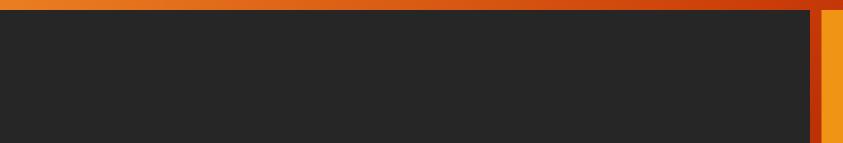




Center For Health Sciences



### 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 29<sup>th</sup> via email

### How can I help on a committee?

- Rules and Procedures Committee Make amendments & revisions to bylaws, creation or abolishment of subcommittees, 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

### **DATER DATER OCT. 25 & 26 TANDY CONFERENCE CENTER OSU CENTER FOR HEALTH SCIENCES OSU CENTER FOR HEALTH SCIENCES**

# 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

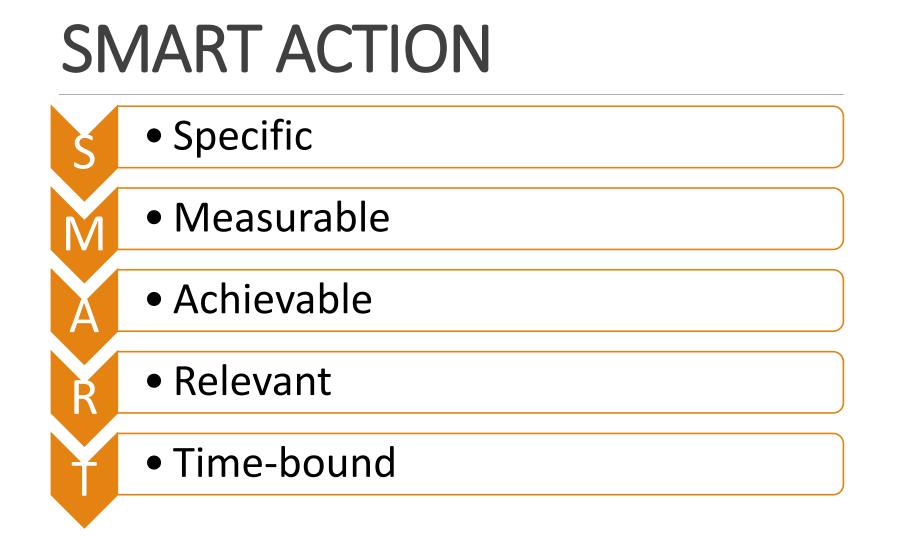
Attend all day + Action Plan = \$100

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

Signatures needed.

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# **Action Plan**



# Specific

• Avoid generalities, Use action verbs

## Measurable

Quantity, Cost, Timeliness

# Achievable

• Is this something you can complete?

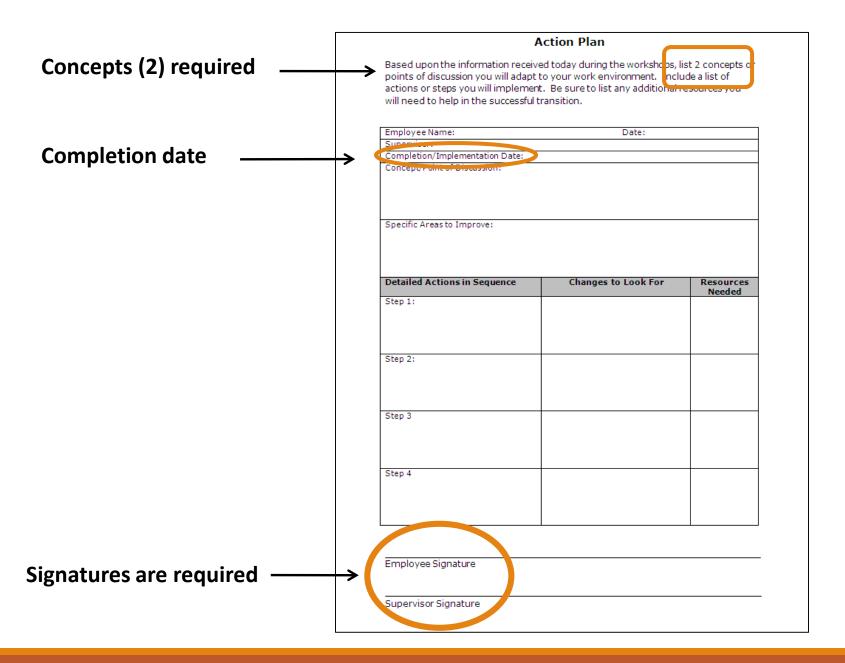
• Is the timing attainable?

# Relevant

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

# Time bound

• 1, 2, 3 or 6 months



# "The distance between dreams and reality is called action"

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

# **Evaluations** Please!

# Go Take Action!

OSU IN TULSA HUMAN RESOURCES 918-594-8221 <u>TULSA.HR@OKSTATE.EDU</u> OSU IN TULSA PROFESSIONAL DEVELOPMENT