		
9							Balance Forward 07/01/2019	\$ 121,173.38	
10		<i>Budget</i>	<i>Expense</i>	<i>Expense YTD</i>	<i>Total Left</i>		Balance	\$ 121,173.38	
11	Off Supp-Non-Expendable	\$ 173.50	\$ 173.50		\$ 173.50				
12	Off Supp-Expendable	\$ 126.16	\$ 126.16		\$ 126.16		<b>AVAILABLE ACCOUNT TOTAL</b>		<b>\$ 5,723.16</b>
13	Scholarships	\$ 1,500.00	\$ 1,500.00		\$ 1,500.00				
14	Communications	\$ 154.08	\$ 154.08		\$ 154.08				
15									
16	Previous Month Bal				\$ 69,621.04				
17	<b>Total Credits</b>								
18	<b>Total Expenses</b>				<b>\$1,953.74</b>				
19	<b>ACCOUNT TOTAL</b>				<b>\$ 67,667.30</b>				
20									
21	<b>SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT</b>								
22	1-995137								
23	Balance Forward				\$ 16,330.07				
24	YTD Deposits				\$ -				
25									
26	<b>April Activity:</b>	<i>Budget</i>	<i>Expense</i>	<i>Expense YTD</i>	<i>Total Left</i>				
27	A/P	\$ 400.00	400.00	400.00	400.00				
28									
29	Previous Month Bal				\$ 16,519.92				
30	<b>Total Credits</b>								
31	<b>Total Expenses</b>								
32	<b>ACCOUNT TOTAL</b>				<b>\$ 16,119.92</b>				

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## Attachment B

### OSU Tulsa Updates

12/09/2020

1. We elected new officers on December 3<sup>rd</sup>, 2020. Olivia Woody will serve as president, Candace Jackson as vice president, and Margaret (Meg) Perdue as secretary. We also amended our bylaws to allow the officers to serve an 18-month term due to us being unable to re-elect officers this past June. When we re-elect in June 2022, officers will resume normal 12 month terms.
2. OSU Tulsa administration is excited for the addition of four programs for fall 2021:
  - a. BSBA Accounting
  - b. BS/BA Sociology
  - c. BA Sociology
  - d. BA Psychology
3. We are continuing to make plans to commemorate the 100<sup>th</sup> Anniversary of the 1921 Race Massacre. These plans include collaboration among OSU-Tulsa, OSU-Stillwater, and OSU-CHS to sponsor "100 Points of Truth and Transformation." See <https://tulsa.okstate.edu/osu-tulsa-tags/100-points> – involvement of staff, faculty, students, and community members.
4. We have completed renovations on our beautiful Osage Hotel and Casino Student Union.
5. Continuing to offer flexible meeting options for students as much as possible.
6. While we cannot gather this year for our annual campus holiday party, Tulsa SAC will be sponsoring a holiday sweater contest for our staff to participate in.



## Attachment C

- A. **Call to Order:** Sherrita Sweet
- B. **Roll Call:** Michelle Loveless, quorum met
- C. **Approval of Minutes:** 10/20/20, Lauren Sparks motions to approve the minutes, Darlene Dubois seconds motion. Motion passes.
- D. **Approval of the Agenda:** David Juergens motions to approve the agenda, Terry Brown seconds motion. Motion passes.
- E. **New Member Vote:** both members voted in
  - Shannon Taylor
  - Danny Eastham
- F. **Reports of University Committees:**
  - **Administration-** Dr. Stephens
    - Thank you! We have been able to keep things going despite all the struggles. Our hospital typically has a 35% positive COVID rate. SwapPod on campus/FM clinic: Had a dip 2 months ago, but it is back up to about 180 appointments a day.
    - COVID Dashboard- more quarantine cases than 6 weeks ago, but we are doing a good job at monitoring and limiting those exposures.
    - Students will be off-campus after Thanksgiving break: no in-person classes until January. Administration will consider what that will look like for staff as well, and an email will be coming out shortly.
    - VA Center in December will likely be in the federal appropriations.
    - CN campus is moving along; occupancy for basement and 1<sup>st</sup> floor for next semester. We have a virtual site visit in February.
    - Actively recruiting for the new PA program for the July start date!
    - Partnership with Langston University: CHS and Tulsa campus (nursing for CHS)



- President Hargis retiring next summer, Sherrita Sweet was named to the search committee for his replacement.
- With the vaccines potentially coming out, are we doing anything to prepare for that (clinics)? We are making arrangements to be prepared for that and will monitor FDA recommendations.
- **Facilities-** none
- **IT**
  - Will be on campus throughout the holidays, so let the Helpdesk know if you have issues.
- **Wellness-** Kelsey Ashwood
  - In-Person group fitness classes will be closed following Thanksgiving break, will re-open in January. If you want to participate, we have virtual fitness classes on our Facebook channel.
  - Be sure to follow us on our Facebook page! We post a lot of good material, events, recipes, wellness tips, etc.
  - Wellness website will be coming out soon; our own tab on the CHS page.
- **HR-** none
- **Security-** none

#### G. Officer Reports:

- **Secretary** - Michelle Loveless- will send new members email to see which committee they would like to be added to
- **Treasurer** - Darlene DuBois- see reports below
  - We have an OSU Foundation account #31-44800 that you can promote anytime if someone asks how they can donate to SAC
- **Vice Chair** – Diana Sanders
  - Welcome Danny and Shannon!
  - Our committees have been coming up with some very creative ways to function during this virtual environment.
- **Chair** –Sherrita Sweet

#### H. Standing Committees Report

- **Rules and Procedures Committee**
  - Bylaws edits: scholarship recipients receiving checks directly to their Bursar account. Edits were reviewed to the committee so that a vote may be taken on it during the next SAC meeting. No questions or concerns were raised regarding the edits.
- **Communications Committee**
  - The SAC signs for posting around campus are being worked on
  - Sherrita is working with the Marketing Dept. on the website; getting it from SharePoint to the main CHS page.
- **Awards and Recognition Committee**
  - Welcome emails to new employees; total of 27 emails on behalf of SAC have gone to new employees. Should we send out a follow up email in 90 days inviting them to join SAC? Will talk about this as a committee.
  - Certificate for the "You've Been Caught" recognition; information is in the PULSE and will be added to social media. Conversation about creating a certificate for this is in the works.

- **Outreach & Fundraising Committee**

- December Virtual Silent Auction: 32auctions and PayPal being used as platform and payment management. Will be live December 7<sup>th</sup>-11<sup>th</sup>. Please tell your departments and colleagues! Students, faculty, and staff are all welcome to bid. We have a lot of great items for this silent auction!!
- Vote regarding using 32auctions and PayPal: Does SAC approve of using these organizations for the fundraiser? Kate Robertson motions to approve, Darlene Dubois seconds motion. Motion passes.

**I. New Business:**

- In-Person Gathering December 15<sup>th</sup>, or cancel December meeting? We will revisit it in early December to see what the campus environment is like at that time.

**J. Announcements:**

- New members interested in joining SAC please let the Secretary Michelle Loveless know!
- Reminder to let us know that if there are any concerns or issues you have that you would like for us to address with Administration, let your Executive Board know!
- Please save your toilet paper and paper towel tubes: bring them to Forensic 4<sup>th</sup> floor, cubicle E440 to Ivy Cooper for the animals!

**K. Adjournment: 1:17p**

- **Next Meeting: December 15, 2020 12p In-Person Gathering?**

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## **Staff Advisory Council Meeting**

Dec 9th, 2020

### **OSU-OKC Vice-Chair Report**

#### *Remodeling Student Center 1<sup>st</sup> floor*

The first floor of the Student Center which houses Financial Aid, the Testing Center, Admissions, Advising & Recruiting, the Registrar office, and Disability Services is being remodeled. The goal is to open up the departments to give the students one large safe and friendly feeling space. The areas where staff receives students will be made more ADA compliant.

#### *December: OSU-OKC Cowboy Kids' Tree*

Due to the pandemic, we have several families in need of extra help this season. To assist these families safely we have moved the Cowboy Kids' Tree to a virtual tree this year (in place of the Student Center and Allied Health trees).

Gifts are to be mailed to the University or dropped off on certain days. A drive-thru process will be in place for families picking up gifts.

More info: <https://osuokc.edu/cowboykids>

#### *Dec 18: Staff Holiday Zoom Party*

This year's Holiday gathering will be virtual via Zoom. The theme this year is Pistol Pete's Holiday Ugly Sweater Celebration. There will be an online ugly sweater competition and games like virtual bingo. Prizes will be awarded. For the annual door decorating contest, departments will submit a photo of their decorated space for judging.



All fall semester General Assembly Meetings will be held online at 5:30 PM and representatives on the email list will be sent the link to the meeting. All graduate students are welcome in the meetings. If you would like the link to the meeting, please email [gpsga@okstate.edu](mailto:gpsga@okstate.edu)

**1st meeting - January 21, 2021**

**2nd meeting - February 17, 2021**

**3rd meeting - March 24, 2021**

**4th meeting - April 21, 2021**

A link to complete the attendance form will be given during the meeting.

OK!

# The Department of Wellness EMPLOYEE PROGRAMS



## Massage Therapy Discount / Nov. 30 - Dec. 11

De-stress for finals or just reward yourself with some much-needed relaxation time after a long semester with a discounted massage. We are offering 15% off 60 & 90-minute massages for all OSU faculty, staff, and students.

To schedule, call the Seretean Wellness Center at 405.744.well (9355) Monday-Friday 8am-2pm. Massages must be purchased and used during the promotional period (Nov. 30 - Dec. 11, 2020).



## Meal Prep Workshop / Jan. 16, 2p.m.

Have you been thinking about meal prepping, but not sure where to begin? Join OSU Employee Wellness for a virtual Meal Prep Workshop! At the end of the workshop, you will have made one week of lunches that you can take to work the following week. You will also learn how to track calories and macronutrients for your dish.

Registration/cancellation deadline: Jan. 8

To register complete the [registration form](#) online at [wellness.okstate.edu](#).



## Wellness Coaching / Jan. 25 - May 7

Wellness Coaching will provide employees an opportunity to discuss their overall vision for health and well-being. During their one on one sessions with a Certified Wellness Coach, the employee will gain the knowledge, skills, tools, and self-efficacy to achieve their self-identified goals.

Schedule your appointment online at [wellness.okstate.edu](#).

For questions, email [scarlett.ruppert@okstate.edu](mailto:scarlett.ruppert@okstate.edu) or call 405-744-5351.



## Vision Board Workshop / Jan. 25, 5:30p.m.

What is your personal vision? How can you move closer to what you want for yourself and your life? Creating a vision board helps you clarify and visualize your personal goals and dreams. Not sure how to start? Join us as we take some time to think through our personal visions, learn about visualization tools and create our personalized vision boards.

Registration/cancellation deadline: Jan. 21

To register complete the [registration form](#) online at [wellness.okstate.edu](#).



405.744.well (9355)



[wellness.okstate.edu](#)



[wellness@okstate.edu](mailto:wellness@okstate.edu)



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