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**Staff Advisory Council – Minutes**

The Staff Advisory Council will meet on **June 15, 2021 at 12p**

**Zoom**

Join Zoom Meeting

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Meeting ID: 978 7081 7763

Passcode: 734320

One tap mobile

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1. **Call to Order 12:02p:** Sherrita Sweet
2. **Roll Call:** Michelle Loveless, quorum met
3. **Approval of Minutes:** 4/20/21, 5/18/21
	* Edit made to Fundraising Committee section per Michelle Yoder, Carol Roads motions to approve past minutes, Heather Hagan seconds motion, motion passes to approve past minutes for April and May 2021
4. **Approval of the Agenda**
	* Lauren Sparks motions to approve agenda, David Juergens seconds motion, motion passes to approve agenda for 6/11/21
5. **Reports of University Committees:**
	* **Administration-** Dr. Stroup
		+ Parking Garage- has been reopened after accident last week
		+ 2022 Budget for OSU- record increase for education per Governor Stitt; cost of living increase for staff?
			1. Increases were targeted increases (1%) for OSU CHS, regents have meeting on Friday, so don’t have any answers at this time until it has been approved by our regents.
	* **Facilities-** none
	* **IT-** none
	* **Wellness-** none
	* **HR-** Tina Tappana
		+ Bringing back in-person training for the fall!
			1. All staff training conference near end of September
			2. Service excellence training for clinic staff
			3. Applications for successful supervisor series will open soon for the fall
			4. All other regular classes will also be in-person, and will send out a calendar of all events soon
		+ HR is having office hours 1x month on Tahlequah campus; will gauge if we need to increase time over there for that campus’ staff
	* **Security-** none
6. **Officer Reports:**
	* **Secretary -** Michelle Loveless
		+ Rolling Off Email
	* **Treasurer -** Darlene DuBois
		+ See report below
		+ Think we will be able to give each awardee $300 total, but still waiting to get final number of award recipients to confirm that
	* **Vice Chair –** Diana Sanders
		+ Thank you to our committee chairs and committee members! Think about what committee you would like to serve on in the coming year, and if you would like to chair a committee. Let me know!
		+ Once the new Executive Board is elected, we will look at having SAC meetings in-person again.
	* **Chair –**Sherrita Sweet
		+ Audit: in progress, final report will be given in the July meeting.
7. **Standing Committees Report**
	* **Rules and Procedures Committee**
		+ Executive Board Nominees and Vote
			1. Have an open position for Vice Chair
			2. JuLee Wells approved for Secretary
			3. Shannon Taylor approved for Treasurer
	* **Communications Committee**
		+ Working on agendas and minutes to put on the website
	* **Awards and Recognition Committee**
		+ In-Person Awards Ceremony Vote
			1. Becca Floyd motions to hold awards ceremony in-person this year, Ashley Duke seconds motion, motion passes to hold celebration in-person
			2. Becca Floyd motions to approve spending more than $150 on this event, Darlene DuBois seconds motion, motion passes
			3. Donate toilet paper roll when you come to the party to get word out that the research department is always needing those donations
		+ Continuing Education Award
			1. Had 21 submissions this year compared to 7 last year; currently we have 20 that are eligible, but are waiting on updated transcripts
	* **Outreach & Fundraising Committee**
		+ Ice cream truck or other at Family Fun Day as possible future fundraiser for 21-22 year; will likely be in the beginning of September, but no official date set for event yet
		+ Parking spot: there are two winners of the Award of Excellence (one exempt, one non-exempt), so we may need to split the dates for that spot if that is given to the winners of the award. Can also give it to the Student Choice Award winner, because there is only one of those and they only receive a certificate, not a monetary award like the others
8. **New Business:**
9. **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!
10. **Adjournment**
	* **Next Meeting 12:56pm: July 20, 2021 12p via ZOOM**

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