



Minutes
Staff Advisory Council Meeting
January 12, 2023
12:00 – 1:00 p.m.
North Hall 340

Attendees: Philip Curry, Vanessa Greco, Candace Jackson, Kelsey Mathis, Alicia McClendon, Glenda Ross

I. Report from Administration

- Craig has moved to North Hall 350 from the 2nd floor of Admin Hall to be closer to students, faculty and staff.
- Kelsey's new title is Coordinator of Academic and Enrollment Services – though she will not be overseeing enrollment services. Her title reflects her role in Academic Affairs.
- An administrative assistant position will be opening to support academic scheduling, the Center for Poets and Writers, and Ashley Jackson.

II. Approval of December 2022 Meeting Minutes

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

III. Department Reports

a. Marketing and Communication Services

Alicia informed everyone that the launch for the website is now July. There is now a working group to work on shared pages and migrating existing content. Additionally, MCS is working on yearly advertising to support enrollment growth.

b. Advising

Philip reported that advisors are seeing students for walk-in hours 2:00 – 6:00 p.m. on January 9th – 12th, 1:00 – 5:00 p.m. January 13th, and 2:00 – 6:00 p.m. January 17th – 18th.

c. UG Admissions/Enrollment Services/International Student Services

Glenda reported that she is working on pre-reqs, time tickets, and international students for CHS & Tulsa, in addition to following-up on their outstanding bills. She has about 18 F1 students at Tulsa and 17/18 at CHS.

d. Library

Vanessa announced that the library will have a table at the student organization fair in the North Hall Lobby during welcome week. Their table will have updated college success material and new reservation system. She also reminded everyone to communicate with faculty and students about Open Education Resource items and the availability of textbooks on reserve and e-books of textbooks for students who. Additionally, the new instruction librarian will be starting January 30th.

e. Community Outreach and Engagement

Candace gave the following report on behalf of Alnetta:



- The 150+ high school students from Union Public Schools, Booker T. Washington High School, and McLain Highschool will be on campus on Friday, January 13th for the MLK “Keepin’ It Real” Leadership forum.
 - Join OSU-Tulsa and OSU-CHS for the Dr. Martin Luther King Jr. parade on Monday, January 16th.
 - The next Talk, Read, & Sing will be on Tuesday, January 31st.
 - Join us for the Understanding Alzheimer’s and Dementia seminar on Saturday, February 4th at 10:00 a.m. in North Hall 150.
- f. Campus Life, Career Services, and the Wellness Center
- Candace reminded everyone about Welcome Week January 12th – 19th starting at 3:30 p.m. in the North Hall Lobby. Additionally, students will be encouraged to drop by Career Services for an Open House hosted by Andrew.

The Wellness Center had to cancel Zumba for the spring semester, however there will be Yoga on Mondays from 1:00 – 2:00 p.m. and on Fridays from 12:00 – 1:00 p.m. The Wellness Center will be hosting a Reality Based Self Defense Workshop from 5:30 – 7:00 p.m. in North Hall 117 on Wednesday, February 8th. The workshop is free to all current students, staff and faculty. Interested individuals should RSVP at tulsa.wellness@okstate.edu.

IV. Discussion

- a. Funding
- We have run into challenges using the funding OSU-Tulsa administration originally intended for OSU-Tulsa SAC. Candace, Alicia, and Kelsey are working with Ashley Jackson and Dr. Freeman to figure out a way forwarded to support SAC events.
- b. New date for Coffee/Hot Cocoa Bar
- Due to the funding challenges OSU-Tulsa SAC needs to push back the mobile coffee/hot cocoa bar. Details will be worked out at a later meeting if we are able to proceed with this event.
- c. Fat Tuesday Snack Bar
- OSU-Tulsa SAC will host a snack bar on Tuesday, February 21st at 2:30 p.m. in the 3rd floor North Hall Faculty/Staff lounge for Fat Tuesday.
- d. Date & Location of February Meeting
- SAC will meet next on Thursday, February 9th tentatively in the Marketing and Communication Services conference room. Alicia will confirm the location prior to the next meeting.



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