



Staff Advisory Council Minutes

September 9, 2020 @ 1:15 pm

Via Zoom

STAFF ADVISORY COUNCIL

Guests: Lynn Burgett (OSU-OKS), Christa Louthan (HR), Kristen Rowan (OSU-OKC), Angela Cross (OSU-VPAF), Liz Tarbutton (HR), Kim Beard (Wellness), Jackson Landrum (HR/OEE), Chris Barlow (UHS), Megan Berg (GPSGA)

Call to Order: *Melanie Bayles* called the meeting to order at 1:15 pm

Roll Call: We had 24 members present.

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

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

Guest Speaker: *Chris Barlow- University Health Services*

- Currently have 51 students in quarantine housing on campus
 - Contact tracing is difficult for students
 - Off campus quarantine is extremely difficult to track
- Currently have 450 active cases in Stillwater
 - Stillwater Medical Center is not seeing a huge carry over from 18-35 year old demographically
 - Other demographics have shown an increase in hospital stays
- OSU-UHS has tested over 1000 patients
 - Week of August 30, 2020- September 5, 2020 showed a 10% positivity rate
 - Week of August 23, 2020- August 29, 2020 showed a 14% positivity rate
- UHS is very optimistic we will have a vaccination available in the future
 - There has been no conversation about mandating a vaccination, however it is a possibility in the future that there will be mandatory proof of vaccination.
- Flu vaccination on campus will look slightly different this year.
 - Highly likely there will not be large scale flu vaccination clinics like in years past

Officer Reports:

Treasurer Report: *Mary Mach*

- *See Attachment A*

Secretary: *Ashleigh Hall*

- *No Report*

Vice-Chair: *Melanie Bayles*

- *No Report*

Chair: *Tashia Cheves*

- *No report*

Branch Campus Reports:

OSU-Tulsa: *Annette Morey/ Karen Castle*

- *No Report*

OSU-CHS: *Sherrita Sweet*

- No Report
- OSU-OKC:** Lynne Burgett
- See Attachment **B**
- OSUIT-Okmulgee:** Na-komas Blackford
- *No Report*

Reports of Standing Committees:

Rules, Policy and Procedures Committee: *Kimberly Meints*

- They have had 2 applications come in through the vacancy request form on our website. When we have a spot open up, they will reach out to those individuals first.

Communications Committee: *Kaylie Wehr*

- SAC Newsletter continuing to be “paused” for the Fall semester. WE will be utilizing main campus communications, such as the Headlines e-mail to communicate SAC Information.
- DSA information posted to website, going out in Thursday Headlines
- Kaylie’s last meeting, Gary will be taking over Communications from this point for the remainder of the semester.

Awards and Recognition Committee: *Elaine Johns*

- There have already been 2 nominations for DSA submitted.
- Planning for an online ceremony- possibly the 12th or 18th of November

Events Committee: *Michelle Chitwood*

- *No report*

Reports of University Committees:

GPSGA:

- The First GA meeting was August 26, 2020.
- LinkedIn Network Group sign up form – <https://tinyurl.com/y3x9knz7>
- Next meeting – September 23, 2020 @5:30PM
 - Meeting link – <https://zoom.us/j/99572757789?pwd=OGdYSDFLbWxrbidFbUJwdXg4V1hxZz09>
 - Meeting ID: 995 7275 7789, Passcode: 225593
 - Guest Speaker: Jacob Mahaffrey, Assistant Director, Cowboy Technologies

Human Resources:

Jackson Landrum- Updates from the Office of Equal Opportunity

- Title IX Regulations required an update in policy for OSU
- Plan to have regulations updated and implemented by August 14
 - Investigators must go to Title IX training
 - Regulations clearly define sexual harassment
 - Allowed a change in who is a mandatory reporter
 - Supervisors
 - Unit heads
 - Coaches
 - Academic Administrators
 - Faculty members engaged in supervising students
 - Intercollegiate Athletic Administration
- Work from home/teach from home update
 - Office of EO will be making decisions to recommend or not recommend.
 - Final rule will come at the department level

Christa Louthan- Human Resources

- *HR/EO office is available as an advisory service. Departments have the ability to make decisions based on needs of the department*

- No conversations at the general university level for widespread furloughs, layoffs, pay cuts, etc.
 - Athletics Department
 - Salary reductions/layoffs/early retirement only applies to specific department
 - HR is having discussions with 10 individuals to explore options moving forward.
- Family First Coronavirus Response Act
 - Various opportunities for use of leave.
 - Provides 2 weeks of Administrative leave that is not required to be paid back
 - COVID Emergency Sick Leave- possibly will be paid back with employee's Sick Leave or Annual leave or a combination of both
- Dependent Eligibility documentation certification
 - Employees will receive a form to fill out every 3 years to certify eligible dependents for Health/Dental/Vision insurance

Department of Wellness: *Kim Beard*

- See Attachment C
- Colvin is closed for cleaning during the house of 10-11 AM and 3-4 PM
- F45 will be starting back up soon
- For more information visit wellness.okstate.edu

Unfinished Business:

None

New Business:

None

Announcements:

Next Meeting – **October 14, 2020.** 1:15 PM, via ZOOM

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

Attachment A

OSU Staff Advisory Council
Treasurer's Report
July 2020

SAC MAINTENANCE ACCOUNT				
1-128520				
University Allocation				\$ 28,579.00
Balance Forward				\$ 41,042.04
TOTAL REVENUES (Beg. July 2020)				69,621.04
	<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				\$ 69,621.04
SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT				
1-995137				
Balance Forward				\$ 16,330.07
YTD Deposits				\$ -
	<i>Budget</i>	<i>Expense</i>	<i>Expense YTD</i>	<i>Total Left</i>
Previous Month Bal				\$ 16,519.92
Total Credits				
Total Expenses				
ACCOUNT TOTAL				\$ 16,519.92

OSU STAFF SCHOLARSHIP FUND		
20-31100		
Balance Forward	\$ 885.16	
Spending Policy	\$ 4,858.00	
Endowment		
Balance Forward 07/01/2019	\$ 121,173.38	
Balance	\$ 121,173.38	
AVAILABLE ACCOUNT TOTAL		\$ 5,723.16

	A	B	C	D	E	F	G	H	I
1					OSU Staff Advisory Council				
2					Treasurer's Report				
3					August 2020				
4	SAC MAINTENANCE ACCOUNT						OSU STAFF SCHOLARSHIP FUND		
5	1-128520						20-31100		
6	University Allocation				\$ 28,579.00		Balance Forward	\$ 885.16	
7	Balance Forward				\$ 41,042.04		Spending Policy	\$ 4,858.00	
8	TOTAL REVENUES (Beg. July 2020)				69,621.04		Endowment		
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									
12							AVAILABLE ACCOUNT TOTAL		\$ 5,723.16
13									
14									
15	Previous Month Bal				\$ 41,042.04				
16	Total Credits								
17	Total Expenses								
18	ACCOUNT TOTAL				\$ 69,621.04				
19									
20	SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT								
21	1-995137								
22	Balance Forward				\$ 16,330.07				
23	YTD Deposits				\$ -				
24									
25	April Activity:	<i>Budget</i>	<i>Expense</i>	<i>Expense YTD</i>	<i>Total Left</i>				
26									
27									
28	Previous Month Bal				\$ 16,519.92				
29	Total Credits								
30	Total Expenses								
31	ACCOUNT TOTAL				\$ 16,519.92				



Staff Advisory Council Meeting

Sep 9th, 2020

OSU-OKC Vice-Chair Report

Aug 1, 8, and 15: Movie night

Each Saturday evening in August, OSU-OKC hosted an outdoor drive-in movie night for families in the community. We rented a large movie screen to hang on the parking garage, and the sound was broadcast through Ford A/V, station 99.5 FM. Admission was free. There were 150 cars that participated.

Aug 27-28: Firefighter Combat Challenge course

Our Fire Protection students got a chance last week to test their skills on the Firefighter Combat Challenge course! The course was set up at OSU-OKC to allow firefighters from around the region and country to practice and train. Joe Bennet, our Municipal Fire Department Head reports that the event went really well. At least 40 of our students participated in the event and we had outside participants come in from Florida, Texas, Colorado, Kansas, and Nebraska.

Oct 9: 5K Run for Breast Cancer

The Athletic & Sports Association and OSU-OKC's Wellness Center are sponsoring a 5k run in coordination with the Breast Cancer Research Foundation. The National Guard will be providing water and protein bars. MidFirst Bank is donating goody bags with sunblock, chapstick and hand sanitizer. All proceeds going to the BCRF.



The Department of Wellness EMPLOYEE PROGRAMS



Virtual Cooking Demo / Sep. 17, 6p.m.

Looking for some inspiration in the kitchen? Join OSU Employee Wellness for a virtual cooking class as we prepare Bacon and Spinach Stuffed Chicken. Participants will receive a shopping list of ingredients prior to the event. Then, simply join in from your own kitchen and start cooking with us! You are sure to enjoy this simple, healthy and delicious meal.

Registration/cancellation deadline: Sep. 10
To register, please visit okla.st/cook



Virtual Scavenger Hunt / Sep. 22, 7p.m.

Join OSU Employee Wellness for a scavenger hunt adventure! This virtual event can be enjoyed from the comfort of your own home, and we encourage the whole family to participate. You will be challenged to find everyday objects around your house, but you must be quick!

Registration/cancellation deadline: Sep. 18
To register, please visit okla.st/hunt



Wellness Wednesday / Sep. 23, 12p.m.

Keeping Yourself Socially Well

Social isolation and loneliness is a growing health epidemic and becoming even more dire amid the COVID-19 pandemic. Learn why social wellness is vital to your overall health and well-being and what you can do to foster an enriching social life.

Registration/cancellation deadline: Sep. 18, at noon
To register, call 405-744-WELL (9355) or email wellness@okstate.edu



Healthy Heart, Healthy You / Oct. 6-27

Healthy Heart, Healthy You is a 4-week course designed to help participants take charge of their cardiovascular health. During this class, we will examine the risk factors and symptoms of a heart attack and stroke. Together we will learn how to modify your risk factors through a heart-healthy lifestyle. The course will finish with a CPR and AED training and certification.

Registration/cancellation deadline: Sep. 30
To register, call 405-744-WELL (9355) or email wellness@okstate.edu

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