**Minutes**

**Staff Advisory Council Meeting**

**May 11, 2023**

**12:00 – 1:00 p.m.**

**North Hall Courtyard**

**Attendees:** Philip Curry, Vanessa Greco, Candace Jackson, Kelsey Mathis, Emily Murphy, Zane Ratcliff, Glenda Ross, Kristi Taylor, Chantele Ward

1. **Report from Administration**

Dr. Freeman and Kelsey are working on details for wayfinding shirts for staff to wear during the youth STEM camps and during other events with outside individuals. Also, please complete minors on campus training which can be found in the OSU Talent portal.

1. **Approval of March 2023 Meeting Minutes**
	1. Motion to approve – Vanessa Greco
	2. Motion seconded – Zane Ratcliff
2. **Department Reports**
3. Enrollment Services

Things have slowed down in enrollment services for Glenda as the spring 2023 semester is wrapping up.

1. Advising

Philip shared that advising is also slowing down as most students have been advised for the summer and fall 2023 semester. Summer classes start on June 12th, but there is a Maymester course that begins on May 22nd.

1. Library

Zane and Vanessa are working on a new display in the library and they encourage everyone to come see it over the summer. They are also working on planning events and on ideas to increase foot traffic, so if anyone has ideas reach out to Zane and Vanessa. Vanessa reminded everyone that the library has kids books and leisure books and that Inter-Library-Loan (ILL) can be utilized if our library does not have a book you want. Candance asked about the availability of media, like DVDs. Though they are not currently purchasing new movies and TV shows, reach out if there is something specific you want and they will try to acquire it via ILL or purchase it.

Candace also took a moment to recognize Vanessa for winning the Orange Pride award.

1. Disability Services

Chantele is busy with students taking finals. Thursday is her lightest day, but she will see more students Friday.

1. President’s Office

Kristi is getting ready to help with graduation on Monday. This is her first year and she is excited to see the process. She is also learning the leases and taking over the foundation paperwork side from Charyl.

1. MBA Program

Emily is also preparing for graduation. She is also working on enrollment and admissions for fall MBA students.

1. Marketing and Communication Services

Alicia was unable to attend the SAC meeting but provided her report to Candace. After graduation Alicia will send out emails about SAC nominations and the SAC VP opening.

1. Community Outreach and Engagement

Alnetta was unable to attend the SAC meeting but provided her report to Candace. Alnetta is keeping May light and cancelling the Read, Talk, Sing event to focus on the upcoming summer camps in June and July. She is also looking for volunteers for the Parent Symposium that will be on Saturday, August 26th from 9:00 a.m. – 1:00 p.m. on the OSU-Tulsa campus. Those interested in volunteering should email Alnetta.

1. Campus Life

Candace had several updated for Campus Life.

OSU-Tulsa will be recognizing Pride Month and walking in the Pride Parade on June 24th. The parade begins at 6:00 p.m., so anyone interested in participating should arrive at 5:00 p.m. and reach out to Candace for more details. Candace is also working with Annissa, Zane, Vanessa, and the Al Carlozzi Center for Counseling to create a display for the North Hall lobby celebrating Pride.

OSU-Tulsa administration has approved of a volunteer opportunity during the day at Iron Gate Soup Kitchen on Friday, June 2nd. With supervisor approval, 7 staff members will be able to use administrative time to volunteer at the soup kitchen. Those interested in participating should email Candace.

The next Food Truck Tuesday will be on Tuesday, May 16th and will feature Comida Sol Y Vida. This food truck features Latin American food. They will be in Lot E from 11:00 a.m. – 2:00 p.m. and everyone is encouraged to come support their food truck and spread the word to friends and community to also come out.

Nekki, JJ and Candace are reviewing the results of a recent survey that focused on finding out what type of events Tulsa students want on campus. If there are opportunities to involve other departments in these events, they will work on coordinating to make them happen.

1. Testing Center

Annissa was unable attend the SAC meeting.

1. **Discussion**
2. Reminder: Nominations for next Council
	1. Officer Vacancy: Vice – President
3. The June SAC meeting will be on June 8th with the location TBA