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**Staff Advisory Council – Agenda**

**September 21, 2021 at 12p**

**A.R. and Marylouise Tandy Medical Academic Building, Room 333**

1. **Call to Order: Diana Sanders**
2. **Roll Call: JuLee Wells**
3. **Approval of Minutes from August**
4. **Approval of the Agenda**
5. **Reports of University Committees:**
	* **Administration**
	* **HR**
	* **Facilities- Angelyn Holmes**
	* **IT-**
	* **Wellness- Kelsey Ashwood**
	* **Security-**
	* **DEI- Brenda Davidson**
6. **Officer Reports:**
	* **Secretary – JuLee Wells**
	* **Treasurer – Shannon Taylor**
	* **Vice Chair – VACANT- nominations or volunteers?**
	* **Chair – Diana Sanders**
7. **Standing Committees Report**
	* **Rules and Procedures Committee- Michelle Loveless – out on maternity leave**
		+ 1. **Do we want to send her a card?**
		+ At least 3 members
		+ Update to by laws when needed- such as scholarship process
		+ Over see elections
	* **Communications Committee- NEED CHAIR**
		+ At least 3
		+ Update website, hang posters
		+ Advertise for events
	* **Awards and Recognition Committee Carol Roades**
		+ At least 3 members
		+ Awards Ceremony - Becca Floyd
	* **Outreach & Fundraising Committee - NEED CHAIR**
		+ At least 6 members
		+ Cool events such as the Silent Auction and Trivia Night from last year to raise funds for scholarships for continuing education
		+ Events that will increase SAC’s community outreach
8. **New Business**
	* New Member – Vote
		+ At term is one year and a member can remain for 4 terms
		+ The career pathway is two year requirement- but you don’t have to roll off after 2- can stay for 4 consecutive years.
	* Welcome guests- interested in joining?
	* Baxter’s account balance- account is January-December
		+ Spent $273.77 August meeting and $142.22 Awards and Recognition ceremony
			1. Remaining for the year- $3584.01
		+ How to spend- staff appreciation luncheon?
		+ Appreciation luncheon for previous and current SAC committee chairs
9. **Roundtable activity, sign up for committees**
10. **Announcements:**
	* Enterprise car rental discount applies to OSU employees. We were asked to pass along the information.
	* New members interested in joining SAC please let the Secretary JuLee Wells 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!

**\*Reminder- Section 6. Absences.** SAC representatives are expected to attend all regularly scheduled meetings. Any member missing more than two (2) consecutive unexcused absences will be notified via e-mail. These names will be provided by the SAC Secretary to the President. Any member missing four (4) consecutive unexcused absences, or five (5) unexcused absences in one fiscal year will default his/her position and the vacancy shall be filled in the manner set forth in these bylaws. Absences do not include approved leave, as defined in the OSU Policies and Procedures manual that is found on the OSU- CHS website. If a member cannot attend a regularly scheduled meeting for any reason, he/she shall notify the President or the Secretary prior to the meeting.

1. **Adjournment**
	* **Next Meeting: October 19, 2021 In-person- Tandy 333**