# Southwestern Staff Council Minutes

# June 10, 2015

**Present:** *Jamie Collins, Kirk Fast, Debbie Flaming, Janet Grabeal, Michael Kluver, Tommy McDaniel, Claudio Brigueda, Glenda Printz*

***Not present****: Jessica Smith, Kathy Megli, Nancy Sanders, Justin Weathers*

1. Call to Order – Kirk Fast– 9:36 am
2. Approve April and May Minutes – *Previously Emailed*
	* Glenda Printz motioned to approve the minutes for both months as presented and a second by Michael Kluver. They were approved by majority vote.
3. Update on Focus Groups *– Michael Kluver*
	* There were only 10 favorable responses to participate in the proposed future focus groups. The committee met and decided to have 3 groups of 5-8 Participate from (1) Physical plant (2) Administrative Assistants (3) Other staff. Will try for July 13-14 timeframe perhaps
	* Each SSC member is asked to try to invite 5 additional participants to attend the focus groups before the next meeting. It was agreed by all to ask Kathy Megli to announce upcoming focus groups at the June 17th “Coffee with the President” and ask for his support.
4. Update on Spring Outing – *Kirk Fast*
	* Those who were able to attend enjoyed the food and fun together for a very nice evening.
	* A big thank you goes out to Paul Hummel’s crew at the lake who did a wonderful job helping put up the bouncy house and the cleaning assistance.
5. Update on Craft Show Fundraiser
	* Debbie has sent out a lot of emails, has received payment on 8 booths and has more flyers to hang if any SSC Member would like to do so.
6. Coffee with the President – June 17th
	* Kathy Megli, SSC Chair, will be taking questions/concerns to President Beutler on June 17th – 10 AM in the East Ballroom of the Union.
	* All Staff are invited to attend.
7. New Business
	* The vacancies on the SSC need to be filled from Residence Life, Administrative Assistants, and Auxiliary Services areas. Kirk Fast is asking for us to seek those who are interested in joining SSC and bring names to the next meeting.

1. Meeting Adjournment – Janet Grabeal motioned to adjourn and second by Michael Kluver. Approved by majority vote.

**Next SSC meeting – July 8, 2015.**

Assignments

* All SSC members attend “Coffee with the President”
* All SSC Members seek others to fill vacancies on the council
* All SSC members participate in upcoming focus groups.