**Minutes**

**Staff Advisory Council Meeting**

**March 9, 2023**

**12:00 – 1:00 p.m.**

**Main Hall Commons**

**Attendees:** Philip Curry, Vanessa Greco, Candace Jackson, Kelsey Mathis, Alnetta Morris, Emily Murphy, Andrew Temple, Chantele Ward

1. **Report from Administration**

Kelsey shared that Dr. Craig Freeman has asked faculty who serve on the Tulsa Program Representatives meetings to send Kelsey a list of contacts for Tulsa area businesses and community partners. This list will be a collaboration with other Tulsa areas including Career Services and Prospective Student Services. The list will be used to send a news letter about the programs and opportunities happening on the OSU-Tulsa campus. Andrew suggested reaching out to Lindsey Vallaster and Kellie Ebert with Career Services in Stillwater as they have a database already.

Kelsey also reported that the Stillwater and Tulsa campuses would no longer be creating enrollment guides. All the information in the guides is already available on the campus websites, so the guides just duplicated that information. The enrollment information is at <https://registrar.okstate.edu/registration_enrollment/enrollment_guides.html>.

1. **Approval of February 2023 Meeting Minutes**
	1. Motion to approve – Vanessa Greco
	2. Motion seconded – Emily Murphy and Chantele Ward
2. **Department Reports**
3. Career Service

Andrew reported that the career fair was held on Wednesday, March 8th and had 42 employers and 82 students. He hopes to shift the career fair to fall and then host college or program specific employer/student mixers in the spring.

He is also working on putting together a staff career development that will help OSU-Tulsa staff update their resumes, cover letters and interview skills into a unified story. He will look at times in mid-May or early-June to host a lunch and learn. He is also working with Ryan Jensen to provide professional headshots for staff at this event.

1. Advising

Philip reported that advisors are working on preparing for the summer and fall enrollment period.

1. Disability Services

Chantele has been seeing increased inquires from the advising chat box with requests from students about information about Disability Services.

1. MBA Program

Emily is also working on preparing for the summer and fall enrollment period and helping MBA students prepare for spring commencement.

1. Library

Vanessa informed SAC that the library is currently interviewing for a part-time reference librarian and a part-time library assistant. These positions will provide night and weekend library coverage.

1. Community Outreach and Engagement

Alnetta shared that Crossover Preparatory Academy will be on campus for the Pre-Collegiate conference on March 31st. The next Money Matters Financial Literacy workshop will be in North Hall 150 on April 1st. McClain Jr. High is also in discussion to be on campus in April for a Pre-Collegiate campus.

1. Marketing and Communication Services

Alicia was unable to attend the SAC meeting, so Candace provided the update below on her behalf.

* The contract with UMAC has been signed for the 2023 OSU-Tulsa Graduation Ceremony to be held there again this year. The RSVP form is open for graduates to start rsvp’ing and more details will be shared soon.
* We are also working with TCC to organize a College Park Graduation Reception for our first cohort of College Park students who are wrapping up their final semester with TCC and will move onto OSU-Tulsa curriculum next semester.
* There are upcoming recruitment and enrollment events we are working on promoting with the Stillwater team: Si Se Puede, Transfer Day (for currently admitted students), and Reach Higher Reconnect (for prospective students)
1. Campus Life

Candace reported that the Wellness Center hosted a Meal Prep on a Budget Demo in the North Hall Lobby at 3:00 p.m. on Thursday, March 9th. They will be hosting another Wellness Happy Hour in the North Hall Lobby at 3:00 p.m. on Tuesday, April 11th.

The annual Eggstravaganza egg hunt for current students will be the first week of April. JJ will send more information out to students. Staff should not move the eggs and should let students find them on their own. All of the eggs will be hidden indoors in either North Hall and Main Hall.

1. **Discussion**
2. Coffee/Cocoa/Tea Mobile Cart - March 21st

Alicia is working on an email to get the word out to faculty and staff about the mobile coffee/tea/cocoa cart on Tuesday, March 21st. Candace emailed SAC a list of supplies for the cart that were left over from the SAC Fat Tuesday event. SAC will meet in North Hall 103 at 9:00 a.m. with the coffee and hot water carafes from Admin Hall. Candace sent out a calendar invite to SAC to get this on their calendars.

1. Nominations for next council

Alicia is working on an email to staff to form the next SAC council. Terms are generally 2-years. Everyone interested in being part of SAC, including current members, must complete the form.

There will also be emails going out about revised bylaws. These bylaws will have to be voted on prior to June 1st.

1. Officer vacancy: Vice President

Nominations to fill the vacancy of SAC Vice President will also be going out with the council nominations. Those interested can talk to the current officers (Candace, Alicia and Kelsey) if they would like more information.

1. Possible April Event: Food Truck Wednesday @ Guthrie Green