# Southwestern Staff Council Minutes

# November 11, 2015

**Present:** *Claudio Brigueda, Jamie Collins, Debbie Flaming, Kirk Fast, Michael Kluver, Josh Rosser, Nancy Sanders, Janet Slagell, Jessica Smith, Shirley Venable*

***Not present****: Leshia Keeton, Kathy Megli, Rhonda Waters*

Call to Order – Kirk Fast– 9:36 am

* Welcome Josh Rosser to SSC.
* Amie Broadwater is sitting in.

1. Approve October Minutes – *Previously Emailed*
   * The October 2, 2015 minutes were presented via email prior to the meeting.
     + Change the next meeting date to November 11th.
     + Jamie Collins motioned to approve the minutes with one changes, seconded by Claudio Brigueda. Approved by majority vote.
2. Update on Employee Recognition
   * Thank you to Kathy for organizing everything.
   * Thank you to Shirley for getting door prizes.
   * Janet will put an ad in the paper thanking all of the businesses that donated.
     + Shirley sent the list of businesses to Kathy, Shirley will see if she still has the list and will send it to Janet.
   * Jamie will do a press release about the scholarships.
   * Debbie is going to check with David to make sure we have done everything we need to do for the Masons.
   * There was a discussion about how candidates were selected and who selected the winners.
   * Janet Slagell motioned that next year we have a committee to set criteria for scholarship selection and to select the winners, seconded by Debbie Flaming.
   * Money raised from the Bazaar was discussed again. It was decided to discuss it at the next meeting.
3. Meeting with President Beutler and VP’s
   * The meeting with the President opened our lines of communication with Administration. We showed our willingness to work with them.
   * We should have a debriefing meeting closer to meeting with the President so that everything is fresh.
   * SSC need to figure out how we are going to facilitate communication with the staff. We need infrastructure.
   * Shirley took notes at the meeting and sent them to Kirk.
   * Michael suggested that a small group volunteer to all take notes at future meetings.
   * We should record the meetings with the President.
   * Janet stated that we should do a newsletter.
   * Cindi Albrightson has said that she would be willing to write an article about safety for the newsletter.
   * Michael would be willing to spearhead a small group to write up important items and send them to President Beutler to approve and then send them out in an email.
   * Janet will look at other newsletters for ideas.
   * Michael stated that UCO’s newsletters and minutes were very well done.
   * It was suggested that the newsletter go out quarterly after every meeting with the President.
   * We have to figure out a way to get info to staff. We also need to get staff from outside of SSC to help with committees.
4. By-Laws Committee
   * Two handouts were passed out. One to amend the error in terms for Past Chair and Chair Elect from two years to one year, and one to add a Treasurer Officer.
   * Jamie Collins motioned to accept the proposal to change the terms, seconded by Janet Slagell. Approved by majority vote.
   * Michael will stay on as Chair Elect.
   * Michael Kluver motioned to accept the proposal to add a treasurer, seconded by Debbie Flaming. Approved by majority vote.
5. New Business
   * Benefits Committee
     + We need 3 members to serve on the SWOSU Benefits committee: Michael, Debbie and Kirk will do it.
   * *Other New Business*
     + Michael is stepping down from the Wellness Committee. Someone needs to take his place.
       - Jamie is already on the committee and can be our representative unless someone else wants to.
       - Shirley will attend the next meeting to see if she is interested.
     + Janet will bring a copy of the Strategic Planning Goal 4 to the next meeting.
     + Michael wants everyone to go to the federal government website and shop for insurance and we will discuss at the next meeting.
6. Meeting Adjournment – 10:41 am
   * Debbie Flaming motioned to adjourn, seconded by Jamie Collins. Approved by majority vote.

**Next SSC meeting – December 9, 2015.**

Assignments

* Janet will put an ad in the paper thanking all of the businesses that donated prizes.
* Shirley will see if she still has the list of businesses and will send it to Janet.
* Jamie will do a press release about the scholarships.
* Debbie is going to check with David to make sure we have done everything we need to do for the Masons.
* Janet will look at other newsletters for ideas.
* Shirley will attend the next Wellness Committee meeting to see if she is interested.
* Janet will bring a copy of the Strategic Planning Goal 4 to the next meeting.