



STAFF ADVISORY COUNCIL

Staff Advisory Council Minutes

Staff Advisory Council will meet on

September 14, 2022 @ 1:15pm

412 Student Union Council Room and via Zoom

All meetings are open to the public.

Guests: We had several guests via Zoom and in person.

Call to Order: Michelle Stewart called the meeting to order at 1:17pm.

Roll Call: Of our 27 current members, we had 20 present in-person, 2 present via Zoom, and 5 absent.

Approval of the Minutes: Chris Pivinski made a motion to approve the August minutes and Michelle Chitwood seconded the motion. August minutes were approved.

Approval of the Agenda: Amber Coker made a motion to approve the agenda and Aaron Moore seconded the motion. Agenda was approved.

Special Guest Speakers:

Dr. Gina Peek, Interim Associate Dean and Associate Professor spoke about this year's United Way campaign. The United Way of Payne County supports 22 nonprofit partner agencies. More than 73,000 Payne County residents are impacted by United Way agencies each year. The OSU United Way fundraising goal is \$250,000. It takes time and dedication to raise funds, and we appreciate the support of the coordinators and captains across campus. We also appreciate everyone who participates in fundraising events... from payroll deductions to chili cookoffs! Here are a few helpful websites:

- OSU Campaign HQ: www.unitedwaypaynecounty.org/osu
- OSU Campaign Events: <https://www.unitedwaypaynecounty.org/osu-campaign-events>

Mike Seaman, Assistant Director of LASSO spoke about resources available to students through the LASSO Center, including Academic Success Coaching, Tutoring, and Supplemental Instruction. y

Officer Reports:

Treasurer Report: Sherri Buntin

- Reports for June, July, and August were sent via email on September 13, 2022. Also attached.
- Reminder to work with Sherri on any purchases using SAC funds.

Secretary: Jenna Rutherford

- Reminder to pick up any SAC items requested.

Vice-Chair: Mary Mach

- Mary has received requests for recognition of graduate student employees. STARS awards are for staff only, but Mary will reach out to GPSGA for input.

Chair: Michelle Stewart

- Encouraged the promotion of United Way campaign
- Reminder to members that they share feedback received from campus so it can be addressed appropriately.

Reports of Standing Committees:

Rules, Policy and Procedures: Chris Pivinski

- Current SAC Recommendations — Still need to get with Michelle in Events to talk about rewording the Bylaws since the Harvest II food drive is no longer being done by JSA
- HR Policies under Review – Spoke with Christa last Friday about the policies under review. There are around 16 different policies that are being considered for review. The first ones for the RPP committee to look at would be sent out sometime in November. Some of the policies under review are: Sick Leave, Family Medical Leave Act, Attendance, Workers Comp, Timekeeping, Layoff-Reduction, Long-term disability, Corrective Action, Performance Evaluation, Staff Training & Development, Grievance, 2EOAA and a few more.
- SAC Elections – Still a few months away before beginning to look at next year's election cycle
- Staff Inquiries
 - Following up on a staff inquiry about email retention.
 - Please send any staff inquiries to me or Michelle
- Other – No other business

Communications Committee: Lacey Quadrelli

- Request to interact with SAC on social media, especially sharing on Facebook and saving posts on Instagram.
- Please send other campus items to Lacey Quadrelli to promote on our SAC pages.
- There was a request to utilize headshots that were recently taken. This information was sent by Lacey via email on 9.15.22.

Awards and Recognition Committee: LeAnne Hutchins

- Nominations for the Distinguished Service Awards have closed.
- Event will be held on November 30, 2022.

Events Committee: Michelle Chitwood

- On August 26, committee members took donuts to the OSU Police Department as a thank you.
- Committee is preparing for the upcoming Distinguished Service Awards ceremony.
- Working on a SAC food drive that will run from November 9 through October 12.
- Working on a toy drive that will run from November 9 through December 14.

Diversity, Equity & Inclusion Committee: Cara Eubanks

- Cara Eubanks and Chris Pivinski met with Christa Louthan to discuss upcoming policy changes. The committee is excited about upcoming changes.
- Assisting the Awards and Recognition Committee with ensuring the awards selection process is an anonymous read by redacting names and pronouns within applications.

Branch Campus Reports:

OSU-Tulsa: Alicia McClendon for Candace Jackson

- Food and supply drive happening for their campus cupboard food pantry and career closet.

OSU-CHS: Diana Sanders

- No report/absent.

OSU-OKC: Kristen Rowan

- The Council is planning events for the fall.
- Their strategic plan was recently laid out and is located on their website.
- Working with the Hispanic Club for events related to Hispanic Heritage Month.

OSUIT-Okmulgee: Sommer Farrimond

- No report/absent.

Reports of University Committees:

Faculty Council: Michelle Stewart, Amber Coker, Robert Raab

- No Report.

Human Resources: Christa Louthan

- Thanks to Chris Pivinski and Cara Eubanks for their feedback during their recent meeting.
- Annual Enrollment is being held from October 31 through November 11. We will soon see postcards in our mailboxes.
- Information to come regarding the OSU Benefits Fair.
- Rachel Shreffler is presenting at our next meeting.

GPSGA: Mahesh Sivasubramanian for Marcia Sun

- The Welcome Reception/Second General Assembly Meeting of Fall 2022 will be held at 5:30 PM CDT on Wednesday, September 28 in the Student Union Ballroom.
- The GPSGA General Assembly Meetings for Fall 2022 are scheduled to be held at 5:30 pm CDT, on the following dates. A meeting link and location will be provided closer to the date.
 - August 31, 2022 – online via Zoom
 - September 28, 2022 (Welcome Reception/Meeting) – Student Union Ballroom
 - October 19, 2022 (TBA)
 - November 16, 2022 (TBA)
- All continuing and new GPSGA Representatives/Liaisons are requested to fill out the “GPSGA Membership Application” form that can be accessed through the GPSGA Canvas page under the “Assignment” tab. The proxy forms are available on the GPSGA Canvas page under “GPSGA Related” tab.
- Every GPSGA representative/liaison are requested to complete the committee sign-up form. The link will also be provided in the GPSGA Canvas page.
- The minutes from the first general assembly meeting is available via GPSGA Canvas page.

Department of Wellness: Kim Beard

- See attached flyer.

Student Government Association: Riley Pritzlaff

- Lights on Stillwater raised \$10k and 1,200 in donations to benefit the SGA food pantry network.
- There is now a fourth pantry located in the main lobby of Edmon Low Library. This will soon be added to their [website](#) of all pantry locations.

Facilities Management Advisory Council: Bob Minton

- No report/absent

Unfinished Business: None

New Business: None

Members and contact info sent out – request.

Announcements:

- Next Meeting – October 12, 2022 1:15 PM 412 Student Union Council Room (also available via Zoom).
- The College of Education and Human Sciences needs freshman book discussion leaders. Contact Lacey Quadrelli if interested.
- Cowboy Meats is now open at the FAPC. To purchase, visit Dock 4 on Fridays from 1:00-5:00 PM. More information is located [here](#).

Adjournment: Sherri Buntin made a motion to adjourn the meeting and Aaron Moore seconded the motion. Meeting was adjourned.