** Staff Advisory Council Minutes**

**September 19, 2023 @ 12 noon**

**Tandy Building Room 333 and via ZOOM**

1. **Call to Order:** Becca Floyd @ 12:01 pm
2. **Announcements from University Committees:** 
   * **Administration/Facilities** – Ashley Akins – Bibarian is active construction. 4th floor to be vacant this week, then move back by end of year. Construction will be until 2025. Barson bids go out in October, relocating people until Dec out until 2024, work from home and temp offices will be in place. Cafeteria 1st floor for Barson will not work. Looking at moving general store to Barson and cafeteria where current bookstore is. Ashley will provide renderings and will need to find funding for this project. Courtyard is completed, boot will be replaced. Signage will be increased and people are getting lost. Physicians building is being torn down in about a year and currently working on relocating those offices. Removing Tandy logo on Monday and replacing with our new logo.
   * Questions: Barson Building Questions:1. My team already has a remote set-up at home with a laptop docking station and monitors. Do they still need to bring their monitors and CPU’s home with them as well or can they be stored?2. Will each department be given space to store department owned items? Printers, lamps, carts?3. Are we allowed to print work related materials at home on a university purchased printer?4. We have conference giveaways that we will need access to throughout the year. Can these be stored so we can access them? 5. For remote workstations, I have an employee who does not have an office chair at home, can she take her chair from her office home during the renovations? This was bought by our department’s funds. 6. Will the fitness center be closed next year?
   * **Human Resources** – Not in attendance
   * **Information Technology – Jesse -** In process of annual share drive audit, folder access for shared product folders and financial drives. Needing to confirm access and be completed in 2 weeks. Forensics to be relocated, working with facilities and temp offices in Barsons. Those working from home, must complete documentation, inventory of those that are taking equipment home and have a check-in appt when returning to campus. Barsons will have a system put in place.
   * **Wellness** – Not in attendance
   * **Security** – Megan Robertson / Barrett Hunter – New maps with diversity safe spaces on campus and where new security department with address to find us. Your badge should get you into front door. Come see our new space! Security stats: on campus 1,-61 calls, 4 suspicious activities, 1 suspicion auto, 1 car damage, total patrols 220 inside 180 outside.
   * 772 in clinic calls, 13 sus persons, 1 under influence, 1 wellness check, 1 threat, 1 stolen vehicle. Working on Security Newsletter, general updates, and highlighting officers. Octoberfest 19-22, is next month, a little stressful, we are a dry campus, you can park with badge id only, NOT in garage, but you cannot come back into buildings, a map will be provided of where you can park.
   * **Office of Diversity, Equity, and Inclusion** - Megan O’Neal – No reports
3. **Roll Call:** Amy Jenkins – Quorum Met -
4. **Approval of the Minutes:** Becca Floyd
5. **2023-2024 Executive Board Reports:** 
   * + **Secretary** – Amy Jenkins - none
     + **Treasurer** - Shannon Taylor – Foundation 1487.57 Checking 3776.78 Received continuing education received and will be able to write checks
     + **Vice President** – Andrew Carter - none
     + **Cherokee Nation Representative** –
     + **Clinic Representative** – Rachel Shepard - none
     + **Past President** – Pistol Pete
     + **President** - Becca Floyd
6. **2023-2024 Committee Chairs:** 
   * + **Fundraising and Outreach Chair,** Megan O’Neal
     + **Rules and Procedures Chair,** Kelly Stimson
     + **Awards and Recognition Chair,** Dondie Hoss
     + **Communications Chair,** Melyssa Bailey
     + **Vice President,** Andrew Carter
7. **Vote in New committee members:** Table until next meeting
8. **Round Table to discuss the Silent Auction: Letters and list of vendors given out for each person to reach out to in order to collect donations. Also, looking to procure**
9. **Adjournment – Kelly 1st / Joann 2nd**

**Next meeting** – **October 17, 2023, at 12 noon, Tandy room 333, & via ZOOM**