



Staff Advisory Council Minutes

August 20th, 2024 @ 12 noon
Tandy Building Room 333 and via ZOOM

A. **Call to Order:** Andrew Carter @ 12:00 p.m.

B. **Announcements from University Committees:**

- **Wellness** – We will have Ted Talk Tuesday this month and the topic will be “*How to live to be 100+*” and will be between 12:15 – 12:50pm in Tandy 171. Also, we have the step ahead walking challenge coming up next month from September 9th through October 4th. This is to challenge you to stay a step ahead of chronic diseases, musculoskeletal disorders, brain fog and more by incorporating more movement in your day! To sign up, please see the link in the agenda that Elisabeth has provided. Thrive Thursdays are every Thursday except holidays from 12 – 1pm at the Tahlequah Campus and Zoom. This program will take a generalized approach to teaching fitness program development and a look behind the scenes at what is happening with our bodies when we exercise. Lastly, move it Mondays are every Monday except holidays from 12 to 1pm at the Tahlequah Campus in the OMM Lab. This program is designed specifically for offsetting the sedentary environment of working and studying in higher education.
- **Administration / Facilities** – Jeff Stroup – The new semester has started so things are active on campus again. On Friday, we will be holding Dr. Dyer’s retirement reception. The Barson building is within eyesight of finishing up and our hope is for it to be done around Thanksgiving. Considering this, we will be moving the bookstore on October 14th, and we are working on a contingency plan for that. We are still looking at possible options for food service on campus as well and we will need to identify some funding for support on that. The new vivarium and forensics building, which I’ve toured, is really going to be a state-of-the-art facility and I’m happy about that. You may have noticed we are working outside of the building; we are working on some waterproofing and repainting of that facility, so it matches up with our other buildings. Construction at the Medical Center continues, and the VA psychiatric center had its parking garage go up in front of the ocean medical Center. That was our 1st step, and the next step will be to remove the Physician office building. The last thing is that Dr. Stevens is fundraising to work out a plan for the family medicine clinic and is looking to convert that into some kind of multi-specialty clinic.
- **Human Resources** – Not in attendance
- **Information Technology – Jesse** – We finished the rotation of 50 PC’s. We completed moving the folks from the clinical trails department into their new location over in South Utica. Also, we completed the AV refresh of the athletic training lab at CHS and the partial refresh of technology in E202. We are still actively working on several remodel projects and in the beginning stages of a camera project for addiction and behavioral health at legacy. The next thing in our AV refresh project is working on the 3rd floor in Tandy and in the conference rooms. This will take place in September 9th through the 20th. The last thing is that we will have an annual shared drive audit. This will start in the second week of September, and I will email all the folder owners.
- **Security** – Not in attendance
- **Division of Access and Community Impact** – George – We have started planning for the second training for the faculty mentorship program. We sent out a survey and got 25 responses for that training. If you are interested, please contact Brenda or myself, and we will get you hooked up. Also, we are planning for Diversity Week, which is student led. It will start in September. The last thing is we will be choosing the next book in our Health Equity Book Club, and this will be available to all faculty staff and students. You can get a copy for free by signing up in October and being delivered before Thanksgiving. A quick reminder is that in February, we will be holding the food festival. We want people to provide their favorite dishes,

and the idea is it will be for sample so there is no pressure to bring a ton of food. This event will be available for both Tahlequah and Tulsa.

C. Roll Call: Elisabeth England – Quorum Met -

D. Approval of the Minutes: Andrew Carter – April & May 2024

E. 2023-2024 Executive Board Reports:

- **Secretary** – Elisabeth England – Reminder to sign in when starting the meeting. I'm filling in for Rachel today to talk about Day of Service. We officially have the registration form for this event live and ready for submissions. If you check the agenda for today or the flyer in front of you if you are in person for the link to the webpage for details and the sign-up form. Please, be sure to look at the eligibility and you will be able to use 4 hours of admin time for this event. The last thing is everyone who signs up will get a free T-shirt. We are working to finalize more details so check the webpage as we get those updates and the final day to sign up is Aug. 31st. The last update I have today is that next month, this room won't be available to meet so I have reserved North Hall 242 instead. We will update next month's calendar with the new room, and we will do this again for November and December.
- **Treasurer** - Vacant –
- **Vice President** – Vacant
- **Cherokee Nation Representative** – Colton Paden – None
- **Clinic Representative** – Rachel Shepard – Not in attendance
- **Past President** – Miss Becca – I've talked to security, and they wish for us to help them write a letter to administration to request that we build speed bumps into the parking garage. We have had many close calls with people driving too fast in the parking garage and we feel this would be a good way to help slow people down and make things safer. We want to put this to a vote if anyone thinks we should do this or not. (Vote Passed)
- **President** – Andrew Carter – We have some positions that need filling so if anyone is interested, please let me know. We have the bylaws with us today that go into more description about each position as well.

F. 2023-2024 Committee Chairs:

- **Fundraising and Outreach Chair**, Rachel Shepherd
- **Rules and Procedures Chair**, Vacant
- **Awards and Recognition Chair**, Vacant
- **Communications Chair**, Melyssa Bailey

G. Vote in New committee members:

- Joann Olson for Awards and Recognition Chair
- Jessi Roberts becomes a member

H. Adjournment – Next meeting – September 17th, 2024, at 12 noon, North Hall 242, & via ZOOM