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**Staff Advisory Council – Minutes**

The Staff Advisory Council will meet on **November 19th, 2019 at 12:00 pm,**

**Tandy Academic Medical Building, Room 353**.

All meetings are open to all staff of OSUCHS.

1. **Call to Order:** Sherrita Sweet 12:02p
2. **Roll Call:** Michelle Loveless
3. **Approval of Minutes:** 10/15/19; 8/27/19 and 9/17/19 minutes were electronically approved on 10/22/19; Darlene DuBois motion to approve, David Juergens second, motion passes
4. **Approval of the Agenda-** Emily Holman motion to approve, Michelle Loveless seconds, motion passes, BUT NO QUORUM PRESENT. Minutes will be moved to January meeting for approval.
5. **Reports of University Committees:**
   * **Administration-** Dr. Jeff Stroup
     + Gym renovation is completed. Grand opening will be later this month. Dunlap teardown will start in December and be complete in January; then we will start to work on surface parking in that area. Focus on north hall will begin June 2020; the medical examiner, anatomy lab, and some other offices will move over there.
     + Cherokee campus is moving along well. The goal is to have first phase done by June 2020, and hopefully completely done by November 2020.
     + Legacy Tower- December 2020 is ultimate move in date. Psychiatry, Behavioral Health, ECHO, OSU Medicine (business/operations) and some other departments as well.
     + December 17th- Holiday gathering at 12p, luncheon for staff and faculty.
   * **IT-** Jessi Roberts
     + Implementing a new faxing solution XMedius; make it more digital and less paper.
     + Working on Wifi issues here on campus; access. Also working on some printing issues.
   * **Wellness-** Jesse Chaffinand Kelsey Ashwood
     + Employee Wellness Coordinator- Kelsey Ashwood. She is in the process of learning what CHS is about and what SAC does for employees; pick brains about improving wellness for employees. Want to grow the Certified Healthy Department.
     + Gym renovation is *almost* completely done; waiting on some equipment; hope to have them soon to have grand reopening before the holiday break in December. We have doubled the square footage!
     + Wellness Wednesday- Coming up Dec 4th; Bringing in Oklahoma Money Matters will talk. Discussion focused on student aspect; loan repayment. They will also talk about learning to create a budget and live off of it.
     + Hopefully in the spring, we will have another Innovator Training for CHS campus; less Stillwater-focused. Email [Kelsey.ashwood@okstate.edu](mailto:Kelsey.ashwood@okstate.edu) with any ideas or advice about SAC/CHS.
   * **HR-** none
   * **Security-** none
6. **Officer Reports:**
   * **Secretary -** Michelle Loveless- none
   * **Treasurer -** Darlene DuBois- Caramel Apple fundraiser raised $267 total, and that is comparable to previous fundraising efforts in the past. Current balance is $1703.08. We are still waiting for two Continuing Education Award checks to clear in the amount of $600, and $87 from VENMO will be deposited to account. Once those two transactions clear, our final balance will be $1190.08 to continue fundraising efforts.
   * **Vice Chair – Need nominations for this vacant position! Still NEED!**
   * **Chair -** Sherrita Sweet- Presented Past-President plaque to David Juergens; Thank you for your time and mentorship to past and present Executive Boards.
     + We would like to meet with all committee chairs after this meeting to talk about budget for next year.
7. **Standing Committees Report:**

* **Rules and Procedures Committee-** Michelle Loveless (New Bylaws Review)
  + All potential changes were walked through and discussed. Michelle will make edits as discussed in meeting, and send a final draft via email to SAC for one last feedback chance. If SAC votes to approve that final edit, it will be submitted to administration.
* **Communications Committee-** Ben Rains not present, but Lauren Sparks gave update; nothing new since last month. We were talking about making a FB group for SAC and are still working on the website.
* **Awards and Recognition Committee-** Sherrita Sweet- You will start receiving emails regarding upcoming awards soon. We also still need a new chair for this committee.
* **Outreach & Fundraising Committee-** Emily Holman- Awesome job!! Great marketing and response. Very unique idea and a lot of hard work.
  + We had a great response with people brining items and volunteering their time
  + Next fundraiser we will be (continuing) selling a parking spot raffle (for the whole semester). Dec 10th; will be doing a table in the student center so last chance to purchase for hour and a half. Drawing on Dec 17th. Sheet passed around for shift work for the 10th.
  + Fundraising committee met in November and talked about asking outside organizations for donations (monetary or items) to use for a raffle or prize for chili cookoff. If you know of anyone who owns a business or have any connections, let me know.

1. **New Business:** 
   * Holiday Party- Ashley Duke
     + Holiday Luncheon is Tuesday December 17th 1130a-130p in Tandy Conference Center. Will be raffling off gift baskets and prizes. Need volunteers to help pass out raffle tickets. Everyone gets one free raffle ticket at the party.
     + Dec 9-Dec13 having door decorating contest for any offices or clinics. The theme is winter wonderland. Send photos to chs.externalaffairs@okstate.edu. There will be a panel of judges, and the winner will be announced at the party. One door (entry) per department.
2. **Announcements:**
   * Great Work Outreach & Fundraising Committee!!! And thanks to everyone who helped with the event!
   * Suggestions Box
     + Goal is to grow our numbers, so please let us know of any ideas to help us do that!
   * New members interested in joining SAC please let the Secretary Michelle Loveless know!
3. **Adjournment**
   * **Next Mtg: January 21st, 2020, 12:00pm to 12:52pm, Location Tandy 353**