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**Staff Advisory Council – Minutes**

The Staff Advisory Council will meet on **March 16, 2021 at 12p**

**Zoom**

Join Zoom Meeting

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Meeting ID: 923 8518 5482

Passcode: 201485

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1. **Call to Order 12:00P:** Sherrita Sweet
2. **Roll Call:** Michelle Loveless
3. **Approval of Minutes:** 1/19/2021
   * Becca Floyd motions to approve minutes, Heather Hagan seconds, motion passes.
4. **Approval of the Agenda**
   * Becca Floyd motions to approve agenda, Carol Roades seconds, motion passes.
5. **Reports of University Committees:** 
   * **Administration**
   * **Facilities-** Angelyn Holmes
     + All projects mentioned last meeting are still ongoing
     + Over spring break on main campus: widening the Tandy drive, work on east side of Founders Hall to take care of some water issues
     + Finishing up on North Hall dock
     + Hardesty is functioning in a limited capacity right now, moving the Center for Wellness and Recovery over there in the first of April and will be fully occupied
     + New OB/Gyn clinic fully occupied and functioning by April 1st
     + Barson Elevator- plan to have only one elevator down at a time
   * **IT**
   * **Wellness-** Kelsey Ashwood
     + Certified Healthy Department Applications are closing March 26th
     + Kickball registration is closing March 26th as well
     + MHFA Training on the Tahlequah Campus starting April 15th
     + Mental Wellbeing Bingo challenge now through April 30th
     + Group fitness classes are back in session. Masks are required
   * **HR-** Tina Tappana
     + Title 9 due April 1
     + Performance review training (optional if not a manager)
     + All staff training conference April 15th and 23rd (Zoom)
     + COVID leave continuing through March
   * **Security**
6. **Officer Reports:**
   * **Secretary -** Michelle Loveless
     + New member vote: TJ Curato, athletic training department, voted in 3/16/21
   * **Treasurer -** Darlene DuBois
     + See report below
   * **Vice Chair –** Diana Sanders
   * **Chair –**Sherrita Sweet
     + President’s search committee: nominations have been presented to the Board of Regents
     + Will be starting SAC Audit soon, per Bylaws
7. **Standing Committees Report**
   * **Rules and Procedures Committee**
     + JuLee Wells- from Jan meeting: proposal to make a change to article 4, section 1 wording.
       1. JuLee Wells motions to approve change, Darlene DuBois seconds, motion passes.
   * **Communications Committee**
     + New Co-Chairs: Heather Hagan and Lauren Sparks
     + Website: now searchable! Have updated the meeting times on the site as well
   * **Awards and Recognition Committee**
     + Becca Floyd- have sent out notifications for the Student Choice and Awards of Excellence. Have been receiving nominations for both.
     + New Employee Letter- follow up letter for new employees after they have reached their 90 days to inform them about SAC and how to join.
       1. “Obtain supervisor’s approval” wording needs to be changed to “notify” or “speak with” your supervisor.
   * **Outreach & Fundraising Committee** 
     + Trivia Night Fundraising/Outreach Event
       1. Thursday April 8th, 7pm
       2. Posting flyers on campus today, social media, and pulse advertisements
       3. 10$/ticket, also enters you for a parking spot raffle drawing
       4. Don’t have to be a CHS staff member to participate; make a team with your family and friends
       5. If we don’t have 100 participants, we can downgrade to the lower registration
     + If anyone has ideas for the next fundraiser, please reach out to us!
8. **New Business:** 
   * New Member Introduction: Denise Fulbright- not in attendance, move to next meeting
9. **Announcements:**
   * Toilet paper and hand paper towel inserts needed for the animal enrichment lab. Please bring these to Ivy Cooper, Forensic 4th floor, cubicle E440, blue container
   * 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!
10. **Adjournment:** 12:50p
    * **Next Meeting: April 20, 2021 12p via ZOOM**

**Table

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