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**Staff Advisory Council – Minutes**

**November 16, 2021 at 12p**

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

1. **Call to Order: Diana Sanders – 12:06 p.m.**
2. **Roll Call: JuLee Wells**
3. **Approval of Minutes from September**

Rebecca Floyd motioned to approve the minutes. Kelly Stimson seconded. Motion carried.

1. **Approval of the Agenda –**

Rebecca Floyd motioned to approve the agenda. Kelly Stimson seconded. The agenda was approved.

1. **Reports of University Committees:**

**Administration- Dr. Stroup**

As a federal contractor, OSU is required to follow vaccine requirements.  Since OSU is governed by federal contact rules, injunctions do not apply.  OSHA's small business rules are subject to injunctions.  The deadline is January 2022.  There are exemptions for religious and medical reasons.  He encouraged everyone to submit their information online or submit an exemption form.  HR will contact employees who have not submitted their forms and complete their information as we near the deadline.  HR will know how close we are to compliance at that point.

Facilities - still on schedule with the north hall.  Currently working with architecture and construction on the 5th floor for research and animal facilities.  The elevator in Barson is working.  The other elevator will be replaced shortly.  Overall, everything looks good.

**HR- Tina Tappana**

HR has completed the annual enrollment process.  It needs to be completed by everyone.  HR will be offering Catapult health screenings throughout the year.  An employee service recognition will be held on December 10th to announce their years of service or retirement celebration and reception.  In the next few weeks, employees will receive a gift catalog from the vendor to choose a gift.  Human Resources continues to review exemption requests.  The mandate hasn't been met yet, and we're about 50% compliant.  Still have ways to go.  For questions, please contact HR.

**Facilities- Angelyn Holmes – N/A**

**IT- Amy Adams**

The annual computer rotations will take place in the next 30 to 60 days.  There will be an email sent out if a computer needs to be rotated.  This inventory will take place between December and January.

**Wellness- Kelsey Ashwood**

The Wellness department provides mobility assessments, can measure range of motion, and improve posture and strength.  Talk to Greta at the fitness center or send an email to wellness.  It is free for employees.

Kelsey is offering free wellness workshops for employees. She can come to present information at departments on topics such as physical activity, nutrition, time management, and screen time.  Register on the wellness website.  There will be a Pictionary lunch hour on 12/15.

**Security-N/A**

**DEI- Megan O’Neal – N/A**

1. **Officer Reports:**

**Secretary – JuLee Wells**

There will be an all-employee lunch on December 1 in Founders Hall.

**Treasurer – Shannon Taylor**

She has set up a PayPal account and a QR code can be offered. She said the Staff Scholarship account is at a zero balance. The funds were utilized when scholarships were awarded. The SAC fund balance is $1,083.57. The checking account balance is $1,388.95. There is no recent or pending activity. The SAC scholarship balance is $194.05.

**Chair – Diana Sanders**

As a reminder, the by-laws for inactive membership are 4 unexcused consecutively or 5 absences for a year will result in removal from the membership.  A couple of members will roll off.  Everyone should email JuLee if they can't attend.  It will be considered an unexcused absence if you forget to tell us.

Keep your focus on why you're a member of SAC.  One of our goals is to promote SAC.  Scholarships are one of the ways we support employees who want to return to school.  As an organization, we believe in supporting employees who return to school.

1. **Standing Committees Report**

**Rules and Procedures Committee- Michelle Loveless - N/A**

**Communications Committee- Melyssa Bailey**

She scheduled a meeting with the committee on November 18. She reviewed the minutes from past meetings and still needs to go through web site training.

**Awards and Recognition Committee- Carol Roades –**

Becca said they had a meeting last week and they are updating the flyers and dates and information. Looked at timeline.

**Outreach & Fundraising Committee**

**Silent Auction Discussion**

Diana said everyone has received the donor list to reach out for donations.  She urged everyone to secure at least one donation.  If there is anyone that people want to reach out to but is not on the list, they should go ahead to do so.  There is a template letter to use.

Letters should be personal.  Ashley said local businesses are more likely to donate than corporations.  We can now set up 32 Auctions web site now that PayPal can upload pictures.  Bidding won't begin until 12/7-12/9.  Items can be picked up on Friday.

We will deliver silent auction items for a delivery charge of $25 within a 15 mile radius of OSU-CHS campus.

**Gift Wrapping Fundraiser**

If members are willing to help, gift wrapping can also be offered as a fundraiser. SAC can either purchase wrapping paper or receive donations of wrapping paper from members.  We can wrap any gifts before we go on break.  We would need a schedule for members to sign up to help.  A price could be set to wrap gifts (e.g., small items for $5, medium for $7 and large items for $10). Additional charges may apply for custom packaging.  Boxes are the responsibility of the customer.  Only wrapping is provided.  Visit a retail site to determine what size is for prices (what is a small, etc.) and use this as the template.

1. **New Business:**

**New member vote- Dondie Hess and Megan O’Neal**

Dondie Hess, Occupational Student Health Nurse from the Compliance Departments and Megan O’Neal from DEI were voted in as members.

1. **Announcements:**

Staff luncheon December 1 in Founders from 11:30-1 PM – a slide show will be created.

Anna Woodall talked to facilities and she said changing out the water fountains is doable. She can give an update at the January meeting.

There will not be a meeting in December. Will resume in January.

1. **Adjournment at 12:41 p.m.**