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**Staff Advisory Council – Agenda**

**September 21, 2021 at 12p**

**A.R. and Marylouise Tandy Medical Academic Building, Room 333**

1. **Call to Order: Diana Sanders at 12:04pm**
2. **Roll Call: JuLee Wells**
3. **Approval of Minutes from August**

Becca Floyd motioned to approve the minutes. Kelly Stimson motioned to second. Minutes approved.

1. **Approval of the Agenda**

Becca Floyd motioned to approve the agenda. Rhonda Cochran motioned to second. Agenda approved.

1. **Reports of University Committees:** 
   * **Administration –** Faculty and staff were encouraged to attend the State of the Institution at 2pm for campus updates.
   * **HR –** N/A
   * **Facilities –** Anna Woodell reported construction updates on campus and at clinics.
   * **IT-** Heidi Holmes reported an email was sent out to employees to complete Cyber Security training by September 30. IT has purchased New Solution for anti-virus protection that has other functionalities based on auditor recommendations. All computers have malware bites and anti-virus will roll out by department then entire campus.
   * **Wellness-** Kelsey Ashwood reported that registration for flag football is September 30. There is a Lunch and Learn on September 29 about how physical activity improves mental activity. An email was sent to staff to complete an employee wellness survey. She encouraged everyone to complete. She said the NCWR is organizing groups for 5K for Wellness Innovators. She said new group fitness classes are also available. A new schedule has been posted online.
   * **Security- N/A**
   * **DEI-** Diana reported that DEI will be added to the monthly agenda for upcoming events or new information. She introduced Brenda Davidson, the Assistant Dean of Diversity. Brenda said the role of diversity is to ensue everyone is safe. Everyone feels welcome and included. Everyone has a sense of belonging. The role of the DEI office is to ensure that students, staff and residents ae safe. Their department offers different programs on campus including recent programming featuring Black Men in White Coats. An annual summit is being planned for January 2022 with Dr. Barbara Ross and Dr. Quinn Capers. Information from the DEI office will be sent out via an email newsletter.
2. **Officer Reports:**
   * **Secretary – JuLee Wells – N/A**

**Treasurer – Shannon Taylor -** The OSU-CHS Staff Scholarship account has $194.05.

The SAC in Tulsa fund has $1,064.57. A check for $9.50 for July was deposited on August 20.

The checking account balance is $6,144.90. There is still a $600 check that is outstanding. Shannon said that HR was invoiced for an additional $150 for one student that was not on the original list. She is waiting on a receipt of check from HR, but checks were sent out to colleges. A check was written to TCC and it was processed on September 14. The check to OSU has not been written yet but pending directions on how to handle the $194.05 that will need to be billed to the Foundation.

* + **Vice Chair –**Anna Woodell is interested in this position. The Executive Committee needs to review By-laws. Anna will be invited to the October Executive Meeting to discuss responsibilities of position.
  + **Chair – Diana Sanders**

1. **Standing Committees Report**
   * **Rules and Procedures Committee- Michelle Loveless – out on maternity leave**
     + 1. SAC would like to send her a card. Diana will purchase a card for everyone to sign at the October meeting. Becca Floyd will send to her.
   * **Diana reviewed the responsibilities of this committee.** 
     + At least 3 members
     + Update to by laws when needed- such as scholarship process
     + Oversee elections
   * **Communications Committee- NEED CHAIR**
     + At least 3
     + Update website, hang posters
     + Advertise for events
     + Can update responsibilities between team members.
   * **Awards and Recognition Committee Carol Roades**
     + At least 3 members
     + Awards Ceremony - Becca Floyd

Becca recommends at least 5 people to help on this committee. She would like to ask volunteers to help at the time of ranking for awards. Becca reviewed the award ceremony and how many awards were nominated. There were 25 nominations for the Award of Excellence and two winners received $500 from HR. There were 3 nominations for the Student’s Choice Award. The winner received a parking spot in the parking garage for the fall 2021.

Recipients of awards are as follows:

* + - 1. Erika Teel and Michelle Yoder (Award of Excellence)
      2. Kelly McCracken (Student’s Choice)

Becca explained the money for scholarships comes from the Fundraising Committee with contributions from SAC. She said HR matched SAC fundraising proceeds of $150/person with no cap of awardees. In 2021, there were 20 submissions for scholarships. SAC awarded each eligible student $150 that was matched by HR for a total of $6,000 awarded. The money is deposited into the student’s Bursar account and 85% of the recipients are attending OSU.

* + **Outreach & Fundraising Committee - NEED CHAIR**
    - At least 6 members
    - Cool events such as the Silent Auction and Trivia Night from last year to raise funds for scholarships for continuing education
    - Events that will increase SAC’s community outreach
    - Diana asked everyone to be a part of this. Examples of what was done last year, silent auction (main fundraiser) raised over $3,000 for the scholarships. Through this endeavor, donations were made from different vendors. Consider doing again to include businesses in Tahlequah. Kelly will be in charge and sac will help her.

1. **New Business**
   * New Member – Vote
   * Ivy Cooper
   * Amy Jenkins
   * Dylan Tucker
   * Ashley Marler
   * Madeline Koesters
   * Tonia Miller
   * Everyone voted in.
     + At term is one year and a member can remain for 4 terms
     + The career pathway is two-year requirement- but you don’t have to roll off after 2- can stay for 4 consecutive years.
   * Welcome guests – Anyone interested in attending is welcome to attend an upcoming meeting.
   * Baxter’s account balance- account is January-December
     + Receive $4,000 / year. Remaining for the year- $3584.01

Becca Floyd motioned to spend money for a staff appreciation lunch. Rhonda Cochran seconded motion.

Kelly Stimson motioned to host a lunch for committee chairs to reward staff. Becca Floyd seconded motion.

* + - SAC spent $273.77 for lunches for SAC members at the August meeting and $142.22 Awards and Recognition ceremony.

1. **Roundtable activity, sign up for committees**

**Awards and Recognition separated into different tables**

**Communications**

**Rules and procedure**

**Everyone will be on fundraising**

1. **Announcements:**
   * Enterprise car rental discount applies to OSU employees. We were asked to pass along the information.
   * New members interested in joining SAC please let the Secretary JuLee Wells 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!
   * Michelle Yoder asked to bring up the water fountains on the first floor have filter water everywhere on campus. Anna to talk to Tyler. Wants fountains to be converted to filters for water bottles.

**\*Reminder- Section 6. Absences.** SAC representatives are expected to attend all regularly scheduled meetings. Any member missing more than two (2) consecutive unexcused absences will be notified via e-mail. These names will be provided by the SAC Secretary to the President. Any member missing four (4) consecutive unexcused absences, or five (5) unexcused absences in one fiscal year will default his/her position and the vacancy shall be filled in the manner set forth in these bylaws. Absences do not include approved leave, as defined in the OSU Policies and Procedures manual that is found on the OSU- CHS website. If a member cannot attend a regularly scheduled meeting for any reason, he/she shall notify the President or the Secretary prior to the meeting.

1. **Adjournment at 1257**
   * **Next Meeting: October 19, 2021 In-person- Tandy 333**