# Southwestern Staff Council Minutes

# October 2, 2015

**Present:** *Claudio Brigueda, Jamie Collins, Kirk Fast, Leshia Keeton, Michael Kluver, Kathy Megli, Janet Slagell, Jessica Smith, Shirley Venable, Rhonda Waters*

***Not present****: Debbie Flaming, Nancy Sanders*

Call to Order – Kirk Fast– 9:52 am

* Welcome Rhonda Waters to SSC.
* Tommy McDaniel has resigned.

1. Approve September Minutes – *Previously Emailed*
   * The September 9, 2015 minutes were presented via email prior to the meeting.
     + Change the next meeting date to October 2nd.
     + Michael Kluver motioned to approve the minutes with no changes, seconded by Claudio Brigueda. Approved by majority vote.
2. Update on Employee Recognition *– Kathy Megli*
   * The date will be October 28th.
   * Handout with financial report:
     + Booth Rental Deposited: $1770
     + Expenditures for Ceremony:
       - $89 Boxes for tiles
       - $114 Printed 4’ X 4’ tiles
       - $110 Printed programs
       - $1200 Auxiliary Services – 200 people @ $6
       - $210 Gift cards for 20+ years of service
       - $1000 Scholarships
       - Total: $2723
   * There are 27 recipients this year.
   * It was discussed and decided that SSC would give 4 $250 scholarships this year.
     + 2 scholarships for Staff Employee dependents.
     + 2 scholarships for Staff Employees that are enrolled.
   * Kathy will send out an email to announce the Ceremony.
   * Kathy needs volunteers to go out and ask local businesses to donate door prizes.
     + Shirley volunteered.
   * Previously $25 Visa gift cards were given as gifts to employees with 20+ years of service. These gift cards had a $5 surcharge. This year we will give out $30 gift cards from local businesses and/or amazon.com. The employee will be given 4 options and will choose which gift card they would like.
   * Janet and Leshia will possibly print the programs to save some money.
3. Fall Outing – Janet Slagell
   * Possible outings include:
     + Riversport in OKC - $25/person
     + Fort Reno Ghost Tours
     + Weatherford Cemetery Sunset Tour
     + Haunted History Trolley Tour in Edmond
     + P-Bar Farms and Maze
   * Janet will email information to everyone to look at.
   * The Fall Outing is not paid for by SSC. SSC will provide transportation and will get group discount prices. Employees that want to attend will have to pay for themselves.
4. New Business
   * New Members
     + Josh Rosser from the Physical Plant submitted an application.
       - Michael Kluver motioned to accept Josh as a new member.
       - Seconded by Kathy Megli.
       - Approved by majority vote.
     + Rhonda Waters was not officially voted in at the previous meeting.
       - Michael Kluver motioned to accept Rhonda as a new member.
       - Seconded by Kathy Megli.
       - Approved by majority vote.
   * Meeting with President Beutler – October 6th
     + Ruth Boyd will be attending the meeting and possibly other Administrators.
     + There was a discussion about the topics that SSC would like to discuss with the President.
       - Communication
       - Benefits
       - Strategic Plan Goal 4
     + The questions will be written down ahead of time.
     + The meeting should be recorded.
   * Other New Business
     + Jessica is on the Risk Management Task Force. If anyone notices safety concerns on campus, let Jessica know and she will pass the information on to the Task Force.
5. Meeting Adjournment – 11:16 am
   * Jessica Smith motioned to adjourn, seconded by Janet Slagell. Approved by majority vote.

**Next SSC meeting – November 11 2015.**

Assignments

* Kathy will send out email to announce Employee Recognition Ceremony.
* Shirley will ask local businesses for donations, if anyone can help her, let her know.
* Janet will email information to everyone about the Fall Outing options.