



**Minutes**  
**Staff Advisory Council Meeting**  
**Thursday, December 8, 2022**  
**12:00 – 1:00 p.m.**  
**Library Conference Room 5**

Attendees: Philip Curry, Anissa Davis, Vanessa Greco, Candace Jackson, Kelsey Mathis, Alicia McClendon, Alnetta Morris, Glenda Ross, Chantele Ward

**I. Report from Administration**

Craig Freeman, Interim Vice Provost and Dean of the College of Professional Studies, was in Stillwater so Kelsey Mathis shared the following report on his behalf.

- Happy, Merry Whatever OSU-Tulsa's first community holiday bazaar was successfully hosted on Wednesday, November 30<sup>th</sup> in the OSU-Tulsa courtyard despite the cold weather.
- Colson Whitehead was on campus for a speaking engagement hosted by the Center for Poets and Writers on Wednesday, December 7<sup>th</sup>. This was a rescheduled date due to travel issues with the first date.
- Tulsa Regional STEM Alliance, OSU-Tulsa, and OSU CEAT cohosted a STEM event in the Main Hall commons to engage the community in pursuing STEM.
- First Fridays unofficially began with the holiday party on Friday, December 9<sup>th</sup> and will officially begin on January 6<sup>th</sup>.
- OSU-Tulsa is working on 10 free camps for kids this summer. More information on these to come.
- Jeans will be allowed with supervisor approval the week of December 19<sup>th</sup>.

Craig asked anyone with ideas on how to bring the community to campus to contact him at [freemanc@okstate.edu](mailto:freemanc@okstate.edu) or to stop by his office in North Hal 350. He then wished everyone a happy holiday.

**II. Approval of July 2022 Meeting Minutes**

- a. Motion to approve – Vanessa Greco
- b. Motion seconded – Philip Curry

**III. Department Reports**

a. Advising

Philip Curry shared that advising is reaching out to stopped out students to work with them to complete their degrees.

b. Student Accessibility Services

Chantele Ward reported that student accessibility services is seeing a lot of testing and pre-finals week assistance.

c. UG Admissions/Enrollment Services/International Student Services

Glenda Ross reported that admissions is reaching out to individuals who began the admissions application to work on getting them to complete the process and be admitted.

d. Community Outreach and Engagement



Alnetta Morris thanked everyone their involvement in the Thanksgiving lunch. She encouraged everyone who was able to grab a boot from the Angel Tree in the North Hall lobby and reminded everyone that items not on the boot can be purchased. She then announced that Talk, Read and Sing saw an increase of five families. She then encouraged everyone to participate in the MLK Day parade and to be on the look out for more information about how to participate.

e. Academic Affairs

Kelsey Mathis reported that Academic Affairs is just wrapping up the end of the semester. She informed SAC she would be out December 15<sup>th</sup> – January 3<sup>rd</sup>.

f. Testing Center

Anissa Davis reported that the testing center has been busy. She also reported that she will have the calendar for student services out by February 1<sup>st</sup>.

g. Library

Vanessa Greco informed SAC that the library had 3 candidates coming in for the second round of interviews for their open instruction library position. She also reminded everyone to be aware of the library's holiday hours.

h. Marketing and Communication Services

Alicia McClendon reported that Marketing is working on end of year approvals for promotions and content that will run over the holiday break. Additionally, Patti Conroy is working on obtaining new promotional items, Lori Burgan and Makenzie Massey are working on the OSU-Tulsa gift shop, and Ryan Jensen is working on the SAC holiday cards and video content for the Center for Poets and Writers.

i. Career Services

Andrew Temple, the new Career Services Coordinator, is learning his roll and planning for the March 8<sup>th</sup> Career Fair at OSU-Tulsa. Leading up to the career fair he is working on workshops to prepare students for the career services like resume building, career fair strategy, and networking. He is also building relationships with faculty, advisors and students so that he can do more in fall 2023.

j. Campus Life

Candace Jackson informed SAC that there are snacks and coffee for students in North Hall 103 through December 16<sup>th</sup>. She also announced that Danielle Brown had found a Zumba instructor for the spring and will be sending out a schedule in January. She also reminded everyone that Welcome Week activities will begin January 17<sup>th</sup> in the North Hall Lobby and will include a Career Services Open House.

#### **IV. Discussion**

a. 2023 Meeting Schedule

Do to scheduling conflicts SAC meetings will be moved from the 4<sup>th</sup> Thursday of the month to the 2<sup>nd</sup> Thursday of the month keeping the noon – 1:00 p.m. meeting time.

b. 2023 Events

Candace Jackson handed out events

c. January 9<sup>th</sup> Cocoa and Coffee Bar



d. January meeting and location

SAC will meet next on Thursday, January 9<sup>th</sup> in North Hall 340.