****

**Staff Advisory Council – Minutes**

The Staff Advisory Council met on **August 27th, 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, 12:05p
2. **Roll Call:** Michelle Loveless
3. **Approval of Minutes:** 05-28-2019 meetings
4. **Approval of the Agenda**
   * Darlene DuBois motions to approve minutes, Monica Williams 2nd to approve. Minutes and Agenda approved by majority.
5. **Reports of University Committees:**

* **Administration –** Dr.Jeff Stroup
  + Kicked off Forensic Sciences program this year, 20 students.
  + Lots of growth on horizon: Cherokee Nation campus is on timeline. Filled almost all open positions, next step November COCA required site visit. Will come again next year before students start in fall.
  + COM Update- starting to get Board scores back, busy time for COM
  + Academic programming/general campus update- working on “North Academic Building” towards the end of the year. Also will start taking Dunlap down. Working with Federal Government for funding still, lots of activity around the opioid settlement.
  + COCA requires update mission/vision every 5 years, and while we are not “due” for that, wanted to update ours: **had new vision up on screen and was reviewed/talked about to group.** 
    - * **Any questions/concerns regarding mission/vision? No concerns. Darlene DuBois motions to approve. Heidi Holmes seconds motion, motion approves the new Mission/Vision Statement.**
* **Department of Wellness** – Jesse Chaffin
  + Wellness center expanding, doubling in size, with new cardio equipment. Will be offering new fitness classes as well based on responses from recent fitness survey.
  + Alana Harris hired as new fitness assistant. Expanding intramural program (soccer, football, Ping-Pong) to all employees/spouses to join.
  + Just closed application for Women on Weights program; had over 50 people apply, accepted 20 for program. Program will be offered again based on great interest.
  + On the Move Program- weekdays in the semester, challenge to burn 15k calories per semester. Join Tulsa YMCA to track activity. It’s not too late to join- can do throughout the semester.
  + Don’t forget about Tulsa YMCA partnership for CHS staff!
  + 1st wellness Wednesday is October 9th- Trevor coming from OSU STW to talk about mental health/wellbeing and how it applies to fitness.
  + Naturally Slim Program- nutrition program is now open to join. If you don’t meet the stated requirements, let Jesse know because you could still participate.
  + Construction- completion date pushed back some from September 1, hopefully will be done before Halloween.
  + Questions- Michelle Loveless asked about YMCA partnership applying to other YMCA’s in the state. Jesse has been working on that, but need to foster more interest in other locations to move forward.
* **Information Technology** – Heidi Holmes
  + - Every 3 years we rotate equipment in clinics/sites. We lease work stations; have over 150 computers we will be changing out in the coming months. Please save EVERYTHING on the shared drive, NOT the hard drive of computer.
    - At clinics and hospitals- have implemented EPCS- allows providers to electronically prescribe controlled substances; will be more secure and recorded/tracked. Went live with that 8/26.
    - Clinics/hospitals- implementing EPIC- banner of CHS. With partnership with St Francis, merging with their system so patient records/charts will be continuous.
    - Also working on technology that will be employed on the Tahlequah campus (fall 2020) and Legacy Building campus (summer 2020).
    - Introduced Jessi Roberts who will be present if Heidi Holmes is unavailable.
* **Facilities** – Angelyn Holmes or representative- not present
* **Human Resources** – Tina Tappana
  + - Will have annual open enrollment in early November. Increase in health insurance benefits this year- 20$/month increase no matter what plan you’re on. Still have 20$/monthly credit for Catapult screening. Will be going back to Delta Dental from Cigna. Vision will be going back to VSP from Eyemed. Everyone will have to go online to renew/change benefits.
    - Current opening for HR consultant- Will see some trainings cancelled off the calendar for a few months until position is filled. Let HR know if you have issues or concerns with this.
    - There are a lot of clinic positions open- front/back office, RNs, two Practice Administrators, etc. Help spread the word to get those positions filled.
    - Title 9 Training- watch for email later this week about renewing for this year. Online option available or will have a few in-person trainings. Will be Due OCT 1.
* **Security** – Megan Robertson
* Has been an increase of people walking through campus (likely due to the pond)- call us immediately if you see anything suspicious. Don’t leave valuables out/unattended.
* If you leave vehicle on campus overnight, please have a permit on it so we know it is a staff/faculty vehicle and it will be monitored.
* Octoberfest is coming up- will have updates on that in next month’s meeting. Don’t come into building if you have been drinking.
* Still offer security/safety awareness trainings with action plans, highly recommend taking it.
* Cleary will be available Oct 1.
* Introduced officer Blackheart as her stand in if she is not available.

1. **Reports of Standing Committees: Sherrita Sweet** (read expectations of all committee’s)Need Committee Chairs and members to sign up. Committee chairs will be responsible to meet at least once per month and send a report to the secretary before the council meetings. Put out sign-up sheet, please sign up!

* **Rules and Procedures Committee**- want to look over bylaws this year and do true update. Have to incorporate the new campus in Tahlequah.
* **Communications Committee-** SAC webpage will be new responsibility. Want webpage to be more active and informative for staff to utilized.
* **Awards and Recognition Committee**
* **Outreach & Fundraising Committee-** very important because this is the backbone of SAC.

1. **Officer Reports:**
   * **Secretary -** Michelle Loveless- will send email to get everyone’s information regarding SAC participation.
   * **Treasurer -** Darlene DuBois –Delay giving out Continuing Education award. HR offered to donate $150 per recipient, SAC will match, so each recipient will get $300 for award. That will bring us down to $923 to start fundraising efforts. Expressed appreciation for support and help.
   * **Vice Chair -** Annie Brennan- Not present
   * **Chair -** Sherrita Sweet- Goals: SAC website, increase SAC membership- when you join SAC, you are charged to bring info her back to your department. SAC is also a place for department members to give you questions/concerns FOR SAC.
     + **Julee Wells motions to approve reports, Ashley Groom seconds, motion approved.**
2. **New Business:** 
   * Sign-Up for Sub-Committees
   * Suggestion’s to make the Staff Advisory Council what we hope it to be
   * Council Member Agreement Review- moved that to next meeting for time.
3. **Adjournment- 1:01pm Sherrita.** 
   * **Next Mtg: September 17, 2019, 12:00pm to 1:00pm, Location- TBD**