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**Staff Advisory Council – Minutes**

**August 17, 2021 at 12p**

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

1. **Call to Order Diana Sanders**: 12:03pm
2. **Roll Call:** JuLee Wells, quorum met.
3. **Approval of Minutes:** 6/15/2021, 7/20/21 meeting

Becca Floyd motions to approve minutes for June 15 meeting, Ashley Duke seconds motion. Carol Roades motions to approve minutes for July 20 meeting and Ashley Duke seconds motion.

1. **Approval of the Agenda**

Becca Floyd motions to approve agenda, Bria Taylor seconds motion.

1. **Reports of University Committees:**
	* **Administration-**

With the rise of COVID-19 cases across the state a system wide report will be emailed every Friday. The most current report was passed around for review.

* + **HR- Jessica Cowles**

An email was sent about upcoming professional development trainings that will be available for employees. Employees are encouraged to sign up. Additional monthly updates will be emailed about upcoming trainings. As of now, they will be in-person but if changes are made, HR will let employees know. Information about a fall staff conference will be emailed soon. The next S3 class will be starting soon with revised content. A new certificate program will also be available in the fall focused on teamwork and communication.

* + **Facilities- Angelyn Holmes**

Facilities is trying to get updated signage posted related to COVID and encouraged everyone to wear masks. Construction on the North Hall has a completion date for the first week of June 2022. There will be a new roof on the Forensics building. Founders and Barson will also undergo construction. See attachment for full report on all updates.

* + **IT- None**
	+ **Wellness- Kelsey Ashwood**

The deadline to register for an intramural soccer team is August 19. There is a new partnership with the Greater OKC YMCA. Anyone interested in joining, there will not be fees for Tulsa or OKC locations. The Wellness department is having an event on August 31 at the Drillers Stadium. Tickets will be purchased for students, staff, faculty, and residents to attend the game. A Wellness Innovator Training is coming up. Individuals or small groups up to four people can sign up for 25% off personal training through September 17.

* + **Security-None**
1. **Officer Reports:**
	* **Secretary – JuLee Wells–None**
	* **Treasurer – Shannon Taylor**

The OSU-CHS Staff Scholarship balance is $194.05. The Staff Advisory Council Tulsa fund balance is $1,055.07 and the checking account balance is $4,194.90. An invoice for SAC scholarships was sent to HR on July 8. As of July 12, the check had not received and will be re-issued.

* + **Vice Chair – VACANT**
	+ **Chair – Diana Sanders**
1. **Standing Committees Report**
	* **Rules and Procedures Committee- Michelle Loveless**

Nothing to report

* + **Communications Committee- NEED CHAIR**
	+ **Awards and Recognition Committee Carol Roades**

Becca Floyd said there are more submissions than usual for employee scholarships. The committee must confirm that employees qualify. A check will be reissued since it was lost in the interoffice mail before scholarships can be awarded. Invitations will be sent out to employees for the awards celebration. More people are needed to be on the committee to review applications.

* + **Outreach & Fundraising Committee - NEED CHAIR**
1. **New Business – Diana Sanders**
	* Welcome guests – Four guests (Dylan Tucker, Ashley Marler, Madeline Koester, and Tonia Miller) were welcomed to the meeting.
	* New Members will be voted in at September meeting.
2. **Roundtable activity, “Why did you join SAC?”**

Diana Sanders asked members to write down their reason they joined SAC and if they were comfortable to share their answers. Becca Floyd shared that she joined SAC because it was a great way to network with others on campus.

Members were asked how they can contribute to SAC and reviewed the responsibilities of each committee.

1. **Announcements:**

If anyone is interested in joining SAC, they need to contact Secretary, JuLee Wells. If there are any concerns or issues to address with Administration, they are encouraged to let the SAC Executive Board.

Michelle Yoder said a plan was needed to decide how the SAC parking spot was going to be awarded. It was decided that the spot will go to the Student Choice Award winner then raffle it off next spring.

A Meet and Greet for Administration is this Thursday, August 19 in Founders Hall.

1. **Adjournment**
	* **Next Meeting: September 21, 2021 In-person- Tandy**
	* **Adjourned at 12:43p.**