

MAKE IT MATTER

OCT. 25 & 26

TANDY CONFERENCE CENTER
4TH FLOOR

OSU CENTER FOR HEALTH SCIENCES

2018 FALL STAFF
CONFERENCE



**CENTER
FOR HEALTH
SCIENCES**



TULSA

**Welcome to 2018 Fall
Staff Conference**



OSU-CHS
OSU-Tulsa

Staff Advisory Council

David Juergens - President
Sherrita Sweet - President Elect
Tanya O'Grady - Secretary
Matthew Green - Treasurer



October 25-26, 2018
Fall Conference

Purpose:

Provide and facilitate communication between the OSU-CHS and OSU-Tulsa Administration on issues, policies, and procedures affecting OSU-CHS and OSU-Tulsa staff.

Duties of Purpose

1. Providing recommendations regarding existing policies and helping develop new policies.
2. Providing feedback and recommendations on issues affecting staff.
3. Unifying campus staff.
4. Promoting a spirit of excellence by assisting in various campus projects, community service projects, and other public services.
5. Communicating with OSU Staff Advisory Council members, faculty, and student organizations within the OSU system.

Opportunities to help employees

What is it?

Comprised of OSU staff (CHS and Tulsa) interested in knowing about campus activities & providing support to employees pursuing education

- It is for employees!
- Network with other campuses and departments

Why Join?

Apply your opinions of issues and create solutions affecting staff in the Tulsa community

What's expected?

Attend monthly meetings (lunch provided for staff who RSVP)

- Alternate between OSU-CHS and OSU-Tulsa campus

Serve on 1 committee

Answer survey sent on October 29th via email

How can I help on a committee?

- *Rules and Procedures Committee - Make amendments & revisions to bylaws, creation or abolishment of sub-committees, procedures for staff participation*
- *Awards and Recognition Committee - Develop policies for scholarships & awards*
- *Communications Committee - Coordinate with External Affairs for graphics/marketing advertisements, Update website*
- *Fundraising & Outreach Committee - Create opportunities for SAC activities & community outreach*

Questions?



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Announcements:

- ❖ **Open Enrollment November 1 through 16**
- ❖ **Benefit Meetings**
 - Monday CHS @1:30 in D107
 - Wednesday Tulsa @3:00 in NH 150
- ❖ **Performance Review Training**
 - Next Month for all staff
 - New online form coming soon

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MAKING IT WORK

Conference Incentives

**Conference counts towards certificate programs.
AND obtain credit/incentive.**

Keynote counts as a workshop.

- ❖ Attend **one** workshop + Action Plan = \$25
- ❖ Attend **two** workshops + Action Plan = \$35
- ❖ Attend **three** workshops + Action Plan = \$50
- ❖ Attend all day + Action Plan = \$100

Due by **5:00pm MONDAY, November 12th** to HR email inbox.

Signatures needed.

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Action Plan

SMART ACTION

S

- Specific

M

- Measurable

A

- Achievable

R

- Relevant

T

- Time-bound

Specific

- Avoid generalities, Use action verbs

Measurable

- Quantity, Cost, Timeliness

Achievable

- Is this something you can complete?
- Is the timing attainable?

Relevant

- Is it job/department related
- Is it within your authority

Time bound

- 1, 2, 3 or 6 months

Action Plan

Based upon the information received today during the workshops, list 2 concepts or points of discussion you will adapt to your work environment. **Include a list of actions or steps you will implement. Be sure to list any additional resources you will need to help in the successful transition.**

Employee Name: _____ Date: _____

Supervisor: _____

Completion/Implementation Date: _____

Concept/Point of Discussion: _____

Specific Areas to Improve: _____

Detailed Actions in Sequence	Changes to Look For	Resources Needed
Step 1:		
Step 2:		
Step 3:		
Step 4:		

Employee Signature

Supervisor Signature

Concepts (2) required



Completion date



Signatures are required



**“The distance between dreams
and reality is called action”**

- Unknown

**How do you plan to use what
you have learned today?**

Evaluations Please!

Go Take Action!

OSU IN TULSA HUMAN RESOURCES

918-594-8221

TULSA.HR@OKSTATE.EDU

[OSU IN TULSA PROFESSIONAL DEVELOPMENT](#)