

# OSU STAFF ADVISORY COUNCIL IN TULSA

Friday, August 16, 2013

## Minutes

1:15 – 2:15p.m. -

Houston Center- IM Conference room

**1. Call to Order:** 1:15

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

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

**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:** Sandy Cooper

1. **EAP-** Employee Assistance Program provided to all employees. Great tool to have from vacation planning to drawing up a will. They are available 24/7. If you need more information regarding EAP please let HR know and they can send you a flyer.

**5. Approval of Minutes:** Minutes will be approved via email.

**6. Approval of Agenda:** Approved by Executive Board

**7. Treasurer's Report:** No report

**8. President's Report: Staff award update:** Awards still haven't been distributed yet but Angelyn received an email from OSU Foundation that the check will be cut sometime next week. The check will then be sent to SAC account so we can divide up and distribute to winners.

**9. Committee Reports: All committees need to have a report for next meeting, if possible**

- Rules and Procedures – No report
- Fund Raising - No report
- Awards and Recognition - No report
- Policy and Benefits – No report

- College and Community Relations- R.D. collected out going materials from the library and distributed them to our elementary schools we support. R.D. also dropped off some newspapers at Academy Central to help with their fundraiser.
- Communications- Once we receive footballs for our fundraising, let Trey Alward know and he will send flyers to CHS and OSU-Tulsa campuses.

**10. Old Business:** No old business

**11. New Business:** Motion was made and carried to purchase 15 footballs at \$50 a ball for the annual SAC fundraiser. Council approved.

Congratulations to R.D. Bell on being appointed as SAC Treasurer!

The communications committee would like to start creating a monthly update to add to the OSU-Tulsa and CHS newsletters regarding SAC events and any other information received for distribution.

All members try to view the SAC website before the next meeting to discuss any changes or updates that need to be made.

**12. Adjournment:** Motion was made and approved for adjournment. Meeting adjourned at 2:10

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  
SAC Secretary