# Southwestern Staff Council Minutes

# July 18, 2015

**Present:** *Claudio Brigueda, Jamie Collins, Kirk Fast, Debbie Flaming, Janet Grabeal, Michael Kluver, Tommy McDaniel, Kathy Megli, Glenda Printz, Nancy Sanders, Jessica Smith, Justin Weathers*

1. Call to Order – Kirk Fast– 9:33 am
2. Approve June Minutes – *Previously Emailed*
   * The June 10, 2015 minutes were presented via email prior to the meeting.
     + Tommy McDaniel motioned to approve the minutes with no changes, seconded by Michael Kluver. Approved by majority vote.
3. Election of Officers
   * Glenda Printz is resigning her position on SSC, effective immediately.
   * There are 4 vacancies that need to be filled.
   * Leshia Keeton submitted an application. Jessica Smith motioned to approve her as a new Council Member. Seconded by Kathy Megli. Approved by majority vote.
   * Shirley Venable has expressed interest in joining the Council. Kirk will send her an application.
4. Update on Focus Groups *– Michael Kluver*
   * Michael Kluver will run all of the focus groups, as he has done them before.
   * The focus groups can be held in the library.
   * The committee will set dates for the focus group meetings and email the rest of SSC.
   * Kirk will send out a campus wide email to try to get more people interested in participating.
5. Update on Craft Show Fundraiser *– Debbie Flaming*
   * We now have 19 booths reserved.
   * Local businesses and banks will be contacted to see if any of them are interested in participating.
   * The Masonic Lodge has approved to match up to $500 raised for scholarships.
   * The Weatherford Daily News is going to write an article about the craft fair, and will do another one closer to the event.
   * T-shirts will be baseball style, grey with blue sleeves and the Bulldog Bazaar logo on the front. Anyone that wants a shirt needs to email their size preference to Jessica.
   * Nathan Smith has contacted us about using the Pioneer Center. We could have the entire West lobby. Debbie will talk to Nathan and the committee will decide if the venue should be changed.
6. Coffee with the President Review
   * Attendence was good. Some Faculty and Administrators also came.
   * The next Coffee with the President will be September 15th.
7. Employee Recognition
   * A committee for the Employee Recognition Ceremony needs to meet and start planning.
   * Volunteers are Kathy Megli, Janet Grabeal, and Kirk Fast.
8. New Officers
   * Justin Weathers nominated as Chair-Elect.
   * Justin Weathers elected as Chair-Elect by majority vote.
     + Justin will hold the office of Chair-Elect until June 2017; hold the office of Chair from July 2017-June 2019
   * Jessica Smith will continue as Secretary.
9. New Business
   * The Wellness Initiative Committee wants an SSC representative on their committee.
     + They will meet on July 14.
     + Michael will attend.
   * Nancy Sanders asked if SSC gives any recognition to staff members that are retiring.
     + It was discussed that SSC could award a tile with years of service to retirees.
     + The chair will contact Debra Purdam every month to get a list of retirees.
     + Kathy motioned to honor staff retirees with a tile, seconded by Justin Weathers. Approved by majority vote.
   * Justin Weathers motioned to invite Jared Edwards, current President of Faculty Senate, to attend the August SSC meeting to discuss concerns that effect both Staff and Faculty. Seconded by Michael Kluver. Approved by majority vote.
   * The benefits committee lost some members and needs new volunteers.
     + Justin will continue as Committee Chair.
     + Volunteers are Michael Kluver, Tommy McDaniel and Debbie Flaming.
10. Meeting Adjournment – 10:41
    * Janet Grabeal motioned to adjourn, seconded by Jessica Smith. Approved by majority vote.

**Next SSC meeting – August 12, 2015.**

Assignments

* Kirk will send Shirley an application.
* Focus Group Committee will set dates of the meetings and will email the SSC members not on the committee.
* All SSC Members email Michael with contact information of possible focus group participants.
* Kirk will send out a campus wide email to get interest in focus groups.
* All SSC Members email Jessica with size preference if you want a Bulldog Bazaar t-shirt.
* Debbie will talk to Nathan Smith about using the West Lobby of the Pioneer Center.
* Employee Recognition Committee will meet and start planning the ceremony.
* Justin Weathers will hold the office of Chair Elect until June 2017; hold the office of Chair from July 2017-June 2019.
* Michael will attend the Wellness initiative meeting.
* The Chair will contact Debra Purdam to get a list of retirees every month.
* Jared Edwards will be invited to attend the August SSC meeting.