

Staff Advisory Council
Meeting Minutes
December 18, 2017 2:00 p.m.
Dr. Carolyn Taylor Center, Executive Boardroom

I. Regular Business

a. **Call the meeting to order**

- i. The meeting was called to order at 2:05 p.m.

b. **Announcement of Filing Meeting Notice and Posting of the Agenda**

- i. The meeting had been properly posted on the website and in the President's Office 5 working days before the scheduled meeting date.

c. **Roll Call/Announcement of Quorum**

Members present: Paul Dunham, Kyla Short, Donna Wahnee, Faith Gates, Dan Kara, Frank Gage, Steve Braun, Chris Fairchild,

Not Present: Alaina Sprague, Laura Paisley

A quorum was met.

d. **Approval of Minutes of April 13th, 2016 meeting**

- i. Faith Gates made a motion to approve the minutes for April 13, 2016. Donna Wahnee seconded the motion. The motion was unanimously approved.

II. Public Comment

- a. Mr. Tom Volturo wanted to thank everyone for getting the Staff Advisory Council going again, especially Paul.
b. The staff has been under represented campus wide.
c. HLC wants to ensure the staff is represented on campus.

III. Employee Handbook

- a. The employee handbook has not been completely updated since 2000, various revisions have been made as required.
b. The OU Regents and Attorney are requiring the handbook be brought to date.
c. The hope is to have the handbook update by the end of spring.
d. The Staff Advisory Council is to review and suggest any changes before submission to the OU Board of Regents.

IV. Selection of Officers

- a. Chair- motion made by Chris Fairchild to elect Paul Dunham, seconded by Steve Braun, motion unanimously approved.
b. Vice Chair- motion made by Steve Braun to elect Kyla Short, seconded by Frank Gage, motion unanimously approved.
c. Secretary- motion made by Frank Gage to elect Donna Wahnee, seconded by Dan Kara, motion unanimously approved.

V. New Business

- a. Steve Braun made a motion to set all Staff Advisory Council Meetings to the second Wednesday of each month at 2:30pm in the Executive Boardroom of the Dr. Carolyn Taylor Center. The motion was seconded by Kyla Short, motion unanimously approved.
- b. There are still 5 open council positions that need to be filled. We need to bring nominations to the next meeting as the council will vote on those nominations.
- c. A motion was made by Faith Gates for the Staff Advisory Chair to represent the staff at the University Budget Advisory Committee meetings. The motion was seconded by Frank Gage, the motion passed unanimously.

VI. Council Member's Comments/Announcements

- a. No comments

VII. Adjournment

- a. A motion was made by Faith Gates to adjourn the meeting. The motion was seconded by Frank Gage. The meeting adjourned at 2:29pm.
- b. The next meeting is scheduled for January 10th at 2:30pm

Staff Advisory Council
Meeting Minutes
January 10, 2018, 2:30 p.m.
Dr. Carolyn Taylor Center, Executive Boardroom

I. Regular Business

a. Call the meeting to order

i. The meeting was called to order at 2:39 p.m.

b. Announcement of Filing Meeting Notice and Posting of the Agenda

i. The meeting had been properly posted on the website and in the President's Office 5 working days before the scheduled meeting date.

c. Roll Call/Announcement of Quorum

Members present: Paul Dunham, Kyla Short, Donna Wahnee, Laura Paisley, Dan Kara, Frank Gage, Steve Braun, Chris Fairchild

Not present: Alaina Sprague, Faith Gates

A quorum was met.

d. Approval of Minutes of December 18, 2017 meeting

i. Kyla Short made a motion to approve the minutes for the December 18th, 2017 as amended. Dan Kara seconded the motion. The motion was unanimously approved.

II. Approval of William "Trey" Robertson for 1 Council seat in the Professional Group

a. A motion was made by Paul Dunham to approve William "Trey" Robertson to serve on the Staff Advisory Council in one of the open seats of the professional group. Steve Braun seconded the motion. The motion was unanimously approved.

III. Council Vacancies

a. Four additional employees were nominated to fill seats on the council from the professional group.

b. Derek Larkin, Kelly Holmes, Heather Crain and Calli Knight were all nominated.

c. 2 of the seats are for a 2 year term and 2 of the seats have a 1 year term. Paul Dunham will advise once all the seats filled of all terms.

d. A motion was made by Paul Dunham to collectively approve the additional 4 employees to the council from the professional group. Donna Wahnee seconded the motion. The motion was unanimously approved.

IV. Employee Handbook

a. Mr. Tom Volturo advised there are no additional updates. When the draft is completed, it will sent to the Staff Advisory Council for review and suggestions.

b. Donna Wahnee made a motion to table the employee handbook until next month. Kyla Short seconded the motion. The motion was unanimously approved.

V. Posting of Agenda

a. A motion was made by Laura Paisley to send a copy of the agenda to all staff via email along with posting to the council webpage. Donna Wahnee seconded the motion. The motion was unanimously approved.

VI. Council Member's Comments/Announcements

a. Steve Braun advised that staff get in free to the upcoming RSU Basketball games.

b. Paul Dunham advised 3 seats will be coming up this year. Nomination requests will go out February 1st and must be in by February 27th. Voting will take place March 1st through March 7th if there are multiple people nominated. Voting must be completed by the March meeting scheduled for March 14th at 2:30 pm.

c. The last council meeting for this school year will be in April. The council will pick up meeting in September shortly after the start of the next school year.

VII. Adjournment

a. Dan Kara made a motion to adjourn the meeting. Kyla Short seconded the motion. The motion was unanimously approved.

b. The meeting adjourned at 3:14 pm.

c. The next meeting is scheduled for February 14th at 2:30 in the Dr. Carolyn Taylor Center, Executive Boardroom.

Staff Advisory Council
Meeting Minutes
February 14, 2018 2:30pm
Dr. Carolyn Taylor Center, Executive Boardroom

I. Regular Business

a. Call the meeting to order

- i. The meeting was called to order at 2:34

b. Announcement of Filing Meeting Notice and Posting of the Agenda

- i. The meeting had been properly posted on the website and in the President's Office 5 working days before the scheduled meeting date.

c. Roll Call/Announcement of Quorum

Members present: Paul Dunham, Kyla Short, Donna Wahnee, Laura Paisley, Steve Braun, Trey Robertson, Derek Larkin, Chris Fairchild, Calli Knight, Heather Crain, Kelly Holmes

Members absent: Faith Gates, Frank Gage, Dan Kara, Alaina Sprague,
A quorum was met.

d. Approval of the Minutes of January 10, 2018 meeting

- i. Steve Braun made a motion to approve the minutes for January 10, 2018.
Kyla Short seconded the motion. The motion was unanimously approved.

II. Discussion of Council Vacancies

- a. There are two nominations for the remaining open seat in the Manager group. Sue Anna Miller and Ronda Riden are the nominations.
- b. Ballots will be out by March 1st and will need to be turned in on or before March 7th.
- c. The selected individual will be announced at the March 14th meeting and will be seated into their respective position on the council at the April meeting.
- d. Kyla Short offered to host and organize an open forum meet and greet the candidates on February 23rd at 10:00am in the clubhouse. The time may change dependent upon the schedule of the candidates.
- e. Newly seated Heather Crain and Calli Knight are both seated for a 3 year term.
- f. Steve Braun's term ends this year and we will need to nominate for that position when it is open.

III. Employee Handbook

- a. There hasn't been any further work on the handbook with our Cameron counterpart or the legal team, as there will be additional input before we are able to review the updates.
- b. Early fall is the tentative time schedule that the handbook will be ready for the council review for any additional changes, questions or revisions.

IV. Council Member's Comments/Announcements

- a. March 11th is the JC Penny suit up. Students and staff are welcome to attend and encouraged to do so.

V. Adjournment

- a. A motion was made by Calli Knight to adjourn the meeting. The motion was seconded by Laura Paisley. The meeting adjourned at 2:47pm.
- b. The next meeting is scheduled for April 11th at 2:30pm in the Dr. Carolyn Taylor Center, Executive Boardroom.