

OSU-Tulsa Staff Advisory Council Minutes

January 23rd, 2020

1. Administration Update – Karen Castle and Tina Tappana

- Karen gave a brief update that Administration is still working to develop and bring new programs to OSU-Tulsa. She also shared that Dr. Fry will begin the small group breakfast sessions with staff again in March.
- Tina Tappana, Director of HR, announced the new Tulsa campus HR consultant, Jessica Cowles, is transitioning well in to her position at OSU-Tulsa. They are currently organizing the spring Human Resources conference after taking a brief hiatus in the fall while they worked to fill the HR position. The conference will be held April 23rd and 24th.
- Tina informed us they will send an email to all staff and faculty with upcoming trainings available, as well as the training dates. A new training they are very excited about is a conversational Spanish series that will consist of 42.5 hour sessions.
- New dates are being opened for OSU's certificate program trainings:
 - Quality Service Initiative
 - Diversity
 - NEW! Topic still TBA, but they are hoping to focus on a communications certificate program.
- Performance review due dates are changing! While reviews were due in April in the previous years, HR is now moving the due date to June. This will allow staff and faculty to focus on year end activities such as finals week and graduation.
- NEW! Title IX regulation changes are expected to come in March of this year. Some of the significant changes include how we define things like sexual assault/harassment and how each individual incident is handled. These changes will be implemented for the next academic year.
- Finally, HR does not have a definite date, but wanted to advise that W-2 tax forms will be released by the end of January.

2. Fun Facts – Thom Crowe, co-owner, from Made

Made found its beginnings in 2007, when Christine Sharp-Crowe began the largest handmade art, craft, and fashion show in the region known as the Indie Emporium. Made began its first store front in Tulsa's Deco District, and stayed in that location for 7 years. After talks with the George Kaiser Family Foundation, Made found its current location in the Archer building, located in the Tulsa Art District. Boasting 160 artisans, 80% which are Oklahoma based, shoppers are sure to find treasures focused on uniqueness that cannot be found in chain retail stores. You can also browse their merchandise at shopatmade.com. OSU-Tulsa staff can receive a 10% discount at the store if they mention they are an employee of the university.

3. Approved minutes from November 21st, 2019 meeting

Tom Thorisch made a motion to approve the minutes. Candace Jackson seconded the motion. Motion passed.

4. SAC Activities

Lots of activities to look forward to in 2020:

- Part I of the sculpture tour, that was hosted at the Helmerich Research Center, had a great turnout. Dr. Singh gave a fantastic presentation of the sculptures featured in the center and joined the group for lunch.
- The Sweater Contest conducted at the Administration Holiday Party was successful, not only the number of voters, but also the number of participants in the contest. Congratulations to Aaron Campbell for winning the contest!
- The Secret Staff Member event for January 2020 is a huge hit! We had 18 participants volunteer to exchange with each other once a week during the month of January. The final exchange and reveal of the secret staff members will be held January 30th in the Tulsa Room at noon. Bring your own lunch. Dessert and drinks will be provided.
- The Tulsa SAC would like to give a small “pat on the back” each month to Tulsa staff members celebrating their “work anniversary” that particular month. It’s just a way to say thank for your continued hard work and dedication to OSU Tulsa over the years!
- The morning of Valentine’s Day, February 14th, SAC staff members (with supervisor permission) will gather to distribute Valentine treats to each office on campus.
- SAC would also like to launch a Book Club lunch for staff members interested in participating. Dr. Fry suggested the subject might be about 3 different pieces of literature relating to the historic Tulsa Race Massacre that she has recently added to the President’s library

5. Department Reports

- Margaret Perdue with the HRC shared they are continuing their semester protocols of getting undergraduates clearance to the center. She was also pleased that they are now able to provide a kind gesture of coffee to their HRC students. She also asked if any staff have extra coffee mugs they would be willing to donate for the students to use, please feel free to contact her Margaret.perdue@okstate.edu
- Elisa LeSieur provided us with information on the upcoming pre-collegiate conference for McLain High School students. 304 students, 9th-12th grade, will be on campus March 24th from 9:00am-1:30pm. They will be accessing classrooms on the 1st Floor of North Hall and will have lunch in the Main Hall Commons.
- Chantelle Ward was excited to share that, in conjunction with Stillwater, OSU Tulsa Student Disability Services will formally be renamed Student Accessibility Services.
- Olivia Woody shared that the Testing Center is currently working on ensuring all students have selected their proctors, if their course requires one, and to schedule their testing appointments for the semester.
- Marcia Winder was pleased to inform us faculty are settling into their offices and are excited about the new North Hall 250 Interactive video room to allow them to conduct classes from Tulsa or Stillwater.
- Candace Jackson shared there were a group of collaborators from the library who arranged a display about the Tulsa Race Massacre for a team from News on 6 to capture film and photos for an upcoming story. Tom Thorisch shared that the library also recently faced another setback with a water leak that further damaged more offices in the old location. They are still hopeful to be moved back to their permanent location summer 2020. Tom also shared there will be informational workshop sessions over the next couple of weeks for students to attend. These workshops will help students better understand how to utilize the library on our campus.
- Annette Morey praised the success of the new communications coordinator, Aaron Campbell, who was formerly with News on 6 before accepting this position. She also shared that a Jenks High School student will soon begin as a marketing intern. She also reported that in the near future a variety of OSU t-shirts will be available for immediate purchase at the Information Center in North Hall Lobby. Lastly, Annette informed the group that the Marketing Department

will move to the 1st floor of Administration Hall after the Bursar's office moves to North Hall. No date has been set for the move.

- Karen Castle discussed the new official date for the Legislative Tour being hosted by OSU Tulsa. The tour will be held Friday, January 31st in the Helmerich Research Center from 11:30am-1:00pm. She wanted to remind staff to nominate staff members for the quarterly Orange Pride Award. She informed us that you only have to nominate staff members once as their name will stay in the running for each quarter of that year if they are not selected.

6. Next meeting of the OSU-Tulsa SAC will be February 27th at 12:00pm in the Executive Board Room.