****

**Staff Advisory Council – Agenda**

The Staff Advisory Council will meet on **January 19, 2021 at 12p**

**Zoom**

Join Zoom Meeting

https://osuchs.zoom.us/j/91233884387?pwd=QWJUd3J0SDBoNWVTaGhJS2ZadktVdz09

Meeting ID: 912 3388 4387

Passcode: 071155

One tap mobile

+13462487799,,91233884387#,,,,\*071155# US (Houston)

+16699009128,,91233884387#,,,,\*071155# US (San Jose)

All meetings are open to all staff of OSUCHS.

1. **Call to Order:** Sherrita Sweet, 12:01p
   * Cameras and chat feature note
2. **Roll Call:** Michelle Loveless, quorum met
3. **Approval of Minutes:** 11/17/2020, Becca Floyd motions to approve minutes, Julee Wells motions to second, motion passes.
4. **Approval of the Agenda:** Becca Floyd motions to approve the agenda, Darlene DuBois motions to second, motion passes.
5. **Reports of University Committees:** 
   * **Administration-** Eric Polak, Ashley Adkins, Johnny Stephens
     + Staff/Faculty survey has gone out, working on processing through 404 employee responses. Still in Phase 2 of the vaccine rollout. Will be sending out another survey for dependent children 18+ in the coming weeks. There will be some extra unused doses available at the end of the day. Compliance will have a list of 10 people each morning who will be “on call” for those extra doses, if available. Will also be setting up employee health clinic at SW Blvd clinic to make faster rollout to staff. Moderna Vaccine is what is currently being given out.
     + VA Hospital: OSU received possession of the Kerr Edmondson building at the beginning of the year, current agencies in that building will be moved out by July 1. Campus operational by 2024. Will be building a parking garage on that site; funding provided from the city of Tulsa for that garage. Work will start on that in beginning of 2022.
     + OSUMC and surgery room updates: hospital purchased surgical robot; 1st procedure were performed in August 2020. New Operating Suites architects team selection happening on Thursday. Multi-year project for complete relocation.
     + Tahlequah: Ribbon cutting occurred last week 1/15. Broadcast from OState TV did a great job with recording/airing and can view that if you are interested.
     + Construction update: Hardesty Center NCWR, where new MRI machine was placed, it is fully operational. Furniture is being delivered next week for second floor.
     + NCWR at Legacy Plaza- all furniture is delivered and final departments are moving in.
     + OB/GYN clinic at 61st and Sheridan- Dr. Christy
     + North Hall- Still on schedule to be completed by May 2022
     + Felmlee Building- getting panels installed, close to completion
     + Barson Building elevators- bringing structural engineers out to scan the bays to make them larger. Will take approx. one year to complete.
   * **Facilities-** Angelyn Holmes
     + Utilize the helpdesk if you have any questions or issues: [chs.helpdesk@okstate.edu](mailto:chs.helpdesk@okstate.edu).
     + Continuing to work with housekeeping for sanitizing
   * **IT-** Monica Williams
     + 918-561-1800 option 2 for IT and facilities needs
     + Board of Regents are visiting at the end of the month to see updates in Tandy
     + If you are working remotely, keep devices up to date by working with IT
     + Working on beginning to lease laptops and desktops for people working remotely if needed
   * **Wellness-** Kelsey Ashwood
     + Hiring a Coordinator of Campus Recreation: Greta Connelly. Going to be a full-time employee.
     + Rolled out new Wellness Website, specifically Employee Wellness Tab
       1. Wellness Workshops- Can request trainings for your departments
       2. Therapy Assistance Online- self-guided learning module for mental health
       3. Cognito- suicide prevention learning module
     + Mental Health First Aid Training Feb 8th, 8a-5p, on campus, lunch provided. Sign up because attendance is limited
     + Resilience workshop, 3-part series, signups will be out this week
     + YMCA subsidized membership fees
   * **HR-** Tina Tappana
     + Check your benefits information and first pay stub to check for errors. Especially FSA accounts!
     + Encouraging telecommuting through January 31, 2021 if able.
     + Still honoring FFCRA (COVID) leave until the end of January.
     + Will be rolling out required Title 9 training later this week. Will have Zoom and online module option. Due April 1, 2021
   * **Security**- none
6. **Officer Reports:**
   * **Secretary -** Michelle Loveless
   * **Treasurer -** Darlene DuBois, see attached report
     + SAC Article V Proposal
       1. Current: Responsibilities. The Treasurer and the President may use the debit card or write and sign checks written on the SAC account. Checks or intended debit card usage, for more than $150.00 will require prior approval by SAC.
       2. Change to the following: Responsibilities. The Treasurer and the President may utilize SAC monetary accounts, such as, but not limited to, the bank checking account, PayPal, OSU Foundation accounts, Trade accounts (Baxter’s etc.), and any monetary accounts created for SAC after this protocol is established, to conduct SAC business. **Transactions for more than $150.00 will require prior approval by SAC.**
   * **Vice Chair –** Diana Sanders
     + Please send me minutes after your committee meetings
   * **Chair –**Sherrita Sweet
     + President search committee is on the timeline
     + Baxter’s account: granted $4,000 again for this year. Had a lot leftover last year, and wanted to maybe bring lunches to the clinic staff, but Baxter’s wasn’t able to do it with short notice. Ideas on how we can use this account to serve the CHS community since we still are not meeting in person?
7. **SWOT- How are we doing?**
   * Opportunity: Make SAC more visible
   * Threat: Even participation across all SAC members
   * Opportunity: Representation across all departments
8. **Standing Committees Report**
   * **Rules and Procedures Committee**
     + Bylaw Edit Vote: Scholarships being directly deposited into Bursar accounts
       1. Darlene DuBois motions to approve the edit, Becca Floyd motions to second, motion passes.
   * **Communications Committee-** none
   * **Awards and Recognition Committee**
     + Be looking for the Continuing Education Award at the end of February. Award of Excellence will come out the first of March.
   * **Outreach & Fundraising Committee** 
     + Looking at new ideas for upcoming fundraisers, maybe trivia.
9. **New Business:** 
   * New Member Introduction: TJ Curato
10. **Announcements:**
    * New members interested in joining SAC please let the Secretary Michelle Loveless 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!
11. **Adjournment- 1:15p**
    * **Next Meeting: February 16, 2021 12p via ZOOM**

