# Southwestern Staff Council Minutes

# August 12, 2015

**Present:** *Jamie Collins, Kirk Fast, Debbie Flaming, Leshia Keeton, Michael Kluver, Tommy McDaniel, Kathy Megli, Nancy Sanders, Janet Slagell, Jessica Smith, Shirley Venable, Justin Weathers*

***Not present****: Claudio Brigueda,*

Call to Order – Kirk Fast– 9:51 am

1. *Introduction of Jared Edwards*
	* Jared is the current Faculty Senate President
	* SSC and Faculty Senate would like to work together on common goals.
2. Approve July Minutes – *Previously Emailed*
	* The July 8, 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. Approval of New Members
	* Motion to accept Shirley Veneable as a new member of SSC by Jessica Smith, seconded by Jamie Collins. Approved by majority vote.
4. Update on Focus Groups *– Michael Kluver*
	* Janet is going to transcribe the focus group meeting.
	* The focus group went very well.
	* The committee would like to have more focus groups.
	* The committee will meet to discuss options.
5. Update on Craft Show Fundraiser *– Debbie Flaming*
	* We now have 28 booths reserved.
	* The bazaar will stay in the Wellness Center, not the Pioneer Center.
	* A check will be given to the Masonic Lodge after the event. They will match the funds and return a check to us for the full amount.
	* Jessica and Kathy will go back on the radio on August 19th.
	* SWOSU now has a Thunder Girl, see if she would be available to come.
	* We will need all of the help we can get from all members of SSC.
6. Employee Recognition
	* The Employee Recognition Ceremony will be held on October 28th at 10:00 am.
	* Kirk will find out where the money will come from for food.
	* $1000 will be awarded for scholarships
7. New Business
	* We need a treasurer. A proposal must be written to change the bylaws and be presented at the next meeting. Volunteers to write proposal: Janet, Jessica and Justin
	* Justin and Kirk are going to request a meeting with Dr. Beutler.
	* Next month, SSC need to either meet twice or have a two hour meeting, SSC decided on a two hour meeting,
	* Shirley volunteered to serve on the Focus Group Committee, The Bulldog Bazaar Committee and to help with the Coffee with the President.
	* The next Faculty Senate meeting will be August 28th. Jared invited Kirk to attend.
8. Meeting Adjournment – 10:36 am
	* Michael Kluver motioned to adjourn, seconded by Justin Weathers. Approved by majority vote.

**Next SSC meeting – September 9 2015.**

Assignments

* Janet will transcribe the focus group meeting.
* Focus Group Committee will meet again.
* Jessica and Kathy will go back on the radio on August 19th.
* All SSC Members help out at the Bulldog Bazaar.
* Kirk will find out where the money will come from for food for the Employee Recognition Ceremony.
* Janet, Jessica and Justin will write a proposal to change the by-laws.
* Kirk will attend the next Faculty Senate meeting.