

Southwestern Staff Council Minutes September 10, 2014

Present: Claudio Briguada, Jamie Collins, Debbie Flaming, Janet Grabeal, Michael Kluver, Tommy McDaniel, Kathy Megli, Glenda Printz, Nancy Sanders, Jessica Smith, and Emily Brewer (representing Mallory Hankins) **Not present:** Joe Dube, Kirk Fast, Mallory Hankins

1. Call to Order – Kathy Megli – 9:35 am
2. Approve August's minutes – Previously Emailed
 - The August 13, 2014 minutes were presented via email prior to the meeting.
 - Michael Kluver motioned to approve the minutes with no changes, seconded by Jamie Collins. Approved by majority vote.
3. Years of Service Recognition Reception– Jamie Collins
 - The reception will be held on October 31, 2014 at 10:00am, Breakfast will be served.
 - Jamie Collins spoke with Brenda Burgess, Brenda informed the committee that the \$500 that had been used for staff gifts in prior years is no longer available.
 - Claudio Briguada and Jamie Collins are drafting the letter asking the Administration for donations and will bring it to the next SSC meeting. Once approved the letter should be sent out to Administration as a letter, not email, to make it more personal, possibly even be hand delivered.
 - Janet Grabeal suggested that we make up "Thank You" cards for everyone that donates.
 - Kathy Megli is waiting until the first week of October to order the printed tiles, until the Years of Service list is finalized, however she will go ahead and order the blank tiles that will be used.

ACTION ITEMS:

- **Claudio Briguada & Jamie Collins** – Write donation letter and bring to next meeting.
 - **Kathy Megli** – Order blank tiles from University Press.
4. Annual Cost of Living Adjustment Proposal Update – Kathy Megli
 - Kathy Megli spoke with Tom Fagan about this issue and he will attend the next SSC meeting for discussion and to answer questions.
 5. SSC Scholarship and Foundation Application Review – Janet Grabeal
 - Janet Grabeal contacted the Foundation and at this time they have no involvement with the SSC Scholarship.
 - Justin Weathers was on the selection committee last year and suggested that we require a transcript for applicants.

- If the committee decides to go through the Foundation a transcript would already be required.
- The committee reviewed the Scholarship Application again.
- Justin Weathers suggested that we allow students to be eligible again after two years, since the number of applicants has been low.
- Janet Grabeal suggested that we allow staff members that are attending SWOSU to be eligible for the scholarship as well, not just their dependents.
- Kathy Megli stated that since we give out two scholarships each year, we could award one to a staff member and the other to a dependent.
- Justin Weathers motioned to require a transcript for all applicants, have the applicants apply through the Foundation and to provide two separate scholarships, one for a staff member and one for a Staff member's dependent. Seconded by Michael Kluver. Approved by majority vote.

6. Tuition Reduction Qualification recommendations

- Justin Weathers said since we are asking for a raise in tuition reduction hours, we need to make the guidelines stricter for the eligibility for a tuition waiver, stating that students using tuition waivers should have to go before academic review after one failed class.
- Kathy suggested that the benefits committee discuss this and write a proposal.
- Jamie Collins asked if stricter guidelines were being required by Administration. She questioned if we should enforce stricter guidelines if we are not being asked to do so.
- Debbie Flaming suggested that we table this topic until the next meeting, so that we may discuss the issue with Tom Fagan.
- Janet Grabeal motioned to table this issue until the next meeting. Seconded by Debbie Flaming. Approved by majority vote.

7. Fundraising

- Kathy Megli inquired if the Council would be interested in getting a SWOSU t-shirt quilt made, the quilt could be raffled or auctioned off. The quilt would require donations of t-shirts from the Council.
- Awards given to staff members will not have taxes taken out if the funds came from fundraising.
- Justin Weathers stated that we should ask Tom Fagan for permission to fundraise inside the event center. We have been given conflicting answers from others, as to whether it is allowed or not.
- Kathy Megli and Jessica Smith suggested that the Council organize a Craft Fair either for the spring or next fall. The Council would rent out booth space for people to sell their goods. Booths would be open to anyone. Ideally, we would set it up in the Wellness Center.
- Justin Weathers will talk to Scott Miller to see how many booths we would be able to set up inside the Wellness Center.
- We could advertise the Craft Fair in the newspaper for a small fee also on the local radio station for free.

- Jessica Smith suggested that we form a fundraising committee to focus on all of the details. A sign-up sheet should be put out at the Staff Recognition Reception.

ACTION ITEMS:

- **Justin Weathers** – Ask Scott Miller how many booths could be set-up for the craft fair.

8. Website Update – Kathy Megli

- Kathy will send information to Hayden.

ACTION ITEMS:

- **Kathy Megli** – Send website info to Hayden.

9. New Business

- Jamie Collins stated that we should promote the SSC committees and Facebook page at the Recognition reception.
- Jessica Smith suggested that sign-up sheets for all committees be available at the reception.
- Nancy Sanders informed the council that Sayre's Recognition Reception will be on November 19th.

10. Meeting Adjournment – 10:36 am

- Tommy McDaniel motioned to adjourn, seconded by Jamie Collins. Approved by majority vote.

Next SSC meeting – October 8, 2014.

REVIEW OF ALL ACTION ITEMS:

- **Claudio Brigueda & Jamie Collins** – Write donation letter and bring to next meeting.
- **Kathy Megli** – Order blank tiles from University Press.
- **Kathy Megli** – Send website info to Hayden.
- **Justin Weathers** – Ask Scott Miller how many booths could be set-up for the craft fair.

