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**Staff Advisory Council – Agenda**

The Staff Advisory Council will meet on **July 21, 2020 at 12p**

**Zoom**

Join Zoom Meeting

<https://osuchs.zoom.us/j/6294948005?pwd=YWtwZm5ybm82R0x6eTk3RlVoRFN5QT09>

Meeting ID: 629 494 8005

Password: 2020

One tap mobile

+13462487799,,6294948005# US (Houston)

+16699009128,,6294948005# US (San Jose)

All meetings are open to all staff of OSUCHS.

1. **Call to Order:** Sherrita Sweet, 12:02P
2. **Roll Call:** Michelle Loveless, quorum met
3. **Approval of Minutes:** 6/16/20
   * Tanya O’Grady motion to approve, Emily Holman seconds, motion passes
4. **Approval of the Agenda**
   * Tanya O’Grady motion to approve, Dawn Ballard seconds, motion passes
5. **Reports of University Committees:**
   * **Administration-** Dr. Stephens
     + Administration expresses how proud they are of OSU CHS employees with the transition to Zoom and remote work-life, and the clinics transitioning to virtual and social-distance seeing patients.
     + OSU and OSUCHS have done a lot of things to help the entire state during this time and situation. Have done 70,000+ of the COVID tests in the state. Swap pod on CHS campus does about 200 tests a day and have kept supplies coming into the state.
     + Project ECHO team has 22-25k participants on COVID sessions
     + President Shrum is back on campus now after serving the Governor’s task force during the pandemic. Dr. Frye is now interim Commissioner of Health.
     + Our hospital is the designated COVID hospital for eastern OK
     + Even with all the COVID issues, we have been able to finish out the curriculum and get students back on rotation, and now planning that return to school.
     + Cherokee nation: 54 students will be starting there this month. Continuing the accreditation process with COCA
     + VA Project: continued to move forward, were able to secure the state office building.
     + National Center for Wellness and Recovery: project has also continued to move forward as well. Research and treatment team now have 40-50 virtual medication assisted therapy sites across the state. Secured land at 67th and Riverside for clinical trials unit there along with a fMRI that will expand our ability for fMRI research.
     + Policy for employee’s who test positive for COVID will be changing (email going out in the next day or two): going to a 10-day quarantine along with a symptom-based scale. If you have severe symptoms (hospitalized), there will be a 20-day quarantine. It will not be a test-based policy. We are monitoring and following CDC guidelines.
     + What if you see an employee without a mask in a public space on campus? We are a mask campus. Going to your supervisor would be an appropriate route to escalate the situation if needed.
   * **Facilities-** Angelyn Holmes and Tyler Thompson
     + Baxter’s is getting a remodel: new ceiling, paint, kitchen updates
     + Facilities has been working diligently with Compliance office to provide tools to keep you safe on campus. If you have needs for PPE, fill out the form on the CHS Bookstore page. If you would like someone to come view your workspace for an assessment, Patty White and I can come up with options for that space.
     + Facilities has bid out a brand-new building automation system and are currently implementing that system all around campus. Started with the Houston Center, and will be done in the next month. Moving on to every building on campus soon. If you are experiencing any heating/cooling problems, turn in helpdesk tickets and we will fix it as soon as possible, but there will be some lags as we switch from the old to new system.
   * **IT-** Jessi Roberts, none
   * **Wellness-** Kelsey Ashwood
     + New fitness class library: OKState CHS YouTube channel
     + New Facebook Page: OSUCHS Wellness
     + Intramural Running and Cycling Challenge going on right now! Week by week challenge, so you can still join!
   * **HR-** Tina Tappana, none
   * **Security-** Meagan Robertson, none
6. **Officer Reports:**
   * **Secretary -** Michelle Loveless
     + Please let me know if you will be rolling off SAC this year
     + Let coworkers know that they can join SAC at any time! Will be harder to recruit this year, potentially, so get the word out where you can!
   * **Treasurer -** Darlene DuBois
     + See Report below
   * **Vice Chair –** Diana Sanders
     + Committee Chairs and Co-chairs: as members of SAC, you are required to actively participate in at least one committee. You will receive an email from Michelle later this week with a description of each committee, and a link to sign up for the committee you would like to be on.
     + Thank you to those that have already volunteered to be a chair or co-chair of a committee, but we still have some openings: Co-chair for Awards and Recognitions, Chair for Fundraising and Outreach.
   * **Chair –**Sherrita Sweet, see new buisiness
7. **Standing Committees Report:**

* **Rules and Procedures Committee-** JuLee Wells
  + Policy/bylaw for scholarship checks needs to be drafted
* **Communications Committee-** Ben Rains(not present)
  + We need to really use our communications resources since there is so much more interaction via Zoom/Email rather than in-person now; how can we keep SAC in the forefront?
* **Awards and Recognition Committee-** OPEN!
  + Co-chair: Becca Floyd
  + Sherrita- Did do a Zoom awards ceremony for the Continuing Education award and the Excellence award. It went very well, and all participants will be receiving cake and their awards check.
* **Outreach & Fundraising Committee-** OPEN
  + How are we going to Fundraise in this new environment?

1. **New Business:** 
   * Michelle will be sending out an email tomorrow with the Standing Committee’s list for sign ups, please consider which committee you would like to be on and respond to that email
     + We still need a chair for the Awards & Recognitions, as well as the Outreach & Fundraising Committees!!
   * Draft letter to be sent to Bursar’s Office regarding SAC scholarship checks; will be working with the Rules and Procedures Committee to draft this and the bylaw policy edit mentioned above. Will bring it back to SAC once they are drafted.
2. **Announcements:**
   * Please take some time to consider what the strengths/weaknesses/opportunities/threats are to SAC for the coming year and let us know! We still want to make sure that SAC is doing all it can for CHS Staff, so tell us what ideas/suggestions you have!
   * New members interested in joining SAC please let the Secretary Michelle Loveless know!
   * THANK YOU to those who have volunteered to chair and co-chair committees!!
3. **Adjournment: 1:06P**
   * **Next Meeting: August 18, 2020 12p via ZOOM**



**TREASURER’S REPORT**

Meeting: General Council, July 21, 2020

Treasurer: Darlene DuBois

OSU Foundation Accounts

1. OSU-CHS Staff Scholarship #31-32800 (needs to be utilized and closed): $1,154.05
2. Staff Advisory Council in Tulsa Fund #31-44800: $836.57

Checking Account Balance: $2277.08

Balance reconciles with bank records (confirmed on July 21, 2020)

Recent Activity(s): NONE

Pending Activity(s):

Stop Payment on Check 644 for $272; it cannot be found. The recipient decided to decline the scholarship since she has completed her degree. The fee will be $12.50 because I was able to apply the service online. Once applied at the end of this month, the new total will be $2264.58

Waiting for the check from HR for the Continuing Education Scholarships.

Pending Account Activity Central Bank of Oklahoma Created:07/21/2020 07:58:57 AM

|  |  |
| --- | --- |
| Account Balance as of: 07/20/2020 | $2,277.08 |
| - One Day Float | $0.00 |
| - Two Day Float | $0.00 |
| Collected Balance | $2,277.08 |
| + Float | $0.00 |
| + Pending Deposits | $0.00 |
| - Pending Withdrawals | $0.00 |
| Projected Balance | $2,277.08 |
| - Pending Deposit Amount Unavailable | $0.00 |
| - Holds | $0.00 |
| + Unused Reserve | $0.00 |
| Available Balance | $2,277.08 |

Notes:

Be safe, well and take care!