**Minutes**

**Staff Advisory Council Meeting**

**August 10, 2023**

**12:00 – 1:00 p.m.**

**Zoom**

**Attendees:** Phillip Curry, Vanessa Greco, Kelsey Mathis, Alicia McClendon, Emily Murphy, Glenda Ross, Kristi Taylor, Andrew Temple

1. **Approval of July 2023 Meeting Minutes**
	1. Motion to approve – Vanessa Greco
	2. Motion seconded – Philip Curry
2. **Department Reports**
	1. Marketing and Communication Services

Alicia shared that her current focus is working on transitioning to the new OSU website. She shared that the SAC-Tulsa page will be linked under the staff section of the new website. She plans on sending out the new design for the SAC-Tulsa page to current SAC members for review. She will also be sending out other webpages to key departmental members for feedback over the next week. OSU plans to roll out the new website on August 3rd and have the bugs worked out by August 13th. The enrollment team hopes to have the new website ready prior to the first day of the fall semester. The focus on transitioning webpages is providing correct information. They will then use the fall to make the webpages more stylistic. Alicia also shared that the new website will have more calendar integration and a more user-friendly system for requesting items on the calendar.

As announced at the June SAC meeting, several MCS team members attended the OCPRA conference. At the conference Aaron Campbell won two awards for stories he did for OSU-Tulsa. Additionally, MCS won the concept award for Pete’s Pop-Up Kitchen. Alicia thanked the OSU-Tulsa staff who participate in marketing and who continue to help make the pop-up kitchen a success.

* 1. Library

Vanessa shared that the library is moving furniture and working on getting the Library Instruction Lab (LIL) ready for fall instruction and ready as a study space. More information on the LIL will is forthcoming. In addition to getting the LIL ready, the library is also preparing to host an open house on Tuesday, August 22nd from 6:00 – 8:00 p.m. This open house will be open for staff, faculty and students during Welcome Week. Vanessa also shared the possibility of an event with local author Victor Luckerson. Luckerson wrote *Built From the Fire* about the historic Greenwood district. More details will be announced if this event comes to fruition. Alicia suggested sharing this event and the open house with An’Nissa Davis for the Student Services calendar.

* 1. Advising

Philip shared that he and other advisors are working to meet with those students who have applied but not yet enrolled for the fall semester.

* 1. Career Services

Andrew informed SAC that events for the 2023-2024 academic year are mostly planned out for Career Services. Most of the events will be webinars as these events have been more successful than in person events in the past. New webinars will include employer lead degree program specific webinars that allow an HR professional from a local company to provide insight into what they are looking for in a candidate and in a resume for a specific degree program. These webinars will be held the week of September 11th. The Career Fair will maintain the same format as past Career Fairs and will be held in October. Andrew will share more information when promotional material is ready.

* 1. Enrollment Services

Glenda gave a brief update letting SAC know that she is preparing for her busy period which will begin at the end of July or early August as enrollment picks back up.

* 1. Academic Affairs

Kelsey shared the fall enrollment numbers from the report on Friday, July 7th. She also informed SAC that there will be construction on the 2nd floor of North Hal in rooms 219, 221, 223, 225, 227, 246 and 248 in the next month or so. She also reminded everyone to sign up for the procurement training on Friday, July 28th if they are involved in any part of the purchasing process and did not attend both sessions on June 27th. An email about this training will be sent out soon.

* 1. MBA Program

Emily is currently meeting with new MBA students and planning fall events for the MBA program.

* 1. President’s Office

Kristi is updating lease agreements, processing foundation, sending out invoices, and learning MarketPlace for non-credit workshops.

* 1. Community Outreach and Engagement

Candace was unable to attend the SAC meeting, so Alicia and Kelsey reminded everyone that Tuesday, July 18th is the next Food Truck Tuesday and will feature the taco truck V’Fresco.

* 1. Campus Life

There was no report from Campus Life.

* 1. Testing Center

There was no report from the Testing Center.

* 1. Disability Services

There was no report from Disability Services.

1. **Discussion**
	1. OSU-Tulsa SAC Nomination Forms

Remember to submit the nomination form to renew your SAC membership.

* 1. Next Event: Lemonade & Tea Cart

The next OSU-Tulsa SAC staff appreciation event is the lemonade and tea cart scheduled for Thursday, July 20th from 2:30 – 3:30 p.m. SAC members will meet on the 3rd floor of North Hall in the faculty and staff breakroom at 2:15 p.m. to prep two carts. Once prepped SAC members will split into two teams to deliver an afternoon treat to staff. SAC members who are available to help include Emily, Kelsey, Philip, Vanessa, and possibly Candace. SAC will use a cart from the library and a cart from marketing.

* 1. OSBOO-Tulsa Ideas

Alicia suggested holding the OSBOO-Tulsa department decorating and costume contest on Halloween day since Halloween falls on a Tuesday. SAC members agreed since there is not currently events on these days. Alicia is going to work on getting approval from OSU-Tulsa administration. Alicia also suggested virtual voting for both the costume and department decorating to allow more individuals to vote. SAC members also agreed with having virtual voting. Philip also suggested splitting up into multiple groups for the departmental decorations voting tour, so that touring will be done quicker. SAC will start looking at offering two prizes for departmental decorating and then continue with the costume contest having one winner.

* 1. The next SAC meeting will be Thursday, August 10th in the Marketing Office Conference Room. Alicia is working on sending out a calendar invite for all upcoming SAC meetings.