

SSC Meeting Minutes 9-4-13

Present: Claudio Brigueda, Kirk Fast, Debbie Flaming, Mallory Hankins, Shirley Venable, Florence Ann Hutchison, Jason Henderson, Kathy Megli, Nancy Sanders , Justin Weathers, Donnie Vaughan, Janet Grabeal, Glenda Printz, and Jessica Smith.

Not Present: Lisa Pebley

1. Call to Order (Interim Chair: Janet Grabeal)
 - a. Janet Grabeal explained that the purpose of this initial meeting would be to introduce everyone, go over council objectives and goals, elect officers, and set up meeting times and procedures for future meetings.
2. Introduction of Representatives (Reps.)

Non-Admin Assist (HR,Acctg,Payroll)	Claudio Brigueda, Kirk Fast
Administrative Support	Debbie Flaming, Mallory Hankins, Shirley Venable
Auxiliary Services (Library, Student Union)	Florence Ann Hutchison, Jason Henderson
Technical & Skilled (University Press & ITS)	Kathy Megli
Sayre	Nancy Sanders
Physical Plant	Justin Weathers, Donnie Vaughan, Lisa Pebley
Representatives at Large	Janet Grabeal, Glenda Printz, Jessica Smith

3. Introduce Tom Fagan (Interim Chair: Janet Grabeal)
 - a. Tom Fagan, Executive Vice President of SWOSU, explained that he would not be in attendance at every meeting, but rather he would attend when important issues were to be presented by the Staff Council or when information from other relevant University meetings needed to be passed on to the Council.
 - b. Mr. Fagan also shared that a current issue being addressed by the University involves converting Parker Hall back to student housing and

then renovating Oklahoma Hall wing by wing. There is also a proposal being worked on to build a scene shop.

4. Distribute copies of new By-Laws (Interim Chair: Janet Grabeal)
 - a. Janet Grabeal provided copies of the new by-laws (attached) which outline the purpose of the Staff Council, roles and responsibilities of Staff Council officers, and a list of the standing committees.
5. Set monthly meeting dates and time. If representative is absent, he/she must appoint a replacement for the monthly meeting (Interim Chair: Janet Grabeal)
 - a. It was decided, by a majority vote, that Staff Council meetings would take place on the **2nd Wednesday of each month at 9:30am in Stafford 201.**
6. Discuss staff council agenda and goals (Interim Chair: Janet Grabeal)
 - a. It was clarified that the Staff Council would not be addressing individual issues, rather those pertaining to collective groups within the University. Representatives would be responsible for addressing the issues of their classified group.
 - b. Representatives were directed to contact the Staff Council Chair listing any items they would like placed on the agenda for future meetings.
 - c. The Staff Council website would be updated with current Council objectives, list of representatives and kept updated with copies of meeting minutes and scheduled events. The goal of the website was noted as means to create a vested interest by the entire Staff of SWOSU.
7. NEW BUSINESS
 - a. Elect Officers: Chair Elect/Chair/Secretary-Treasurer/Past Chair
 - b. The following were elected by majority vote:
 - **Chair Elect:** Kirk Fast
 - **Chair:** Kathy Megli
 - **Secretary-Treasurer:** Mallory Hankins
 - **Past Chair:** Janet Grabeal
 - c. Discuss Staff Years of Service Awards Meeting
 - I. Jessica Smith, Claudio Briguada, Janet Grabeal, Justin Weathers, and Glenda Printz volunteered to serve on a committee to coordinate the Years of Service Awards set for the 1st or 2nd week in

November. They were encouraged to extend the invitation to serve on this committee to others.

- d. Discuss committees
 - I. It was clarified that a staff member did not have to serve on the Staff Council to be able to serve on a committee. Any Staff Employee of SWOSU could serve on a committee.
 - II. Janet Grabeal provided an outline of the standing committees at Sam Houston State's Staff Council. She asked that the council use this as a resource when suggesting future committee structure on our Staff Council.
- 8. Closing Comments
 - a. Janet Grabeal asked the Council for ideas for possible Staff outing event locations and ideas. Shirley Venable suggested Crowder Lake, which was met with great enthusiasm.
- 9. Meet Adjourned