



# Staff Advisory Council Minutes

February 12, 2020 @ 1:15 pm

Student Union RM 412 – Council Room

## STAFF ADVISORY COUNCIL

**Guests:** Angela Cross (VPAF), Christa Louthan (HR), Na-komas Blackford (OSU-IT), Brad Smith (OSU-IT), Kim Beard (Wellness), Charley Box (OSU Career Services), Jackson Landrum, (Office of EO), Dan Ray (OSU PD)

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

**Roll Call:** We had 24 members present.

**Approval of Minutes:** *Michele Stewart* made a motion to approve minutes, *Aaron Moore* was second. January 2020 minutes were approved.

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

**Guest Speaker:** Captain Dan Ray- OSU PD-

- I serve as the Captain of Emergency Services for the university and one of my tasks is emergency planning. One of the parts of the emergency management cycle is mitigation and planning and as part of the mitigation and planning we are looking to produce some short videos that will help educate the staff, faculty, and students on what to do during different emergencies. We are going to be filming our first video starting around spring break and hope to finish it this summer so that it can be used next fall. The first video will focus on what to do during and active shooter situation. We would like to include the Staff Advisory Council in the video production. Please let me know if the group believes this to be something you would want to be a part of. I have added a link below to a similar video that was made by Ohio State and we hope ours to be as professional and better. Please contact me at the number below or via email to discuss this further. We really would like to partner with the Staff Advisory Council on this project to provide for a better informed and safer OSU community
- <https://youtu.be/9Z9zkU--FLQ>

### **Officer Reports:**

**Treasurer Report:** *Mary Mach*

- *See Attachment A*

**Secretary:** *Ashleigh Hall*

- *No report*

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

- *No report*

**Chair:** *Tashia Cheves*

- *Staff Advisory Council has been asked to be review policies regarding staff. The Rules, Policy and Procedure Committee will be leading the task. If council members are interested in participating please contact Kimberly Meints.*
- *Sign up for Active Shooter video participants.*
- *Check your pay stubs for any mistakes.*

**Branch Campus Reports:**

**OSU-Tulsa:** Annette Morey/ Karen Castle - *No Report*

**OSU-CHS:** Sherrita Sweet - *No Report*

**OSU-OKC:** Kristen Rowan

- See Attachment **B**

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

- See Attachment **C**

**Reports of Standing Committees:**

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

- See Attachment **D**

**Communications Committee:** *Kaylie Wehr*

- Setting up promotions for Staff Celebration Day

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

- See Attachment **E**

**Events Committee:** *Michelle Chitwood*

- *Tastings are completed for Staff Celebration Day- committee will be deciding on caterer.*
- *Contacting previous vendors for donations*
- *Contacting all departments who were involved in previous years.*
- *If you know of anyone wanting to participate pass information along to Michele.*

**Reports of University Committees:**

**Faculty Council Report:** -

- *January- Mary Mach –No report*
- *February- Kimberly Meints- See Attachment **F***

**GPSGA:** *No report*

**Human Resources:** *Christa Louthan*

- Thank you to council for helping with policy review. The process seems to be working well. They will continue to send them in batches to be looked at.
- They will be updating training modules in the near future
- Thank you for participating in the 2 search committees for the Title IX Coordinator and the HR Consultant positions.

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

- See Attachment **G**

**Unfinished Business:**

*None*

**New Business:**

*None*

**Announcements:**

EHS is hosting a Certified CPR Event on March 24, 2020. Cost is \$35 per participant. For more information contact EHS @ 744-7241 or [ehs@okstate.edu](mailto:ehs@okstate.edu)

Please join the Cowboys Coming Together family in this year's Dialogue discussion. This series topic is Social Media. Please share with all Students, Faculty & Staff.

- Food is Provided for each Dialogue session
- Each session is once a week for two hours
- Each group will include: Students, Faculty and Staff

Register Here : [https://qfreeaccountssjc1.az1.qualtrics.com/jfe/form/SV\\_bQobkMmSZ0yjZhb](https://qfreeaccountssjc1.az1.qualtrics.com/jfe/form/SV_bQobkMmSZ0yjZhb)

Dialogues- February 24, 2020 - March 23, 2020

Action Forum- March 31, 2020

Questions- [cowboyscoming2gether@okstate.edu](mailto:cowboyscoming2gether@okstate.edu)

Next Meeting – **March 11, 2020.** 1:30 PM, 412 Student Union – Council Room

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

Attachment A

	A	B	C	D	E	F	G	H	I
1	OSU Staff Advisory Council								
2	Treasurer's Report								
3	January 2020								
4	<b>SAC MAINTENANCE ACCOUNT</b>					<b>OSU STAFF SCHOLARSHIP FUND</b>			
5	1-128520						20-31100		
6	University Allocation				\$ 29,162.00		Balance Forward	\$ 9,585.16	
7	Balance Forward				\$ 34,690.67		Spending Policy	\$ 4,780.00	
8	<b>TOTAL REVENUES (Beg. July 2019)</b>				<b>63,852.67</b>		Endowment		
9							Balance Forward 07/01/2019	\$ 121,078.38	
10		<i>Budget</i>	<i>Expense</i>	<i>Expense YTD</i>	<i>Total Left</i>		Balance	\$ 121,078.38	
11	Eskimo Joes Shirts	\$ 1,000.00	\$ 165.00	\$ 1,145.00	\$ (145.00)				
12							<b>AVAILABLE ACCOUNT TOTAL</b>		<b>\$ 7,365.16</b>
13									
14									
15									
16									
17	Previous Month Bal				\$ 41,207.04				
18	Total Credits								
19	Total Expenses				\$165.00				
20	<b>ACCOUNT TOTAL</b>				<b>\$ 41,042.04</b>				
21	<b>SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT</b>								
22	1-995137								
23	Balance Forward				\$ 16,330.07				
24	YTD Deposits				\$ -				
25									
26	<b>December Activity:</b>	<i>Budget</i>	<i>Expense</i>	<i>Expense YTD</i>	<i>Total Left</i>				
27									
28									
29	Previous Month Bal				\$ 16,119.92				
30	Total Credits				\$ -				
31	Total Expenses								
32	<b>ACCOUNT TOTAL</b>				<b>\$ 16,119.92</b>				

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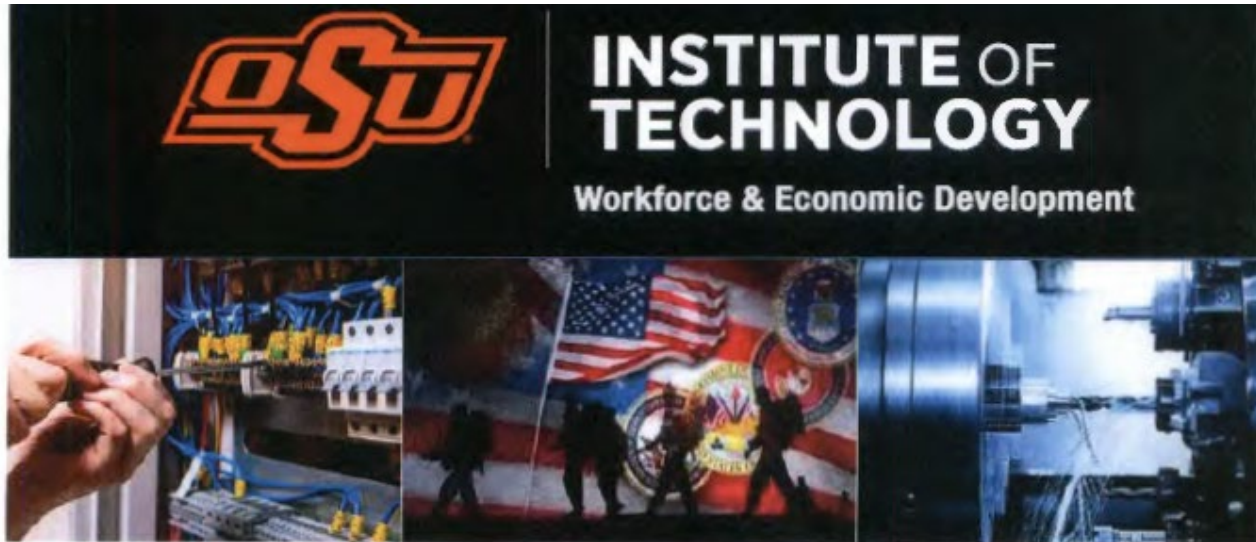
**Staff Advisory Council Meeting**  
**OSU-OKC Vice Chair Report February 12, 2020**

**Amazon Deep Racer** – We are sponsoring an event in which participants will learn and apply AWS Machine Learning tools to train a robotic car to become self-driving. With help from the Amazon Web Services team, one or more people can sign up to be the winner with the fastest lap time on the track. This will be on March 4<sup>th</sup> from 9am to 3pm.

**Amazon Connect** – Last week Amazon employees from Seattle were here to work with us on building our new communication system. When you go to our OKC website now, you will see a Pistol Pete BOT option. He is used to generate messages just as you would see on many business sites. We are also using Connect as a contact center for phone traffic. We have started it in the Registrar office to test it out.

**College Fair-** We are having our 2020 TRIO Day College Fair hosted on our campus for the first time ever. We are excited to partner our school with TRIO on a statewide level and are expecting over 500 TRIO staff and students from all over Oklahoma. The fair is open to all OSU-OKC students with music, food, photo booth, and of course Pistol Pete. This will be on Feb. 19<sup>th</sup> from 1:30-3:30pm.

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## Veterans Train for Free at the IATTC\*

- Lubrication Processes
- Bearings & Couplings
- Laser Shaft Alignment
- Hydraulics & Pneumatics
- Belt Drives & Chain Drives
- Mobile Equipment Support
- Electronic & Digital Systems
- Basic AC/DC Electrical Systems
- Portable Generators, Power Tools
- Basic Maintenance & Troubleshooting
- Basic Rigging, Hoists, Rigging Planning
- Schematic Drawings & Control Documents
- Installation of Parts for Industrial Equipment
- Identifying, Diagnosing, and/or Repairing Equipment Problems
- Maintaining Distribution Systems & Understanding Utility Systems
- Communicating to Ensure Maintenance & Repairs Meet Operational Needs
- Basic Electrical
- Motor Controls
- Vibration Analysis
- Mechanical Drives
- Hand Tools Basics
- Air Compressors
- Ladder Logic & PLCs
- Mechanical Systems
- High Vacuum Systems
- Lifts

### Contact:

**Brad Smith**

Workforce Training Outreach  
Specialist

OSU Institute of Technology

### Phone:

918.293.5020 or 479.650.1570

### Email:

[brad.a.smith@okstate.edu](mailto:brad.a.smith@okstate.edu)

\* conditional upon proof of service  
and/or employment

### Many more course options available!

"The contents of this document were developed under a grant from the Department of Defense – OEA. However, those contents do not necessarily represent the policy of the DoD/OEA, and should not assume endorsement by the Federal Government."

OSU Institute of Technology | Donald W. Reynolds Training Center

P: 918.293.5160 | F: 918.293.4633 | E: [edtc@okstate.edu](mailto:edtc@okstate.edu)

[www.osuit.edu/workforce](http://www.osuit.edu/workforce)

1801 E 4<sup>th</sup> Street, Okmulgee, OK 74447

# Rules, Policy, and Procedures Committee Update

Staff Advisory Council, Wednesday, February 12, 2020

Kimberly Meints, [kimberly.meints@okstate.edu](mailto:kimberly.meints@okstate.edu)

- **Current SAC Recommendations** — Pending with Administration
  
  - **IT Policies in Review** — Submitted to Darlene Hightower
  
  - **HR Policies in Review**
    - Reviewed and submitted feedback on four so far.
    - Kimberly will alert members as each batch comes in, so if you have an interest in one particular policy, you are welcome to work with us.
  
  - **SAC Elections**
    - 9 Seats up for Election; 8 members are eligible for reelection. Kimberly will e-mail those members to determine who will return and to collect a statement from them for the website.
    - Nominations will open around March 31.
    - Nomination forms will move online, but PDFs will still be available for employees who need or prefer them.
  
  - **Staff Inquiries**
    - Following up on a staff inquiry about flex schedules, alternate locations, etc.
    - Please send along any others that you receive.
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**A&R COMMITTEE REPORT**

February 12, 2020 412 SU 2:30PM-4:30PM

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**January report:** Elaine was absent from the Jan. 8 meeting and sent an email with a brief note about the Scholarship application opening and that the announcement went out via the SAC Newsletter. (No A&R meeting for Jan. 2020)

**February 12, 2020 report:**

1. The A&R Committee has received six scholarship applications so far. All are complete and ready for review by the A&R Committee members. (The files are in the A&R Scholarship folder on the SAC drive.)
2. The A&R Committee will meet briefly after the main SAC meeting today in room 412 to discuss the Scholarship process in more detail.

Next Meeting: March 11, after the SAC meeting in room 412 SU, if needed for follow-up items.

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# Faculty Council Update

Staff Advisory Council, Wednesday, February 12, 2020

Kimberly Meints, [kimberly.meints@okstate.edu](mailto:kimberly.meints@okstate.edu)

- **Darlene Hightower** spoke about upcoming Multi-Factor Authentication implementation and timeline.
  - They will be sending out communication soon to all users to encourage them to sign up with DUO, our vendor.
  - To authenticate, users can download an app to their phone, use a voice call to their cell phone or work phone, or purchase a dongle.
  - They have been following a soft-rollout schedule, but at some point in the future, it will be mandatory, since IT vulnerabilities are not going away.
  
- **Diane McFarland** discussed upcoming major updates to the Conflict of Interest policy.
  - They are trying to modernize and centralize procedures.
  - These changes could possibly impact pay or allowed areas of research, so they want to get as much feedback as possible.
  - They are hoping to make final edits this month and vote on approval at next month's meeting.

# The Department of Wellness EMPLOYEE PROGRAMS



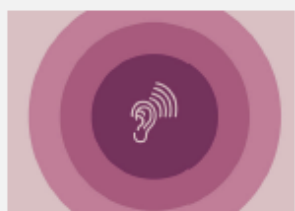
## Wellness Wednesday / Feb. 19, 12 p.m.

### Conscious Caregiving: Mindfully Caring for an Aging Relative

Kristopher M. Struckmeyer, Ph.D. will discuss ways to incorporate mindfulness into caregiving so that you can maintain a healthy relationship with your loved one, as well as yourself.

Registration/cancellation deadline: Feb. 14 at noon

To register, call 405-744-WELL (9355) or email [wellness@okstate.edu](mailto:wellness@okstate.edu)



## Hearing Screening / Feb. 21

The Department of Wellness and the Department of Communication Sciences and Disorders have partnered to provide FREE hearing screenings to all OSU-STW benefits-eligible employees and OSU retirees.

Screening is free, but you MUST schedule an appointment. To schedule, please email [Kimberly.beard@okstate.edu](mailto:Kimberly.beard@okstate.edu). Appointments are available on a first-come, first-served basis.



## TED Talk Taco Tuesday / March 3, 12:15 p.m.

Join us for compelling conversation while enjoying a healthy taco buffet.

**Why some people find exercise harder than others** (15 min. Viewing & 15 min. Discussion)

Registration/cancellation deadline: Feb. 28 at noon

To register, call 405-744-WELL (9355) or email [wellness@okstate.edu](mailto:wellness@okstate.edu)



## Painting Party / March 10, 5:30 p.m.

Join us for a fun evening of painting, socializing, and relaxing. Guided by our facilitator, the group will work at individual easels to create a masterpiece that is suitable for framing. The goal is to open up and enjoy an evening of creative expression, regardless of existing artistic knowledge.

Registration/cancellation deadline: March 6 at noon

To register, call 405-744-WELL (9355) or email [wellness@okstate.edu](mailto: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](http://okla.st/CHD20) by March 27.



405.744.well (9355)



[wellness.okstate.edu](http://wellness.okstate.edu)



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



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WELLNESS