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**Staff Advisory Council – Minutes**

The Staff Advisory Council will meet on **January 14th, 2020 at 12:02 pm,**

**Tandy Academic Medical Building, Room 353**.

All meetings are open to all staff of OSUCHS.

1. **Call to Order:** Sherrita Sweet
2. **Roll Call:** Michelle Loveless have quorum
3. **Approval of Minutes:** 10/15/19 and 11/19/19 need approved: Bria Taylor motion to approve, Kelly Stimson second, motion passes.
4. **Approval of the Agenda:** Emily Holman motions to approve, Heather Hagan seconds, motion passes.
5. **Reports of University Committees:**
   * **Administration-** Dr. Jeff Stroup- none
   * **IT-** Heidi Holmes andJessi Roberts- none
   * **Wellness-** Jesse Chaffinand Kelsey Ashwood- Via Sherrita:
     + Spring 2020 Intramural registration is open: basketball, indoor soccer, sand volleyball, billiards, ping pong, golf.
     + New Spring 2020 fitness schedule offers additional evening class time (6-7p)
     + New Health Habits workshop on Jan 15th; will cover how to effectively read food labels, grocery shop for healthy foods, and identify added sugar on labels.
     + Fit 101 applications are due Jan 20th. 12-week weight training basics program.
   * **HR-** Tina Tappana- none
   * **Security-** Meagan Robertson- none
6. **Officer Reports:**
   * **Secretary -** Michelle Loveless
     + **Welcome New SAC Members!** New members: Lauren Sparks, Jessi Roberts, Ashley Duke, Diana Sanders, Carol Roades, Becca Floyd, and Jen Poplaski introduced themselves.
   * **Treasurer -** Darlene DuBois
     + Current balance $1662.08
     + Parking spot fundraiser made $28, the holiday lunch raffle made $74, and the dessert fundraiser made $70
     + Once last continuing education check is cashed, the balance will be $1362.08.
     + Overall SAC raised $439 in the Fall semester!
   * **Vice Chair – Need nominations for this vacant position!** Please send me some recommendations: person who will become the next president of SAC.
   * **Chair -** Sherrita Sweet- At the end of the meeting, we will open the floor for department announcements. Want to do this moving forward so that members will have a chance to share what is going on within their departments.
     + **Committee sign ups! Please sign up to be on a committee.**
7. **Standing Committees Report:**

* **Rules and Procedures Committee-** Michelle Loveless (New Bylaws Review)- Michelle goes over bylaws changes one last time for review. Darlene DuBois motions to approve the new bylaws, Dawn Ballard seconds, motion passes! New bylaws will be sent to Administration for approval. Will report back with questions/concerns from Administration.
* **Communications Committee-** Ben Rains (not present)
  + Committee will begin sending out invites to departments with low attendance in SAC to boost involvement
  + Start flushing out the new website
  + Create recruiting materials for new members
  + Want to have a few social gatherings for SAC
  + Want to communicate with the fundraising committee about what designs/advertising they would like for fundraising events
* **Awards and Recognition Committee-** Sherrita Sweet- have updated all the flyers for Student Choice and Excellence award, should see later this week. We are working on the Continuing Education award still and that should be going out to all staff soon. We want to encourage and appreciate those who are continuing their education! We also want SAC to be more financially secure; hopefully the future president can brainstorm ideas to increase fundraising to support SAC and not have members come out of pocket for awards and fundraisers.
* **Outreach & Fundraising Committee-** Emily Holman- Kelly Stimson won the parking spot raffle! Chili cookoff fundraiser is next week in the Student center from 11a-1p. Encourage your coworkers to make chili! Prize is a one-night stay at Tulsa Embassy Suites. 2nd and 3rd place will get tickets to Ahha Tulsa. Two sign-up sheets are going around: one to bring stuff and one for shifts.
  + Valentines Bake sale in February: look for an email with sign ups since it will be before the next SAC meeting.

1. **New Business:** 
   * New SAC members- thank you for helping out SAC and being a part of the team!
2. **Announcements:**
   * **Department announcements:** Research Day is coming up: Judging of posters, participate when you can!
   * Chili Cookoff- Spread the word! – will be going on the website, and will be sending out an email.
   * Suggestions Box- send me emails if box isn’t present. Any suggestions will be kept private.
   * New members interested in joining SAC please let the Secretary Michelle Loveless know!
3. **Adjournment 12:33**
   * **Next Mtg: February 18th, 2020, 12:00pm to 1:00pm, Location Tandy 353**