

Southwestern Staff Council Minutes August 13, 2014

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

1. Call to Order – Kathy Megli – 9:34am
2. Approve July's minutes – Previously Emailed
 - The July 9, 2014 minutes were presented via email prior to the meeting.
 - Three changes were made to the July Minutes:
 - Item 1: Change April to June
 - Item 4: remove 3%
 - Item 5: remove bullet after Janet's name
 - Mallory Hankins motioned to approve the minutes with the changes, seconded by Janet Grabeal. Approved by majority vote.
3. Cost of Living Adjustment Proposal Update – Kathy Megli
 - The proposal has been emailed to Tom Fagen.
 - The proposal was approved by Faculty Senate
4. SSC Scholarship – Janet Grabeal
 - The Council reviewed the current application for the SSC Family Scholarship.
 - Mallory stated that only knowing the students names would make it difficult to decide who is awarded the Scholarship.
 - Janet Grabeal stated that there are usually very few applicants.
 - Mallory Hankins suggested that SSC talk to the Foundation about having the students fill out their form. The Foundation could inform SSC when students are eligible, plus we would have more information about the students. The students would also be notified by the Foundation if they were eligible for any other Scholarships. The application is also available online.
 - Janet Grabeal will talk to the Foundation.
 - Janet Grabeal stated that the Foundation account has a low balance. There is enough money to cover the Scholarships this year, but we need to figure out how to raise money for upcoming years.
 - Mallory stated that she spoke to Todd Thurman and he said we could fundraise at sporting events, excluding football and basketball games.
 - Kathy Megli explained that tailgating is an option at football and basketball games.
 - Janet Grabeal said that some employees donate to the Foundation account, and promoting that would be good.
 - Glenda Printz suggested a car wash.

- Jessica Smith suggested that a committee be formed to focus on Fundraising throughout the year.
- A Fundraising Committee will be discussed at the next meeting.

ACTION ITEMS:

- ✚ **Janet Grabeal** – Talk to the Foundation to see if the SSC Family Scholarship can be added to their list, and to notify SSC when there are eligible students.

5. Tuition Reduction Qualification – Mallory Hankins

- The Council reviewed SWOSU's Financial Aid Policy.
- Mallory Hankins recommended that the same guidelines should be met to qualify for Tuition Reduction.

6. SSC Website Update – Kathy Megli

- The Website is still not complete.
- Karen Wilson or Hayden Harrington will be completing the website and all information that SSC wants posted will be turned in to them.
- Mallory Hankins suggested that the Council name one person on the Council that will be responsible for taking the information to them.

7. Years of Service Recognition – Kathy Megli

- A new committee needs to be formed for this years Recognition Ceremony.
- Kathy Megli will run the report that lists which employees are up for recognition.
- The Committee needs to talk to Brenda first to find out all guidelines on funding for awards.
- Set a date, and make sure Tom Fagen and Randy Beutler are available.
- The files given last year were well received.
- Janet Grabeal asked the Council if anyone wanted the Employee of the Year award to be brought back, the Council feedback was no.
- Michael Kluver stated that last years' Ceremony was much better than past years.
- **Years of Service Recognition Committee Volunteers:** - Claudio Briguada, Jamie Collins, Mallory Hankins and Kathy Megli. Janet Grabeal will be available as an advisor.

ACTION ITEMS:

- ✚ **Years of Service Committee**–
 - Talk to Brenda about funding guidelines.
 - Set a date, and make sure Tom Fagen and Randy Beutler are available.

8. New Business

- Mallory Hankins stated that Cindi Albrightson would like everyone to let her or Mallory know if their building has an AED (Defibrillator).
- Michael Kluver said he could ask to see if a list is available with all locations listed.
- Mallory Hankins asked if the Council would be interested in CPR and First Aid training. Several were interested. Mallory will let Cindi Albrightson know.

- Janet Grabeal announced that the Library is having the Byron Berline Band in concert either at the Library or the Fine Arts Building on August 18th 7:00pm-9:00pm.

- The University Picnic is August 18th 6:00pm-8:00pm at the Student Union.

ACTION ITEMS:

- ✚ **Michael Kluver** – Ask about a list of AED locations, and give it to Cindi Albrightson.
- ✚ **Mallory Hankins** – Let Cindi Albrightson know that the Council is interested in CPR and First Aid Training.

9. Meeting Adjournment – 10:18 am

Next SSC meeting – September 10, 2014.

REVIEW OF ALL ACTION ITEMS:

- ✚ **Janet Grabeal** – Talk to the Foundation to see if the SSC Family Scholarship can be added to their list, and to notify SSC when there are eligible students.
- ✚ **Years of Service Committee**–
 - Talk to Brenda about funding guidelines.
 - Set a date, and make sure Tom Fagen and Randy Beutler are available.
- ✚ **Michael Kluver** – Ask about a list of AED locations, and give it to Cindi Albrightson.
- ✚ **Mallory Hankins** – Let Cindi Albrightson know that the Council is interested in CPR and First Aid Training.