MINUTES
Staff Action Team

Monday, January 23, 2017 | Meeting called to order by Kim Lewer

In Attendance

Approval of Minutes
The minutes from the October meeting were approved by Sue Goad. They were seconded by Kim Lewer.

Old Business

- **Vice-Chair:** Kim nominated Fred to be Vice-Chair. He agreed to do so until July. We will discuss who will be Chair at that time.
- **Chili Cook-Off:** The Cook-Off has been scheduled for Wednesday, February 15, from 11:30 a.m. – 1:00 p.m. The Cook-Off includes stews, soups, and chili categories. A sign-up sheet for napkins, bowls, cups, spoons, and toppings will be circulated; we will use a sign-up genius (Kim will put it in SAT e-mail). Donations will be accepted for Pete’s Pet Posse ($5/bowl). Sue will ask Rachel about drink containers and tablecloths. Kim will ask McAlister’s to donate iced tea. The prize will be a certificate.

New Business

- **Morsani Staff Award:** Mitch has set up an online submission form where staff and faculty can submit their nominee for the Morsani Staff Award. A maximum of three letters of recommendation can also be uploaded. Applications are due by Friday, March 31.
- **Reorganization of COE:** We discussed the reorganization of COE into four main departments, instead of three. STCL will be the only school not needing to search for a department head. Amber said an administrative assistant may possibly be brought in from outside COE if no one is found within COE to take the position. On February 3, a meeting will be held to discuss changes (name, etc.). More information can be found in the Staff & Faculty meeting notes or in the e-mail sent to COE by Dr. Romans.

Individual SAT Reports

Sue: SAC is having a Valentine Basket Raffle to raise money for staff scholarships. The raffle will have 2 baskets with items worth over $500. Tickets can be purchased (6 for $5) from Jan. 23 – Feb. 8. The drawing will be on February 10. She also mentioned the Staff Development Day on February 22 in the Conoco-Phillips Alumni Center. Rett Laubach will be speaking and a boxed lunch will be included. Staff are encouraged to go to talent.okstate.edu to register for either the 10:00 a.m. or 1:00 p.m. session.
Brenda: Dr. Bert Jacobson is now the Associate Dean for Research, Engagement, and Administration. Dr. Bob Davis is over the student services administration. Brenda assists both of them.

Fred: If anyone is having issues with their Outlook e-mail, let him know.

Next Meeting

Thursday, February 16, 2017, 1:30 – 3:00 p.m. - 333 Willard

Meeting adjourned at 2:39 p.m.

JJM