



Staff Advisory Council – Minutes

March 15, 2022, at 12p
Tandy 333

A. Call to Order: Diana Sanders called the meeting at noon.

B. Roll Call: JuLee Wells

C. Approval of Minutes from January

- Becca Floyd motioned to approve the minutes. Megan O’Neal seconded. Motion carries.

D. Approval of the Agenda

- Becca Floyd motioned to approve the agenda. Kelly Stimson seconded. Motion carries.

E. Reports of University Committees:

Administration- Eric Polak

- Exterior repairs are underway on the Barson building. Plumbing and electrical will be the next phase after the outside is completed.
- Construction on North Hall is still on schedule. The priority right now is to complete the Anatomy labs for courses that are scheduled to start this summer in the new building.
- Facilities is working with all departments that will be moving to the North Hall to ensure their needs are met. There is not a master schedule for relocations yet, but facilities is working on a plan for moves to happen throughout summer.
- Showed art rendering of mental health and VA hospitals. Work continues on design and renovations for the buildings to be operational by December 2024.
- The state budget and revenues are strong this year. There will not be any cuts. Budget meetings are underway as planning continues for the fiscal year 2022 – 2023.
- There will be a joint celebration that will include a ribbon cutting this summer for the North Hall and the 50th Anniversary for OSU-COM.

HR- Tina Tappana

- Emails have been sent out about the new banner timekeeping system. Employees that are paid biweekly should be using this new system to clock in and out. The new system is rounding out time to the 5-minute mark instead of the 15-minute mark.
- Monday, March 21 will be the first time to approve timesheets in the new system.
- Training for the staff conference is April 7 – 8. There will be a virtual option. Lunch will be available for employees that attend the in-person conference.
- Title IX training is due April 1.
- Annual performance reviews will open April 1 and will be due June 10.

Facilities- Anna Woodell

- Renovations are complete on the Hardesty building.
- The second floor of the Healthcare Center is on the agenda for a full remodel.
- If anyone would like to report a concern or request, they can email chs.facilities@okstate.edu.

IT- none

Wellness- Kelsey Ashwood

- The Walk and Talk meetings are scheduled through March 31. If anyone is interested in participating, they can contact Kelsey.
- Applications for the Certified Healthy Department have been emailed.
- The intramural chest tournament starts March 21. Register by March 9 to reserve a spot.

Security- Barrett Hunter

- There are no security updates to report.
- The CDC changed the risk level/criteria for wearing masks indoors. Tulsa has been moved from a high risk to low-risk category. The COVID Taskforce will evaluate COVID guidelines next week.
- Transition to COVID-19 testing to Monday, Wednesday, and Fridays.

DEI- Megan O'Neal

- The DEI office is working with OSU Giving and External Affairs to establish first PhilanthroPete fundraising.

F. Officer Reports:

- **Secretary – JuLee Wells - None**
- **Treasurer – Shannon Taylor**

Shannon reported that she is waiting on access to the foundation reports. She is estimating the balance in the SAC Tulsa fund to be \$1,131.07. The checking balance is \$3,830.65.

- **Chair – Diana Sanders**

Diana introduced Anna Woodell as the new Vice Chair.

Anna welcomed SAC and said she is thinking of ways to recruit new members. She mentioned communication is key and encouraged everyone to talk to people in their department to join SAC. She is excited about this new role and looks forward to getting to know members.

Diana said there will be a membership drive to encourage new staff members to get to know SAC. The goals are to have new members and to fill vacant officer positions.

G. Standing Committees Reports

- **Rules and Procedures Committee – Michelle Loveless**

Michelle Loveless was not present but Amy Jenkins said the committee reviewed the bylaws. They would like to include the Cherokee Nation logo. They are also suggesting changing the verbiage from officers to board members. The new edits will be sent to the Executive board for review then to SAC for approval at the May meeting.

- **Communications Committee – MeLyssa Bailey**

MeLyssa Bailey was not present, but Dylan Tucker provided an update. The committee discussed making updates to the website. She met with Elisabeth England to make the website more inviting to drive membership, add the minutes and meeting updates. Currently, there are not any pictures and eventually they would like to include them to the SAC page.

- **Awards and Recognition Committee- Dondie Hess**

Dondie mentioned updates have been made to the Award flyers and thanked Kelly Stimson and Becca Floyd for their help.

There were three changes:

- 1) The name of the award has been changed from Awards for Excellence to Staff Excellence Awards.
- 2) A QR code was added to nominate an employee.
- 3) A notation was added about an awards celebration.

JuLee Wells nominated to approve the changes. Anna Woodell seconded the motion. The motion carries.

Outreach & Fundraising Committee

Megan O'Neal said the committee suggested to have a movie night in Founders Hall to raise funds for SAC. There may be a charge for tickets and concessions. Faculty, staff, and students would be invited. They are working to get a projector from facilities and the popcorn machine from External Affairs. Final approval is pending. The goal is to have a movie night in Tulsa and Tahlequah in either April or May.

H. New Business - None

I. Announcements - None

J. Adjournment @ 12:38 p.m.

Next meeting will be April 19 in E202 with Committees