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**Staff Advisory Council – Minutes**

The Staff Advisory Council will meet on **October 20, 2020 at 12p**

**Zoom**

Join Zoom Meeting

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Meeting ID: 955 0502 2817

Passcode: 254362

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All meetings are open to all staff of OSUCHS.

1. **Call to Order:** Sherrita Sweet, 12:04p
2. **Roll Call:** Michelle Loveless, quorum met
3. **Approval of Minutes:** 9/15/20, Becca Floyd motions to approve, Ben Rains seconds, motion passes.
4. **Approval of the Agenda:** Becca Floyd motions to approve, Carol Roades seconds, motion passes.
5. **New Member Vote**
   * Chris Young
   * Kate Robertson
   * Both approved and voted into SAC
6. **Reports of University Committees:** 
   * **Administration-** none
   * **Facilities-** none
   * **IT**
     + IT is working on moving people into the Legacy Building
     + 10/5 was the go live date for Epic at CHS, and 10/25 is the go love for Epic at the hospital. We are continuing to put tip sheets and other helpful information on SharePoint in order to help this be a smooth transition
     + We are starting to move forward with the connection in the building at Tahlequah. We will be out of the contingency space and moved into the building in January before classes start
   * **Wellness-** none
   * **HR-** none
   * **Security-** none
7. **Officer Reports:**
   * **Secretary -** Michelle Loveless- will send an email to new members to see what committee they would like to be added to
   * **Treasurer -** Darlene DuBois- see report below
   * **Vice Chair –** Diana Sanders- encourage our committees to reach out to new members. Thank you to the committees for working so hard! Reminder to send committee reports to myself and Michelle Loveless so that we can have them on file!
   * **Chair –**Sherrita Sweet
     + Getting Involved in any way that you can/expectations
       1. We want you to feel comfortable being involved in SAC, while also being available to the staff. There is no minimum expectation, ALL help is important, so never feel that if you cannot help for an entire event that it doesn’t matter; IT DOES! And THANK YOU!
     + Administration Discussion
       1. Had some meetings with Eric Pollak and Jim Hess to see how SAC could be better utilized by and for Administration. Admin appreciates what we do for the staff members via events and scholarships, and also being in close communication with the HR department. Admin did note that during COVID-19, SAC could have been utilized better by getting word out about changes and also getting feedback from the staff about those changes. Hopefully we will be utilized better for similar situations in the future after these discussions.
       2. Admin is interested in using SAC to find out what is preventing staff from getting their job done, in a global aspect, not supervisor related. What makes people come to and stay at OSU-CHS? They are interested in retention of staff and staff morale.
       3. The Executive Board will discuss these ideas and then present to SAC in order to start working on some of these suggestions.
       4. We also talked about getting underrepresented departments involved in SAC, specifically the clinics. Eric Pollak is going to take on talking to the clinic directors in order to encourage SAC participation from the clinic staff.
8. **Standing Committees Report**
   * **Rules and Procedures Committee**
     + Working on updates to the Bylaws for the scholarship payment details, then will present it to SAC to vote on changes.
   * **Communications Committee**
     + Working on getting posters designed and approved to hang around campus
     + Website- found out that it is on the SharePoint website, and it needs to be moved and updated.
     + Darlene- who in SAC is responsible for getting meeting invite in the Pulse each month? Sherrita, Ben, and Michelle will discuss the most efficient way to get in in the Pulse.
   * **Awards and Recognition Committee**
     + Continuing Education Award Update
       1. We are sticking with the same timeline as past years for the application, etc.
       2. HR has agreed to continue providing support at $150 per employee
     + Awards of Excellence
       1. We are sticking with the same timeline as past years for the application, etc.
       2. HR has agreed to continue providing support at $500 net times 2
     + Recognition for Random Acts of Kindness
       1. We would love to start a recognizing random acts of kindness.
       2. Employees or students who see an employee doing something above and beyond, complete an online form for SAC to recognize their acts.
          1. Form to be completed soon and housed on SAC page
          2. Work with Marketing/Communications to include these in our digital newsletter Pulse
     + Welcoming new employees
       1. From the list of new employees included in the Pulse, the committee would like to send a note on behalf of SAC welcoming them to the CHS family
   * **Outreach & Fundraising Committee**
     + Silent auction for week of December 7th. We’ve asked departments to donate baskets to SAC for the silent auction. Have sent email to those departments to donate by November 9ths and have baskets by November 20th. Two have already committed, and a few SAC members have also volunteered to donate some items. We are welcoming any contributions!
     + If you have any business contacts that we can reach out to for donations please let us know
     + We are researching financial platforms we can use to have the silent auction on
     + Sherrita- Can you send out an email to SAC with items you might need or how SAC can help?
9. **New Business:** 
   * **Potential New Member Introductions**
     + Shannon Taylor- Started in September 2019. Program Specialist in Student Affairs (Tulsa)
     + Danny Eastham- Started in August 2020. Financial Aid Coordinator (Tahlequah)
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!
    * Halloween Bash with Eugene Field Elementary- Trunk or Treat on Friday October 30th, 11a-1p, we will be going to their campus and have 11 cars signed up to decorate and have a COVID-friendly treats. Be there at 10:30a if you would like to participate; you don’t have to decorate your trunk, you can just come volunteer! Email [Ashley.Duke@okstate.edu](mailto:Ashley.Duke@okstate.edu) if you are interested in volunteering or donating candy (please do this by the end of this week 10/23/20)!
    * Not able to have our typical faculty/staff luncheon this year, but Administration is encouraging internal departmental celebrations. We are still going to have our door decoration contest this year; more details on that will be coming soon.
11. **Adjournment- 12:54p**
    * **Next Meeting: November 17, 2020 12p via ZOOM**

