****

**Staff Advisory Council – Agenda**

The Staff Advisory Council will meet on **September 15, 2020 at 12p**

**Zoom**

Join Zoom Meeting

<https://osuchs.zoom.us/j/95602086328?pwd=cmRHT2h3RDFLRjJQSktLR3N4dm5rdz09>

Meeting ID: 956 0208 6328

Passcode: 182922

One tap mobile

+16699009128,,95602086328#,,,,,,0#,,182922# US (San Jose)

+12532158782,,95602086328#,,,,,,0#,,182922# US (Tacoma)

Meeting ID: 956 0208 6328

Passcode: 182922

Find your local number: <https://osuchs.zoom.us/u/aFzUFfd19>

All meetings are open to all staff of OSUCHS.

1. **Call to Order:** Sherrita Sweet, 12:02p
2. **Roll Call:** Michelle Loveless
3. **Approval of Minutes:** 8/18/20, motion to approve Becca Floyd, second David Juergens. Motion passes.
4. **Approval of the Agenda:** motion to approve Lauren Sparks, second Becca Floyd. Motion passes.
5. **Reports of University Committees:** 
   * **Administration-** none
   * **Facilities-** none
   * **IT-** none
   * **Wellness**
     + **Social Media**
       1. Please follow our Facebook page for all health education/programming! OSU Center for Health Sciences Wellness
     + **Fitness Center Hours**
       1. Fitness Center hours will expand to mimic campus operational hours starting Wednesday (9/16/2020)
     + **Tour Tahlequah Step Challenge (Coming Soon)**
       1. The Tour Tahlequah Step Challenge is a one-month walking challenge that encourages its participants to get active while learning more about the local restaurants, parks, and history of the Tahlequah community as well as its surrounding areas. From October 1st – 31st, joining us as we walk the distance between must-see destinations found within a 30-minute drive from the OSU CHS Cherokee Nation Campus. Be on the lookout for additional registration information coming your way!
          1. You don’t actually walk to the physical location. You simply have to walk the associated distance to meet the checkpoint.
     + **Group Fitness**
       1. Group Fitness classes are back in session. Visit the CHS Fitness Center or OSU Center for Health Sciences Wellness Facebook page for more info.
     + **Personal Training**
       1. Personal Training sessions are now available in the CHS Fitness Center. We have 4 trainers on staff and they are ready for clients! Contact Alanna.harris@okstate.edu for more info.
     + **Future Programming**
       1. Wellness Workshops
          1. We will be opening our wellness workshop series this semester. There will be many different topics to choose from (nutrition, time management, teamwork, stress, screen time, etc.). Your department will have the ability to submit a request form and we will either come to your location for the lecture (if we can maintain social distancing protocols) or you will be able to access the trainings virtually via pre-recorded material along with Zoom interaction.
       2. Fitness on the Go
          1. This is a program we’re looking to get off the ground soon as well. This is a program that will allow departments to request personalized fitness classes for their employee population. Sessions can either be done in the CHS Fitness Studio, or we can come to your location (if space allows).
       3. Mental Health First Aid
          1. Be on the lookout for another MHFA training invitation. Possibly looking at the month of November for dates.
   * **HR-** Tina Tappana
     + Staff Training Conference via Zoom this Thursday 9/17/20 and next Friday 9/25/20. Exact same sessions, just two options to attend.
     + All certificate training programs have been moved to virtual as well. Customer Service, Diversity, and Productivity & Time-Management are three options.
     + Catapult Sessions- time to get employee health screenings between now and the end of December to receive credit on insurance premiums for next year. Will be done on the Tulsa campus.
     + Dependent eligibility audit- if you have a dependent on health, vision, or dental insurance, you will have to provide information on those dependents so keep an eye out for physical mail from the STW Benefits office/HMS (third-party).
     + No incentive for the Staff Training Conference Action Plans this year; COVID budgeting limitations.
   * **Security-** none
6. **Officer Reports:**
   * **Secretary -** Michelle Loveless- none
   * **Treasurer -** Darlene DuBois- see reports below
   * **Vice Chair –** Diana Sanders- Thank you to everyone who stepped up to be chairs/co-chairs, all positions are now filled! All chairs/co-chairs should now have access to their sub-folders in the shared drive; let me know if you don’t have access. If you are not already signed up for a committee, let me know and we will get you assigned to one. Please make sure that all committees are meeting in September and let me know what the committee’s goals are after those meetings. Let us know if you need any assistance with projects!
   * **Chair –**Sherrita Sweet
7. **“Threats/Opportunities” Discussion/Brainstorm**
   * Opportunity- making SAC more visible somehow: Zoom meeting link in the PULSE, Flyers for the halls/elevators, FAQs for SAC, Dr. Pete Wants YOU, promo video for PULSE, etc. T-shirts (do people wear them enough)? Polo shirts (cost)? Baxter lunch raffle for departments; put code word on the SAC website in order to win (would get staff looking at the website, and they could win lunch for their department as well).
   * Threat: Even participation across all SAC members; don’t let the same 10 people keep stepping up and overworking because participation doesn’t come from every member.
   * Opportunity: Representation of all Departments- Recruitment, if you work with other departments, mention SAC to get the word out and encourage staff to join. Reach out to TQH to get them involved once they have their “feet on the ground.”
8. **Standing Committees Report**
   * **Rules and Procedures Committee- JuLee Wells** 
     + BylawsRevision completed, goals are set, and we will discuss those next month when we meet again.
   * **Communications Committee- Ben Rains**
     + Starting to create Facebook Group, Kelly and Ben have started conversations about flyers/posters
   * **Awards and Recognition Committee- Becca Floyd**
     + Appreciation “award” for a staff member, will have more details next month
   * **Outreach & Fundraising Committee- Ashley Duke**
     + Autumn fundraiser in November, open to suggestions about what we can do virtually!
9. **New Business:** 
   * **Potential New Member Introductions**
     + Chris Young, External Affairs, Outreach Coordinator
     + Kate Robertson, External Affairs, Digital Marketing & Social Media Coordinator
     + Shannon Taylor, Student Affairs, Program Specialist (reached out to Diana Sanders after the meeting)
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!
    * Ashley Duke- Reminder that this week is our United Way Campaign! You can pledge online this year. If you would like to drop off a check you can in the External Affairs office: Felmlee 148. Will be drawing names and giving away $25 gift cards and prizes. Every department who has 100% participation will get a free lunch for their department. If you have questions, email Ashley.duke@okstate.edu.
11. **Adjournment 12:51p**
    * **Next Meeting: October 20, 2020 12p via ZOOM**



OSU-CHS Staff Scholarship #31-32800 9/10/2020

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Type | Description | Debit | Credit | Balance | Memo |
| 3/4/2020 | Update | Begin Tracking |  |  | 1154.05 | SAC believed these accounts were disbanded. |
| 7/31/2020 | Withdraw | J. Johnson | 480.00 |  | 674.05 | SAC scholarship via Bursar’s system |
| 7/31/2020 | Withdraw | D. Long | 480.00 |  | 194.05 | SAC scholarship via Bursar’s system |
| 8/1/2020 | Withdraw | Close Account | 194.05 |  | 0.00 | Per OSU Foundation, this account had to close, so SAC requested the small balance be transferred 31-44800 |

Staff Advisory Council in Tulsa Fund #31-44800

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Type | Description | Debit | Credit | Balance | Memo |
| 3/4/2020 | Update | Begin Tracking |  |  | 836.57 | SAC believed this account was disbanded. |
| 8/1/2020 | Transfer | From 31-32800 |  | 194.05 | 130.62 | Per OSU Foundation, 31-32800 had to be used and closed. Balance transferred to this account. |