

Southwestern Staff Council Minutes June 11, 2014

Present: Claudio Brigueda, Debbie, Flaming, Jamie Collins, Joe Dube, Kirk Fast, Mallory Hankins, Kathy Megli, Justin Weathers, Jessica Smith, Glenda Printz, Tommy McDaniel, and Janet Grabeal.
Not present: Nancy Sanders and Jason Henderson.

1. Call to Order – Kathy Megli – 9:30am
 2. Approve May's minutes – Previously Emailed
 - The May 14, 2014 minutes were presented via email prior to the meeting.
 - Jessica Smith motioned to approve the minutes with no changes, seconded by Janet Grabeal. Approved by majority vote.
 3. Election for Chair-Elect and Secretary
 - **NOMINATIONS**
 - Secretary – Jamie Collins and Jessica Smith.
 - Chair Elect – Kirk Fast.
 - **ELECTIONS**
 - Mallory Hankins motioned to approve Kirk Fast as Chair-Elect by acclamation. Seconded by Tommy McDaniel. Approved by majority vote.
 - The ballot vote for Secretary resulted in a tie.
 - SSC Chair Kathy Megli declared Jessica Smith the winner.
 - Question: Would the Secretary be responsible for the SCC webpage due to Jason Henderson's upcoming move?
 - For now, Jessica would have access to the SSC Facebook page.
 - SSC webpage progress/maintenance would be discussed at a later date. (Webpage design still slow going).
- ACTION ITEMS:**
- ✚ **Jessica Smith** – Hold the office of Secretary until July 2016.
 - ✚ **Kirk Fast** – Hold the office of Chair-Elect until July 2015; hold the office of Chair from July 2015-July 2017.
4. SWOSU Staff Spring Outing Breakdown – Kathy Megli
 - **Overall Impression**
 - Wonderful turnout - Approximately 100 people came out!
 - Many positive comments from those that attended.
 - Great effort from all those that helped!
 - **Worked**
 - Crowder Lake location

- Signs directing people to location
- Bouncy House
- Music
- Plenty of food
- **Did Not Work**
 - Hamburger Quality
 - Coordination of Tasks (Set up, clean-up, etc.)
 - No Bonfire (too early in the day/safety concern)
 - Grill – Too hot/burned items and hard to reach while grilling
- **Suggestions for the Future**
 - Clarification on Bouncy House safety policy
 - Check out State Fair DOL regulations.
 - Joe Dube –expanded potential bouncy house options.
 - Donate leftover food
 - Purchase hamburgers from Market 54 or other vendor
 - Purchase Water from SWOSU Aux. Services
 - Identify tasks to complete and have a volunteer sign-up sheet for specific tasks/timeframes.
 - More games (volleyball, cards, tournaments, etc.)
 - Schedule earlier in the year (May)
 - Start charcoal earlier or use different cooking method.

5. New Business

- Justin Weathers, Benefits Committee Update
 - Visited V.P. Tom Fagan and H.R. Director David Misak and them regarding benefits. Would be receiving numbers soon.
 - Currently working on a proposal addressing SWOSU Staff compensation this fall; to be completed by August 1, 2014.
 - Asked SSC members what benefits are most important to them and what they would like to see addressed. (Potential upcoming issues: Health Care deductible increase, removing new staff from OTRS, etc.)
 - ★ Would like to see OTRS amount given to the employee for personal retirement and/or other uses.
 - ★ Position Evaluations be conducted to more accurately align pay with actual job requirements.
- Justin Weathers motioned that all SSC approved proposals be sent to the appropriate individuals within 5 working days and that all SSC members be copied on the communication. SSC Chair would be responsible for the completion of this task.
 - Seconded by Debbie Flaming. Approved by majority vote.

ACTION ITEM:

✚ **SSC Chair (Kathy Megli) –**

- Ensure all SSC approved proposals be sent to appropriate individuals within 5 working days, copying all SSC members on the communication.
- Send Tuition Waiver to V.P. Tom Fagan and request SSC seat on the Executive Council no later than end of business Friday, June 20th.

6. Meeting Adjournment – 10:30 am

Next SSC meeting – July 9, 2014.

REVIEW OF ALL ACTION ITEMS:

- ✚ **Jessica Smith** – Hold the office of Secretary until July 2016.
- ✚ **Kirk Fast** – Hold the office of Chair-Elect until July 2015; hold the office of Chair from July 2015-July 2017.
- ✚ **SSC Chair (Kathy Megli)** –
 - Ensure all SSC approved proposals be sent to appropriate individuals within 5 working days, copying all SSC members on the communication.
 - Send Tuition Waiver to V.P. Tom Fagan and request SSC seat on the Executive Council no later than end of business Friday, June 20th.