**Minutes**

**Staff Advisory Council Meeting**

**February 9, 2023**

**12:00 – 1:00 p.m.**

**Marketing and Communication Services**

**Attendees:** Kathryn Cooper, Philip Curry, Anissa Davis, Vanessa Greco, Candace Jackson, Kelsey Mathis, Alicia McClendon, Emily Murphy, Makenzie Massey, Zane Ratcliff, Chantele Ward

1. **Report from Administration**

* The Chick-Fil-A located in Sand Springs will have a pop-up location behind the MarketPlace in the Student Union beginning this spring after spring break. They will have chicken sandwiches, wraps, salads, fruit, waffle chips, and cookies. They will be on campus one day a week for the lunch hour and dinner hour. Details to come.
* The Administrative Assistant for Academic Affairs position has been posted to the OSU hiring website. This position will answer to Dr. Freeman, provide assistance for Ashley Jackson, assist with CPS-Tulsa and the Tulsa Film lab, and provide floor coverage and support for the 2nd floor of Admin Hall.
* Augustus will be on campus on Tuesday, February 14th for a ‘Pugs and (Hershey) Kisses’ event where he and Kelsey will be passing out Hershey kisses and providing some pug therapy for P3T. Catch them in the Student Union from noon – 1:00 p.m.

1. **Approval of January 2023 Meeting Minutes** 
   1. Motion to approve – Vanessa Greco
   2. Motion seconded – Chantele Ward
2. **Department Reports**
   1. Disability Services

Chantele reported that everything is work as normal for Disability Services.

* 1. Testing Center

Anissa reminded everyone to send her events for the calendar by the week of February 27th.

* 1. Marketing and Communication Services

Alicia announced that Marketing is working to solidify details for OSU-Tulsa’s Commencement Ceremony scheduled for Monday, May 15th. Additionally, Ryan is working with an outside vendor to produce imagery for the College of Professional Studies. Makenzie added that last minute Valentines gifts for OSU fans can be found at the Information Desk.

* 1. Community Outreach and Engagement

Alnetta informed SAC of the following upcoming events:

* The ‘Divine 9’ display will be in the North Hall Lobby on (I didn’t write down the date!).
* There will be a Community Youth Explosion at 10:00 a.m. in the Auditorium on Thursday, February 23rd. OSU-Tulsa faculty, staff and students are invited to see the showcase. There will be free popcorn and two food trucks – War Room and a Hispanic food truck.
* ‘Taste of Soul’ will be in the North Hall lobby on February 28th beginning at 3:30 p.m. with food from Wanda J’s – this is a no cost event; however, donations are accepted.
* ‘Talk, Read, Sing’ will be occurring at the end of February in North Hall 150 with a no cost dinner available beginning at 6:00 p.m.
  1. Advising

Philip announced that advisors are getting ready for the enrollment period.

* 1. President’s Office

Kathryn informed SAC that the President’s Leadership Society (PLS) will meet on Friday, April 17th. PLS is up to 77 members and is led by Dr. Raj Basu.

* 1. Library

Vanessa reminded everyone to come get a book for a blind-date with a book and Zane announced she is working on revamping and ramping up instructional services.

* 1. MBA Program

Like Philip, Emily is getting ready to advise MBA students for the summer and fall semesters. She is also working on recruitment efforts.

* 1. Student Affairs, Career Services, and the Wellness Center

Candace gave the following update for Student Affairs, the Wellness Center and Career Services:

* Student Affairs
  + Candace is working with Alnetta on Community Engagement.
  + Food Truck Tuesday will start again on May 2nd and will be the 1st and 3rd Tuesday of the month.
* Wellness Center
  + There will be a ‘Happy Hour’ hosted by the Wellness Center at 3:00 p.m. in the North Hall Lobby on Tuesday, February 14th.
  + Introduction to Hip Hop Dance will offered on Wednesday, March 1st from 5:30 – 6:30 p.m. in North Hall 117. Registration is required.
* Career Services
  + The Career Fair will be Wednesday, March 8th from 2:30 – 4:30 p.m. in the Main Hall Commons.
  + Andrew will be offering workshops leading up to the Career Fair to prepare students.

1. **Discussion**
2. Mardi Gras Event – Feb 21st

Alnetta, Philip, Candace and Vanessa will help with the ‘Fat Tuesday’ snack table on Tuesday, February 21st. The table will be in the faculty/staff breakroom on the 3rd floor of North Hall from 2:30 – 3:30 p.m. and will provide a snack for faculty and staff.

1. New Date for Coffee/Hot Cocoa Bar – Week of St. Patrick’s?

If there are supplies left from the Mardi Gras event, SAC will use them for a Coffee/Hot Cocoa bar in March. March 7th was agreed upon, but a follow-up email suggested March 21st. More details to be discussed at the March SAC meeting.

1. Idea: Career Help for Staff (headshots, resumes, etc.)

Andrew has agreed to host a lunch and learn for staff focused on resumes and leveraging Linked-In and other networks for personal and professional success. He will coordinate with Ryan Jensen to offer headshots as well. This will be sometime after the Career Fair.

1. Location of March Meeting – Off campus? BWLL?

The next SAC meeting will be on March 9th with SAC planning to meet in the Main Hall Commons and walk to Black Wallstreet Liquid Lounge.