# Southwestern Staff Council Minutes

# May 13, 2015

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

1. Call to Order – Kathy Megli– 9:38 am
   * A quorum not present
2. Approve March’s Minutes – *Previously Emailed*
   * The April 8, 2015 minutes were presented via email prior to the meeting.
     + The minutes will be tabled and approved at the next meeting.
3. Update on Focus Groups *– Michael Kluver*
   * Approximately 25% of staff members responded to the survey.
   * Small focus groups will be held to better understand the survey results.
4. Update on Spring Outing - *Janet Grabeal*
   * Groceries will be picked up from United.
   * The date is June 5th.
   * Kirk Fast is checking on bounce-house.
   * Someone will have to pick up the grill from the Foundation.
5. Update on Craft Show Fundraiser
   * We have sent out a lot of applications, but have only received money from 6 people.
   * We need to remind everyone that booth cost must be paid before it will be reserved.
6. Coffee with the President
   * Two dates have been set with President Beutler: June 17th and September 15th.
   * They will be held in the East Ballroom at 10:00 am.
7. June Personnel Luncheon
   * SSC will host the June Personnel Luncheon on June 2nd.
   * Kathy will call Robert Barnes to reserve the Board Room and set the menu.
   * The library has a spinner board that we can use.
8. New Business
   * Faculty Senate has dues. That is something for us to think about in the future.

1. Meeting Adjournment – 10:45 am

**Next SSC meeting – June 10, 2015.**

Assignments

* Kirk Fast will check on bounce-house.
* Someone will have to pick up grill from foundation for Spring Outing.
* Kathy Megli will call Robert Barnes about the luncheon