

## Southwestern Staff Council Minutes January 14, 2015

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

1. Call to Order – Kathy Megli – 9:33 am
2. Approve December's Minutes – Previously Emailed
  - The December 10, 2014 minutes were presented via email prior to the meeting.
    - Remove point from on item 3
    - Change approval of October minutes to November minutes.
    - Add Claudio to focus group committee
    - Tommy McDaniel motioned to approve the minutes with the changes, seconded by Michael Kluver. Approved by majority vote.
3. Update on Focus Groups – Michael Kluver
  - Michael presented the SSC with a handout of the rough draft of the survey.
  - Suggestions and concerns were offered.
  - Michael will continue to work on the survey with the committee.
  - Copies will be given to SSC members to take to different assigned departments.
4. Update on Website – Mallory Hankins
  - Mallory has been working with Hayden and the webpage should be up and running by the next meeting
5. Update on Craft Show – Debbie Flaming
  - Kyle Wright is working on designs for the ads. Debbie will bring the designs to the SSC meeting when they are done.
  - The Wellness Center has been booked.
  - Once the website is done a link for the craft fair can be made with the forms.
6. New Business
  - We need start planning the Annual Spring Picnic.
  - Kathy will talk to Misty Zink about scheduling dates for Coffee with the President.
  - SSC could allow people to anonymously submit questions for the President through interoffice mail before the meeting if they do not ask the questions themselves, a representative from SSC will read the submitted questions.
7. Meeting Adjournment – 10:03 am
  - Michael Kluver motioned to adjourn, seconded by Tommy McDaniel. Approved by majority vote.

**Next SSC meeting – February 11, 2015.**

## Assignments

- Michael will continue to work on surveys.
- Debbie will bring designs to next meeting.