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**Staff Advisory Council – Minutes**

The Staff Advisory Council will meet on **September 17th, 2019 at 12:00 pm,**

**Tandy Academic Medical Building, Room 351**.

 All meetings are open to all staff of OSUCHS.

1. **Call to Order:** Sherrita Sweet- 12:06pm
2. **Roll Call:** Michelle Loveless
3. **Approval of Minutes:** 08-27-2019 meetings; no quorum to vote, pushed to next meeting.
4. **Approval of the Agenda:** no quorum to vote, pushed to next meeting.
5. **Reports of University Committees:** All will be reporting next meeting.Today will be a planning meeting for committees to meet.
	* **Security-** Meagan Robertson: Annual Clery report will be published October 1st. An email will be sent out about how it can be reviewed.
6. **Officer Reports:**
	* **Secretary -** Michelle Loveless- if you haven’t emailed me your info, please do so.
	* **Treasurer -** Darlene DuBois- checks or debit uses for more than $100 will require prior approval from Council. Darlene will hopefully be sending out an email soon to approve the checks to Cont. Ed. Award recipients; HR is still processing $150 award per recipient of Continuing Education Award.
		+ Spent $69 to get a plaque for former president; will present to him when he is present.
		+ Current balance is $1973.08
	* **Vice President -** Annie Brennan-not present
	* **President -** Sherrita Sweet
		+ Council Member Agreement Review- thoughts? Ideas? Corrections?
			1. Ashely groom asked about the 2-year commitment. She can see it as being a hindrance for some people. Sherrita- that is what was in bylaws, but it can be changed if Council wants to do so. The purpose of the agreement is to remind the council members of why they are here and what their commitment is. We will bring it up in next meeting for a vote so let the Executive Board know before if you suggest any changes.
		+ Suggestions Review- Michelle gave review from exec meeting:
			1. Increase awareness of SAC
				1. Have to approve the minutes before sending them out. Need to think of a way to get them out sooner? Decided that we have to wait for approved minutes for people who are NOT in SAC.
				2. Michelle will send minutes to Sherrita to get confirmed by any speakers, then they can be distributed to people NOT in SAC.
			2. Include minutes and meeting dates/times in the Pulse
				1. Suggest to Communications Committee to take this over
			3. Propose HR change to gift sick leave to others
				1. Tina Tappana will talk about HR suggestion of “gifting” sick leave in next meeting.
			4. Group T-shirts to sell and have for ourselves
				1. We think this is a good idea, but we need to grow and get our name out there first.
7. **Standing Committees Brainstorming Session:** Spend the next 30 minutes talking amongst selves, review bylaws, make plans/goals. PICK A CHAIR! What you really would like to see over the coming year. Problems that you’ve seen in the past that we can correct. At the end of our time, present what you’ve talked about to council. Look at your calendars and schedule next committee meeting.
* **Rules and Procedures Committee-** Darlene DuBois presented- going to meet on September 27th at 9am. Immediate goal is to define things in bylaws, like the length of SAC term. Would also like to creat a PowerPoint presentation for members to have, that would give a quick view/reminder of what is expected. Also to help define/explain procedures of a meeting for members to be familiar with, if not already. Create a guideline for guests vs. prospective members vs. voting members and the procedures related to that type of participation.
* **Communications Committee-** Ben Rains presented- Next meeting will be October 9th at 10am. Would like to create a fund for event awareness; signs/posters for events. Link website in Pulse. Heather Hagan to post on rural health site. Ben has access to research site as well. Zoom for SAC meetings suggested for people who may not be able to come in person. Want to also improve the committee’s culture- have a meeting to get to know each other; make the SAC more inviting and comfortable to be involved with. Some kind of social thing to foster comradery.
* **Awards and Recognition Committee-** Amber Hood presented- We need a chair. Committee in really good spot from Sherrita’s leadership last year, just need a chair.
* **Outreach & Fundraising Committee –** Emily Holman presented-Parking spot fundraiser, sell for a semester long. Fall Oct/Nov Thanksgiving dessert or pumpkin themed event. Jan- chili cook off. Feb- Valentine bake sale. March (spring)- popcorn sale. Move events to Tandy or student center to increase attendance. Next meeting in Oct 25th at 10am. Committee members will email to follow up before then as well.
1. **New Business**: Sherrita ischarging committees to pick chairs. Chairs need to send reports (notes of meeting, nothing fancy) to secretary after meetings, and let the executive team know when meetings are.
2. **Announcements:**
	* **Suggestions Box**
	* **New members interested in joining SAC please let the Secretary Michelle Loveless know!**
3. **Adjournment: 1:02pm**
	* **Next Mtg: October 15, 2019, 12:00pm to 1:00pm, Location Tandy 353**