



Staff Advisory Council Minutes

March 11, 2020 @ 1:15 pm

Student Union RM 412 – Council Room

STAFF ADVISORY COUNCIL

Guests: Angela Cross (VPAF), Christa Louthan (HR), Kim Beard (Wellness), Jackson Landrum, (Office of EO), Sarah Schlegel (Philosophy), Dirk Lemon (Zone 3), Jennifer Moody (HR), Joan York (DASNR), Joe Weaver (VPAF), Chris Barlow (UHS), Kristen Rowan (OSU-OKC), Scott Heller (FM), Dr. John Mark Day (Basic Needs Summit)

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

Roll Call: We had 20 members present.

Approval of Minutes: *Kaylie Wehr* made a motion to approve minutes, *Michele Chitwood* was second. February 2020 minutes were approved.

Approval of the Agenda: *Jesse Wood* made a motion to approve the Agenda, *Aaron Moore* was second. Agenda was approved.

Guest Speaker: **Chris Barlow**- University Health Services and VP **Joe Weaver**- Coronavirus Pandemic Plan

- Send questions regarding Coronavirus to covid19@okstate.edu
- FAQ website go.okstate.edu/coronavirus/FAQ
- Staff/Faculty members should be prepared to live and work differently for a period of time.
- We are a public university and have a lot of things going on besides classes, we are trying to keep the campus open to serve the public.
- Limiting gatherings of people on campus to 10 or less and strongly encouraging using other means for meeting- zoom/skype or teleconferences
- Travel is suspended for the University at this time.
- If you or a co-worker has traveled recently and believe you are suspected to have been exposed you can call UHS and do a telephone screening prior to seeking medical help.

Dr John Mark Day

- 45% of students at OSU can be classified as food insecure over the course of 1 year.
- Basicneeds.okstate.edu
- Several opportunities for help in the community
 - OSU nights at Our Daily Bread- 2nd Thursday of the month from 6-8 PM for all OSU students/faculty/staff
 - Pete's Eats- repurpose left over food from 3 restaurants that prepare food ahead of time. 211 Student life
 - Cowboy Strong emergency funds- short term for temporary needs. Administered through VP for Student Affairs office.
 - Snap for students- ENT debit card for students. Apply through the local Department of Human Services office. To qualify you must meet the criteria listed below-
 - 1 student household
 - Below \$1300 per month income
 - Work 30 hours per week or ANY amount of a work study

Officer Reports:

Treasurer Report: *Mary Mach*

- *See Attachment A*

Secretary: *Ashleigh Hall*

- *No report*

Vice-Chair: *Melanie Bayles*

- *No report*

Chair: *Tashia Cheves*

- *Thank you to all council members who were able to help with Staff Development Day.*
- *Captain Ray will be contacting people who signed up to participate in the training videos.*
- *Attendance records are kept for each meeting, per police if you have 3+ absences you will be contacted to discuss your availability to council. If you have previously discussed with the Executive team, you will still get the standard letter.*
- *If you have not picked up your shirt from Tashia, please do so ASAP. She has them available in her office CLB 035. If she is not available, there is someone there who can assist.*

Branch Campus Reports:

OSU-Tulsa: *Annette Morey/ Karen Castle*

- *See Attachment B*

OSU-CHS: *Sherrita Sweet - No Report*

OSU-OKC: *Kristen Rowan*

- *See Attachment C*

OSUIT-Okmulgee: *Na-komas Blackford - No Report*

Reports of Standing Committees:

Rules, Policy and Procedures Committee: *Kimberly Meints*

- *See Attachment D*

Communications Committee: *Kaylie Wehr*

- *Nominations requests have gone out in the newsletter this month*
- *The scholarship application packet will be sent through Headlines to capture more applicants*
- *Staff Celebration Day information is going out*
- *Working with E-team and HR to update the SAC info sheet that goes out in new employee packets*

Awards and Recognition Committee: *Elaine Johns*

- *Scholarship applications will close on March 31st, 2020*
- *Currently have 14 completed packages and 2 pending*

Events Committee: *Michelle Chitwood*

- *Date for Staff Celebration Day will be 5/20/2020.*
- *Caterer will be Rib Crib*
- *Raisin' Caine's will be donating drinks- tea and lemonade*

Reports of University Committees:

Faculty Council Report: -

- *March- Tashia Cheves- See Attachment E*

GPSGA: *No report*

Human Resources: *Christa Loutha6n*

- Help keep staff members calm in this unprecedented time.
- If a staff member needs to self-quarantine for Covid-19, you may use sick leave
- Working to make hand sanitizer stations more available throughout campus.

Department of Wellness: *Kim Beard*

- See Attachment F

Unfinished Business:

None

New Business:

None

Announcements:

Next Meeting – **April 8, 2020.** 1:30 PM, 412 Student Union – Council Room

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

Attachment A

OSU Staff Advisory Council
Treasurer's Report
February 2020

SAC MAINTENANCE ACCOUNT				
1-128520				
University Allocation				\$ 29,162.00
Balance Forward				\$ 34,690.67
TOTAL REVENUES (Beg. July 2019)				63,852.67
	<i>Budget</i>	<i>Expense</i>	<i>Expense YTD</i>	<i>Total Left</i>
Previous Month Bal				\$ 41,042.04
Total Credits				
Total Expenses				
ACCOUNT TOTAL				\$ 41,042.04
SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT				
1-995137				
Balance Forward				\$ 16,330.07
YTD Deposits				\$ -
February Activity:	<i>Budget</i>	<i>Expense</i>	<i>Expense YTD</i>	<i>Total Left</i>
Previous Month Bal				\$ 16,119.92
Total Credits				\$ -
Total Expenses				
ACCOUNT TOTAL				\$ 16,119.92

OSU STAFF SCHOLARSHIP FUND		
20-31100		
Balance Forward	\$ 865.16	
Spending Policy	\$ 4,780.00	
Endowment		
Balance Forward 07/01/2019	\$ 121,078.38	
Balance	\$ 121,078.38	
AVAILABLE ACCOUNT TOTAL	\$ 865.16	

DRAFT

OSU-Tulsa Updates – 03/11/20

1. The OSU-Tulsa/CHS Human Resources Department has added a 4-week Conversational Spanish Workshop to their training program. Several staff members from Center for Health Sciences and OSU-Tulsa attended the first session. We will learn about the Hispanic/Latino culture besides learning some of the language to help us give better customer service to our students and the community.
2. OSU-Tulsa Recruiters have been setting up sessions in coffee shops around Tulsa to meet with potential students. Dr. Bowler, MBA Director, had started the coffee shop idea and it was so successful, the recruiters decided to try the same. They post the time and place on social media.
3. Our Library has received national attention for their extensive Tulsa Race Massacre and Route 66 collections. One of their photos from the Race Massacre collection is travelling with the “Men of Change” Smithsonian Museum Exhibit, which will be coming to Gilcrease later in September.

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Staff Advisory Council Meeting
OSU-OKC Vice Chair Report March 11, 2020

Staff Council Nominations – We are starting to prepare for nominations in the upcoming Council election. The committees are meeting and going over the bylaws to make sure that things are up to date and are understood.

River Cruise – Staff Council was looking for some fun ideas to bring staff together and we came up with a boat ride on the river of downtown OKC in the Boathouse District. We are planning that for June.

Summer Staff Olympics – Our wellness team is planning a fun day in June for the staff to participate in games like Jenga, checkers and cornhole. We were inspired by your own Wellness department for that idea.



Rules, Policy, and Procedures Committee Update

Staff Advisory Council, Wednesday, March 11, 2020

Kimberly Meints, kimberly.meints@okstate.edu

- **SAC Elections** — If you are concerned about a particular area of campus having access to computers or phones to vote in election, please e-mail Kimberly. She will follow up with admin in that area to see if we can set up a computer or add a sign to a communal computer terminal.

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The Department of Wellness EMPLOYEE PROGRAMS



Walks with Wellness / March 26, 12:15 p.m.

Join us for our first "Walks with Wellness" of 2020 as we explore the Robert M. Kerr Food & Agricultural Products Center (FAPC).

Registration/cancellation deadline: March 23 at noon
To register, call 405-744-WELL (9355) or email wellness@okstate.edu



National Walking Day / April 1, 12:00p.m.

National Walking Day is an annual event that highlights the importance of an active lifestyle. Join us at Chi-O Clock for fun festivities and an enjoyable walk through campus. Raffle drawings. Event is FREE and open to EVERYONE.

No pre-registration required.



Run Rabbit Run / April 4, 2:00p.m.

Run Rabbit Run is a family friendly fun run/walk/jog event that is held in the beautiful Botanic Garden at Oklahoma State University. Upon completion of the 1-mile event, we would love for you to stay for an egg hunt, games, and other exciting activities.

Registration deadline: March 23 at noon
For more information call 405-744-WELL (9355) or email wellness@okstate.edu



TED Talk Taco Tuesday / April 7, 12:15 p.m.

Join us for compelling conversation while enjoying a healthy taco buffet.
What you can do to prevent Alzheimer's (15 min. Viewing & 15 min. Discussion)

Registration/cancellation deadline: April 3 at noon
To register, call 405-744-WELL (9355) or email wellness@okstate.edu



Certified Healthy Department

As healthy employees, we are happier, more engaged, resilient, confident, and successful. By becoming a Certified Healthy Department you are providing a healthy environment for faculty, staff, students, and visitors, thereby supporting the culture for an overall healthier OSU.

Complete the online application form at okla.st/CHD20 by March 27.



405.744.well (9355)



wellness.okstate.edu



wellness@okstate.edu



OSUWELL



DEPARTMENT OF
WELLNESS