



## Staff Advisory Council Minutes

September 17th, 2024 @ 12 noon

North Hall, Room 242 and via ZOOM

A. **Call to Order:** Andrew Carter @ 12:00 p.m.

B. **Announcements from University Committees:**

- **Wellness** – We have several events happening this month, starting with Yoga on the Lawn
- **Administration / Facilities** – No report
- **Human Resources** – Tina Tappana – Benefits open enrollment is coming soon. Family Fun Day will have benefits vendors to help assist with questions for this year renewal and sign up of benefits. Also, a staff training conference is coming soon so look out for that registration.
- **Information Technology – Jesse** – We finished the rotation of 50 PC's. We completed moving the folks from the clinical trials department into their new location over in South Utica. Also, we completed the AV refresh of the athletic training lab at CHS and the partial refresh of technology in E202. We are still actively working on several remodel projects and in the beginning stages of a camera project for addiction and behavioral health at legacy. The next thing in our AV refresh project is working on the 3<sup>rd</sup> floor in Tandy and in the conference rooms. This will take place in September 9<sup>th</sup> through the 20<sup>th</sup>. The last thing is that we will have an annual shared drive audit. This will start in the second week of September, and I will email all the folder owners.
- **Security** – Not in attendance
- **Division of Access and Community Impact** – No Report

C. **Roll Call:** Elisabeth England – Quorum Met -

D. **Approval of the Minutes:** Andrew Carter – August

E. **2023-2024 Executive Board Reports:**

- **Secretary** – Elisabeth England – Reminder to sign in when starting the meeting. Also, we have T-shirts for Day of Service. If you are attending the event, please take some time this week to stop by External Affairs in North Hall to pick up your shirt. If you need me to bring it to you, please send me an email and we will work out details. The meeting spot for next month will be in the normal spot.
- **Treasurer** - Vacant –
- **Vice President** – Vacant
- **Cherokee Nation Representative** – Colton Paden – None
- **Clinic Representative** – Rachel Shepard – Not in attendance
- **Past President** – Miss Becca – We are still working on our letter to administration over the parking light safety and adding new lights around our park to help improve safety measures around campus.
- **President** – Andrew Carter – We have one announcement today. Rachel Shepard is sadly no longer at OSU so her board position is now vacant for anyone interested.

F. **2023-2024 Committee Chairs:**

- **Fundraising and Outreach Chair**, Rachel Shepherd
- **Rules and Procedures Chair**, Vacant
- **Awards and Recognition Chair**, Vacant
- **Communications Chair**, Melyssa Bailey

- g. **New Business:** We have one new item on the agenda. Administration has asked us to look over the COM mission statement. Copies have been handed out to everyone to look over. We require a vote to pass the new mission statement. *The vote was then taken and passed.*

H. **Adjournment – Next meeting – October 15th, 2024, at 12 noon, Tandy 3<sup>rd</sup> Floor, Room 333 & via ZOOM**