

Southwestern Staff Council Minutes July 9, 2014

Present: Kaye Abramson (proxy for Jessica Smith), Claudio Brigueda, Kirk Fast, Debbie Flaming, Mallory Hankins, Kathy Megli, Justin Weathers, Nancy Sanders, Glenda Printz, Tommy McDaniel, and Janet Grabeal. **Not present: Jessica Smith.**

1. Call to Order – Kathy Megli – 9:33 am
2. Approve April's minutes – Previously Emailed
 - The June 11, 2014 minutes were presented via email prior to the meeting.
 - Two changes were made to the June Minutes in regards to Officer term dates and presentation of benefits.
 - Glenda Printz motioned to approve the minutes with the changes, seconded by Claudio Brigueda. Approved by majority vote.
3. New Council Member Vote
 - Michael Kluver has been nominated to join the SSC. He will represent the Physical plant and meets all of the requirements for the SSC.
 - Kirk Fast motioned to accept Michael Kluver has a new member, seconded by Mallory Hankins. Approved by majority vote.

Staff Council Breakdown: (as of 7-9-14)

2 – Non admin Asst(HR,Acctg,Payroll): Claudio Brigueda and Kirk Fast

3 – Administrative Support: Debbie Flaming, Mallory Hankins, and Glenda Printz

2 – Auxiliary Services (Library, Student Union): Joe Dube and **OPEN**

1 – Technical & Skilled (University Press & ITS): Kathy Megli

1 – Sayre: Nancy Sanders

3 – Physical Plant: Justin Weathers, Tommy McDaniel, and Michael Kluver

3 – Representatives at Large: Jamie Collins, Janet Grabeal, and Jessica Smith

4. Benefits Committee Proposal
 - Justin Weathers discussed the Annual Cost of Living Adjustment Proposal.
 - Proposal requests a Cost-of-Living Adjustment to be budgeted annually for all SWOSU employees.
 - Next, the proposal will be sent to Faculty Senate for review. If the Faculty Senate approves the proposal, Kathy Megli will send the proposal to Tom Fagan within 5 business days.
 - Nancy Sanders will also present the proposal for Sayre Faculty Senate for review.
 - Janet Grabeal made a motion to accept the proposal and send it to Faculty Senate for review, seconded by Mallory Hankins. Approved by majority vote.

5. Updates on Proposals

- Tuition Reduction
 - Justin Weathers suggested revising the proposal so employees taking classes must meet certain criteria in order to continue taking classes.
 - For example: adding a minimum GPA that must be maintained.
 - Justin Weathers will bring bullets to next meeting for the council members to review.
- Council Scholarship Application
 - Justin Weathers suggested requiring applicants for the Council Scholarship to submit unofficial transcripts with their application materials.
 - Janet Grabel volunteered to bring the SSC application and the Foundation application to next meeting for the board to review. Board will vote next meeting on which Scholarship application will be used.

ACTION ITEM:

Justin Weathers –

- Bring bullets for possible Tuition Reduction criteria.

Janet Grabel –

- Bring SSC Scholarship application and Foundations application for review.

6. Website Update

- Kathy Megli stated SWOSU's new web developer, Hayden Harrington, will be working on the SSC Website.
 - All the necessary documents have been sent to Hayden and hopefully the site will be up and running shortly.

7. New Business

- Mallory Hankins inquired about how to obtain the SSC By-laws.
 - Kathy Megli said the bylaws would eventually be on the SSC Website but in the mean time, she would e-mail Mallory Hankins a copy.
- Glenda Printz informed the council she has sent thank you cards to all individual that made the Staff Outing possible.
 - After brief discussion, one person was left off the thank you note list and Glenda said she would send a thank you to the company.
- Fundraising Events
 - Council briefly discussed possible fundraising opportunities on campus.
 - Justin Weathers said he would talk with Todd Thurman and Robert Barnes to see if we could fundraise at a sporting event.
- New Auxiliary Person

- SSC has an opening for an Auxiliary Services individual. Kathy Megli has e-mailed Robert Nikkel about finding an individual interested in joining the SSC.
- SSC Webpage Status
 - Jason Henderson explained he was still working with Karen Wilson to properly set up the webpage. The SSC Facebook page was up and running. He would look into the possibility of making the SSC meeting minutes available on Facebook until the webpage was completed.

ACTION ITEM:

- ✚ **Kathy Megli** –
 - Send Mallory Hankins SSC Bylaws.

8. Meeting Adjournment – 10:14 am

Next SSC meeting – August 13, 2014.

REVIEW OF ALL ACTION ITEMS:

ACTION ITEM:

- ✚ **Justin Weathers** –
 - Bring bullets for possible Tuition Reduction criteria.
- ✚ **Janet Grabeal** –
 - Bring SSC Scholarship application and Foundations application for review.
- ✚ **Kathy Megli** –
 - Send Mallory Hankins SSC Bylaws.