

OSU STAFF ADVISORY COUNCIL IN TULSA

July 19, 2013

Minutes

1:15 – 2:15p.m. -
E202- OSU-CHS

1. Call to Order: 1:15

2. Roll Call: Amanda Benn (E = Excused Absence) (X = Unexcused absence) (✓ = Present)

Amy Adams	X	Karen Castle	✓	Melissa Kash-Holley	E
Rebecca Allison	✓	Camilla Estes	✓	Jean Keene	E
Trey Alward	E	Johnathan Franklin	✓	Annette Morey	✓
R.D. Bell	✓	Earl Gorden	X	Karen Muse	X
Amanda Benn	✓	Janifer Hilton	E	Barbara Newman	E
Meghan Bretz	E	Angelyn Holmes	✓	Staci Stewart	X

OSU STAFF ADVISORY COUNCIL IN TULSA-- Mission Statement

The mission of the Oklahoma State University Staff Advisory Council in Tulsa is to help unify employees on all campuses and branch locations, and to represent the interests of staff in the development and implementation of policies and procedures that directly affect their morale, well-being, working conditions, and professional welfare.

3. Executive Update: No report

4. Human Resources Update: Tina Tappana

- 1. Time Pro Reminders:** Employees cannot leave Time Pro up all day. They must log in and log out every time they leave. Please continue to make sure your work week equals 40. HR is not aware of when the Time Pro system goes down. If time pro goes down, please make sure you email your supervisor with your correct times. There will be more training to come. If you have new employees that will be using Time Pro, please let HR know.

5. Approval of Minutes: Minutes were not approved due to lack of a quorum.

6. Approval of Agenda: Approved by Executive Board

7. Treasurer's Report: No report

8. President's Report: Sick leave donations policy was denied by Stillwater VP of Policy and Administration. Angelyn is checking to see if the Stillwater SAC has the report on why it was denied.

9. Committee Reports: No report.

- Rules and Procedures
- Fund Raising
- Awards and Recognition
- Policy and Benefits
- College and Community Relations
- Communications

10. Old Business:

- 1. Resolution on scholarships:** Employees who won a scholarship still haven't received their money. SAC will give money to Bursar's office for deposit into student's accounts. If student

is not an OSU student, money will go to HR and be deposited into their check. Award money will be grossed up so taxes won't come into effect.

11. New Business: Everyone please go visit the Swap Shop on the 2nd floor of CHS. We will be doing a Swap Shop open house in the fall as a promotion. The council needs to elect a new treasurer. Angelyn will send out an email to open nominations.

12. Adjournment: 2:15

cc: Howard Barnett, J.D., President, OSU in Tulsa
Kayse Shrum, D.O. Provost-OSU Center for Health Sciences, Dean-College of Osteopathic Medicine
Sandy Cooper, J.D., Director of Human Resources
James Hess, Ed.D., V.P.-HCA and Chief Operating Officer; CEO-OSU Medical Authority

Respectfully submitted.
Amanda Benn