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**Staff Advisory Council – Minutes**

The Staff Advisory Council will meet on **August 18, 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 12:07p:** Sherrita Sweet
2. **Roll Call:** Michelle Loveless
3. **Approval of Minutes:** 7/21/20
   * Heather Hagan motions to approve minutes, Jessi Roberts seconds, motion passes
4. **Approval of the Agenda**
   * JuLee Wells motion to approve the agenda, Heather Hagan seconds, motion passes
5. **Reports of University Committees:** (not present at today’s meeting)
   * **Administration**
   * **Facilities**
   * **IT**
     + We will be rolling out security awareness training effective 9/1. It will be online and should take 15-30 minutes; you must have Office 365 to complete this training
     + Updating Microsoft Edge by the end of the month
     + Legacy building- the 9th floor will be complete the first of September, then lower level from Citiplex at the end of September
     + EPIC implementation: EPIC training starts 8/24, goes live 10/5. This will affect all clinics
     + IT is also working on other various construction/remodel projects (Riverside clinic for CWR, North Hall building, Tahlequah campus)
   * **Wellness**
   * **HR**
   * **Security**
6. **Officer Reports:**
   * **Secretary -** Michelle Loveless- none
   * **Treasurer -** Darlene DuBois- see report below
   * **Vice Chair –** Diana Sanders
     + Working on finding committee chairs and making sure the ones we do have know that they can reach out to me if needed. We still need a chair for the Fundraising committee, we hope someone steps up to this position today in the breakout sessions
   * **Chair –**Sherrita Sweet
7. **SAC SWOT Discussion**
8. **Standing Committees Report:** (Breakout Sessions: 10 minutes to discuss and take down notes regarding SWOT, and the rest of the time for committee goal discussion. Breakout sessions will end by 12:45p so that Chairs can present what was discussed. Chairs should also submit report to Secretary).

* **Rules and Procedures Committee- JuLee Wells**
  + **SAC**
    - Strengths – Involved members, representation from many departments on campus
    - Weaknesses – Not full representation campus wide, lack of understanding of what SAC is, lack of involvement with faculty and staff
    - Opportunities – Provide incentives to people that are curious about program, education about SAC and how it is helping staff continue their education, promote through Campus Pulse newsletter (testimonial of how scholarship helped them), promote Award of Excellence (nominee and nominator), create a simple flyer to explain the mission, what SAC is
    - Threats – Declined membership when numbers are already low, lack of involvement within current members and hurts with fundraising efforts, decreased scholarship funds
  + **Rules and Regulations**
    - Strengths – Updated bylaws for our campus
    - Weaknesses – Members are unfamiliar with bylaws and requirements and responsibilities of being a part of program
    - Opportunities – Involving COM-CN campus, be more inclusive between both campuses, add policy of bank institute (change that scholarship checks must be sent directly to the Bursar instead of recipient. If there is a refund, the institute can distribute to the student.)
    - Threats – If change is not made, the Stillwater compliance department would hold our chapter accountable
* **Communications Committee- Ben Rains**
  + **S**
    - Great, inclusive group of people. A healthy environment to fellowship with other staff.
    - Involved on campus and in the know.
    - Helping out with a great cause
  + **W**
    - Smaller membership- could lead to fundraising difficulties
    - Rolling members off- what should this look like?
    - Expectations- what are members expected to do? Clarification needed.
  + **O**
    - Leadership opportunities
    - A unique place to have your voice heard by administration
  + **T**
    - Difficulty adjusting to off campus meetings
    - Virtual fundraising could pose challenges.
  + **Communications Committee** 
    - Pulse Meeting Information
      * I will talk with marketing about including the Zoom information in the Pulse as well as the executive board about any concerns they have about creating a waiting room for SAC.
    - Facebook group/page
      * Lauren will talk with Sherrita about how we can go about creating this page.
    - Periodic Recruitment emails
      * Sherrita has emailed IT to request for me to be able to email all staff.
    - SAC Posters
      * I have emailed Kelly from marketing about designing posters. I offered the help of the communications committee for designing, gathering information for the posters, or putting the posters up.
    - Website
      * The website is always under construction. Please take a look at it and offer any advice/critiques you have. I am always happy to hear them
* **Awards and Recognition Committee**
  + none
* **Outreach & Fundraising Committee- Ashley Duke**
  + **SWOT Analysis**
    - Opportunities:
      * Consistently update SAC fliers in elevators
        + Invite new members
        + Advertise upcoming meetings
        + Promote fundraisers
    - Weakness:
      * SAC does not have representation from every department at OSU-CHS
        + Invite departments to present at SAC meetings
        + Rebuild SAC connection with departments such as Forensics, Library, Sim Lab, etc.
  + **Fundraising Ideas**
    - Sell individually wrapped seasonal treat – Oct./Nov.
    - Sell tickets (virtually) for auction item – 2021 department lunch catered by Baxter’s
    - Sell tickets (virtually) for auction item – SAC parking spot

1. **New Business:**
2. **Announcements:**
   * Ashley Duke: United Way Campaign Sept 14-18, look out for emails with some fun events coming your way! United Way gives back SO much to the Tulsa community, so it is important for us to help them out. Let’s get involved!
   * New members interested in joining SAC please let the Secretary Michelle Loveless know!
3. **Adjournment 1:04p**
   * **Next Meeting: September 15, 2020 12p via ZOOM**

