

Southwestern Staff Council Minutes March 11, 2015

Present: *Jamie Collins, 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,, Nancy Sanders*

1. Call to Order – Kathy Megli– 9:32 am
2. Approve February's Minutes – Previously Emailed
 - The February 11, 2015 minutes were presented via email prior to the meeting.
 - One word change made to item 3, bullet 6.
 - Debbie Flaming motioned to approve the minutes with the changes, seconded by Kirk Fast. Approved by majority vote.
3. Update on Focus Groups – Michael Kluver
 - The surveys were passed out around campus.
 - The data will be tallied and discussed with the focus group committee.
 - The committee will start scheduling focus groups.
 - Information will be presented at the next SSC meeting.
4. Update on Spring Outing - Kirk Fast
 - The committee has not met yet.
 - The outing will be on either June 4th or 5th.
5. Update on Craft Show Fundraiser – Debbie Flaming
 - The logo design was passed around and suggestions were made.
 - Kirk Fast suggested advertising with Vicki Harbison, The Weekly Shopper and the Weatherford Daily News.
 - Debbie is finishing the vendor agreement contract.
 - Registration will be open until April 6th for SWOSU employees only, then it will be opened up to the public.
 - Vendors will be allowed to check-in and set-up the night before at 7:30pm, and we will reopen on Saturday morning at 7:00am.
 - Cindy Daughtery asked us about sending the flyer out to SWOSU organizations and art students.
 - It was discussed to allow CAB to have a free booth in exchange for help with setting up.
 - Debbie asked everyone to think of ideas for kid's booths or activities.
 - Justin Weathers reported that there are 35 electrical outlets, but the circuits still need to be checked.
 - The Masons will meet soon and we should have more information at the next SSC meeting.
 - Res. Life could possibly offer overnight rooms to our vendors for a low rate.
 - Kathy and Jessica will appear on Conversation Corner on April 7th to advertise to the public.
6. New Business
 - Kathy talked to Misty Zink about setting up Coffee With the President. President Beutler would like to do it once a semester. We will reserve the union and provide coffee.

- Relay for life will be April 17th. The Council should think of ideas for a booth and auction items and it will be discussed at the next meeting. It may have to wait until next year.
- Announcement: The International Dinner will be April 11th.

7. Meeting Adjournment – 10:32 am

- Michael Kluver motioned to adjourn, seconded by Jamie Collins. Approved by majority vote.

Next SSC meeting – April 8, 2015.

Assignments

- Data from the Focus Group Committee will be brought to the next meeting.
- Justin Weathers will check on circuits in Wellness center.
- All council members will think about ideas for Kid's Activities at the Bulldog Bazaar.
- Kathy Megli and Jessica Smith will advertise the Bulldog Bazaar on Conversation Corner on April 7th.
- All council members should think about booth and auction ideas for Relay for Life.