

Southwestern Staff Council Minutes February 11, 2015

Present: *Claudio Brigueda, Kirk Fast, Debbie Flaming, Janet Grabeal, Mallory Hankins, Michael Kluger, Tommy McDaniel, Glenda Printz, Nancy Sanders, Justin Weathers, Joe Dube*

Not present: *Jamie Collins, Kathy Megli, Jessica Smith*

1. Call to Order – Kirk Fast– 9:30 am
2. Approve January's Minutes – Previously Emailed
 - The January 14, 2015 minutes were presented via email prior to the meeting.
 - Suggestion made by Mallory Hankins to add bullet items to minutes with assigned responsibilities.
 - Justin Weathers motioned to approve the minutes with the changes, seconded by Tommy McDaniel. Approved by majority vote.
3. Update on Craft Show Fundraiser – Debbie Flaming
 - Debbie is working on graphic design. Will have a design concept at the next meeting.
 - It will be held in the Wellness Center on September 12, 2015, 9am-4pm.
 - Booth cost will be \$40.00 (8X10) and \$50 (10X10) with an additional cost of \$5.00 for electricity. We need to check out how many electrical outlets are available. The registration form will ask if the vendor wants a booth with electricity.
 - Joe Dube informed us that if we use the bulldog logo, we can advertise through the media that does university advertising/pr. Kirk will find out who handles advertising PR.
 - Tommy McDaniel is still working on Masonic Lodge funds.
 - It was discussed to have drinks and snacks for sale at the craft show. Kirk suggested we purchase the items from Wal-Mart. They are the same cost as Sam's Wholesale.
4. Update on Focus Groups
 - Council members volunteered to hand out surveys and envelopes to staff employees to university departments. Due to errors on the survey, the survey will be retyped and sent at a later date. Janet will e-mail the list of the department(s) each council member is assigned to. There is also a sign up form for setting up focus groups.
5. Spring Outing
 - Staff Spring Outing will be on Friday, June 5th, 2015..
 - Committee members are Kirk Fast, Joe Dube, Claudio Brigueda and Janet Grabeal,
6. New Business
 - Janet announced that SSC will be responsible for the Office Personnel Luncheon in June.
7. Meeting Adjournment – 10:31 am
 - Tommy McDaniel motioned to adjourn, seconded by Claudio Brigueda. Approved by majority vote.

Next SSC meeting – March 11, 2015.

Assignments

- Debbie-bring craft fair graphic design to next meeting.
- *Not assigned*-check on electrical outlets in Wellness center.
- Kathy-correct survey.
- Kirk-check on media advertising for fair.
- Michael-send packet to council members to distribute to their assigned departments.
- All council members-hand out the survey and envelopes to staff employees in assigned departments. Explain what we are doing and also encourage employees to be a part of the focus groups.