

OSU-Tulsa Staff Advisory Council Minutes

December 3rd, 2020

1. Report from Administration – Karen Castle
 - a. Administration is busy gearing up for the upcoming virtual graduation ceremony to be held of December 13th at 2:00pm
2. Report from Student Services – Nekki Reagan-Neeley
 - a. Student Services is comprised of 8 departments total that Nekki oversees.
 - b. Campus Life is still staying productive this semester despite lack of students on campus
 - i. Campus Cupboard has stayed functioning and in high demand among students. Students are required to make an appointment to access the Campus Cupboard
 - c. Wellness Center has continued providing services and programming. Check out the Wellness Center Facebook page for great links and tips.
 - d. Student Accessibility Services has seen an increase in requests for services to assist students during virtual learning. Students have contacted SAS all semester long for assistance.
 - e. Career Services has stayed productive with more and more students finding convenience in reaching out virtually to participate in various workshops, including Resume Review and mock interviews.
 - f. Testing Center is researching and conducting new proctoring services to various candidates in our community to stay productive during this time of virtual learning. Writing appointments have also been moved to a virtual format to continue assisting students.
 - g. Student conduct has seen little to no issues this semester as the campus has been functioning in a virtual setting.
 - h. Community engagement has conducted interviews and has made a selection to fill out part time position.
 - i. This position will be focused on projects such as the Campus Neighborhood Collaborative to grow OSU-Tulsa's relationship with the surrounding community in relation to the area, diversity, inclusion, etc.
 - i. Student Services is strongly encouraging the engagement among staff and students to utilize our on campus counseling services.
 - j. The MLK Jr. parade is still slated for January 18th, 2021. This year, there will only be cars and floats in the parade, no participants on foot.
3. Amendment of Voting Bylaws
 - a. Current terms are 12 months for officers. Due to delayed voting because of COVID-19, the current president served an additional 6 months until we could vote in new officers. The rules and bylaws committee proposed to extend the next officer terms from January 2021 to June 2022, giving the officers a fair amount of time to serve. In June 2022, we will return to a regular 12-month term for officers.
 - i. Passed with 12 yes, 0 no.

4. Voting of new officers
 - a. Olivia Woody – President
 - i. 12 yes, 0 no
 - b. Candace Jackson – Vice President
 - i. 12 yes, 0 no
 - c. Margaret Perdue – Secretary
 - i. 12 yes, 0 no

5. Fun Facts with Annette Morey
 - a. Annette will be retiring from OSU-Tulsa as of December 4th, 2020
 - i. Annette was kind enough to gift the new officers with SAC related apparel, as well as our past President, Karen Castle, and our communications chair, Alicia McClendon.
 - b. Managers of each department will be distributing new lanyards across campus to staff members. The lanyards will feature the updated OSU-Tulsa logo.
 - c. Kelsey Mathis suggested to the committee that we host a virtual craft session or ugly sweater contest, in lieu of the annual campus holiday party due to social distancing protocols.

6. Department updates
 - a. Library – Candace Jackson
 - i. Staff are working on collection development which was previously delayed due to COVID
 - ii. Staff continue working on curriculum analysis of library's collection
 - iii. Library staff are now working in pairs rather than groups; only 2 staff on campus a day
 - iv. The Ruth Sigler Avery Archive Collection was featured on channel 6 on November 19th.
 - v. Library hours are changing due to COVID.
 - vi. December 14-17 open 10 AM - 5 PM
 - vii. December 21-23 open 10 AM - 5PM
 - viii. January 4 -8 open 10 AM -5 PM
 - ix. We will be open 8 to 5 on Fridays and 9 to 5 on Saturdays
 - b. Advisement – Beverly Morris
 - i. All appointments are being conducted virtually. Most advisors are also able to also work remotely.
 - ii. Preparations for graduation and spring enrollment still carrying on.
 - c. Budget and Finance – Bambi Greer
 - i. All are working remotely.
 - d. Advisement – Elisa LeSieur
 - i. November 30th was the McLane High School virtual collegiate conference. Grades 9th-12th students attended. 12 sessions were conducted over various topics such as admissions, College 101, etc.
 - e. Helmerich Research Center – Margaret Perdue
 - i. HRC maintaining as much normalcy as possible.
 - f. Marketing and Communications – Alicia McClendon
 - i. Pushing spring enrollment messaging to students
 - ii. Working towards finalization of graduation format to be conducted virtually
 - g. Learning Services Center – Olivia Woody
 - i. The testing center will be offering all proctoring services during final's week. This includes MAT, CLEP, DSST, and Non-OSU proctoring services.
 - ii. The center will also remain open to students and the public until the campus closes for winter break.

7. Next meeting to be held tentatively on January 28th, 2021 via zoom.