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**Staff Advisory Council – Agenda**

The Staff Advisory Council will meet on **November 17, 2020 at 12p**

**Zoom**

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Meeting ID: 953 5386 1523

Passcode: 081510

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All meetings are open to all staff of OSUCHS.

1. **Call to Order:** Sherrita Sweet
2. **Roll Call:** Michelle Loveless, quorum met
3. **Approval of Minutes:** 10/20/20, Lauren Sparks motions to approve the minutes, Darlene Dubois seconds motion. Motion passes.
4. **Approval of the Agenda:** David Juergensmotions to approve the agenda, Terry Brown seconds motion. Motion passes.
5. **New Member Vote:** both members voted in
   * Shannon Taylor
   * Danny Eastham
6. **Reports of University Committees:** 
   * **Administration-** Dr. Stephens
     + Thank you! We have been able to keep things going despite all the struggles. Our hospital typically has a 35% positive COVID rate. SwapPod on campus/FM clinic: Had a dip 2 months ago, but it is back up to about 180 appointments a day.
     + COVID Dashboard- more quarantine cases than 6 weeks ago, but we are doing a good job at monitoring and limiting those exposures.
     + Students will be off-campus after Thanksgiving break: no in-person classes until January. Administration will consider what that will look like for staff as well, and an email will be coming out shortly.
     + VA Center in December will likely be in the federal appropriations.
     + CN campus is moving along; occupancy for basement and 1st floor for next semester. We have a virtual site visit in February.
     + Actively recruiting for the new PA program for the July start date!
     + Partnership with Langston University: CHS and Tulsa campus (nursing for CHS)
     + President Hargis retiring next summer, Sherrita Sweet was named to the search committee for his replacement.
     + With the vaccines potentially coming out, are we doing anything to prepare for that (clinics)? We are making arrangements to be prepared for that and will monitor FDA recommendations.
   * **Facilities-** none
   * **IT** 
     + Will be on campus throughout the holidays, so let the Helpdesk know if you have issues.
   * **Wellness-** Kelsey Ashwood
     + In-Person group fitness classes will be closed following Thanksgiving break, will re-open in January. If you want to participate, we have virtual fitness classes on our Facebook channel.
     + Be sure to follow us on our Facebook page! We post a lot of good material, events, recipes, wellness tips, etc.
     + Wellness website will be coming out soon; our own tab on the CHS page.
   * **HR-** none
   * **Security-** none
7. **Officer Reports:**
   * **Secretary -** Michelle Loveless- will send new members email to see which committee they would like to be added to
   * **Treasurer -** Darlene DuBois- see reports below
     + We have an OSU Foundation account #31-44800 that you can promote anytime if someone asks how they can donate to SAC
   * **Vice Chair –** Diana Sanders
     + Welcome Danny and Shannon!
     + Our committees have been coming up with some very creative ways to function during this virtual environment.
   * **Chair –**Sherrita Sweet
8. **Standing Committees Report**
   * **Rules and Procedures Committee**
     + Bylaws edits: scholarship recipients receiving checks directly to their Bursar account. Edits were reviewed to the committee so that a vote may be taken on it during the next SAC meeting. No questions or concerns were raised regarding the edits.
   * **Communications Committee**
     + The SAC signs for posting around campus are being worked on
     + Sherrita is working with the Marketing Dept. on the website; getting it from SharePoint to the main CHS page.
   * **Awards and Recognition Committee**
     + Welcome emails to new employees; total of 27 emails on behalf of SAC have gone to new employees. Should we send out a follow up email in 90 days inviting them to join SAC? Will talk about this as a committee.
     + Certificate for the “You’ve Been Caught” recognition; information is in the PULSE and will be added to social media. Conversation about creating a certificate for this is in the works.
   * **Outreach & Fundraising Committee** 
     + December Virtual Silent Auction: 32auctions and PayPal being used as platform and payment management. Will be live December 7th-11th. Please tell your departments and colleagues! Students, faculty, and staff are all welcome to bid. We have a lot of great items for this silent auction!!
     + Vote regarding using 32auctions and PayPal: Does SAC approve of using these organizations for the fundraiser? Kate Robertson motions to approve, Darlene Dubois seconds motion. Motion passes.
9. **New Business:** 
   * In-Person Gathering December 15th, or cancel December meeting? We will revisit it in early December to see what the campus environment is like at that time.
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!
    * Please save your toilet paper and paper towel tubes: bring them to Forensic 4th floor, cubicle E440 to Ivy Cooper for the animals!
11. **Adjournment: 1:17p**
    * **Next Meeting: December 15, 2020 12p In-Person Gathering?**

















