# Southwestern Staff Council Minutes

# September 9, 2015

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

***Not present****: Kathy Megli*

Call to Order – Kirk Fast– 9:36 am

1. Approve August Minutes – *Previously Emailed*
   * The August 12, 2015 minutes were presented via email prior to the meeting.
     + Debbie Flaming motioned to approve the minutes with no changes, seconded by Janet Slagell. Approved by majority vote.
2. Update on Craft Show Fundraiser *– Debbie Flaming*
   * We now have 39 booths reserved.
   * Handout with financial report:
     + Booth Rental Deposited: $1770
     + Expenditures:
       - $42.42 Weatherford Daily News - ad
       - $114 Weatherford Press – 3 yard signs
       - $50 (estimation) Postage
       - $30 Auxiliary Services – popcorn
       - Unknown amount for water
       - Total: 146.97
     + Donations:
       - $16 Penny News – ad
       - $15 Flyers – 3 packages of cardstock @ $5.00 each
       - $29.16 Blue painter tape – 9 rolls @ $3.24 each
       - $11.64 Masking tape – 3 rolls @ $3.88 each
       - $11.52 Fasteners – 4 packs @ $2.88 each
       - $5.39 tax on all items
       - Total: $88.71
   * The booths will be around the perimeter of the gym floor and the silent auction will be in the center.
   * An SSC table will be setup in the foyer.
   * Brian Adler, Todd Boyd and Cindy Dougherty provided us with free SWOSU items to give to the vendors as a thank you.
   * Booths must stay up until 5pm. Silent auction will end at 2pm.
   * Jamie will take pictures.
   * Kirk will get change for the popcorn sales.
   * Weatherford Daily News is going to run info in the chatterbox 4 times for no charge.
   * We reserved the large ice chests from Auxiliary Services, and Scott said we can use the ice machine in the Wellness Center.
3. Meeting with President Beutler – *Kirk Fast*
   * Kirk, Michael and Justin Weathers met with President Beutler on August 20th.
   * President Beutler wants SSC to be an active representative Council.
   * We need to improve communication from staff to administration.
   * He will meet with SSC once a quarter, not during regular meeting time.
   * SSC needs to get organized and determine in advance what to discuss with the President. Send question suggestions to Kirk by September 23rd.
   * We need a plan on how to reach all of the people that we serve.
   * Michael mentioned writing a newsletter.
   * Coffee with the President is Tuesday September 15th at 10:00 am; this is an open forum.
     + An email will go out inviting all staff members to attend. Staff should be encouraged to attend.
     + Questions may be asked at the coffee or may be submitted ahead of time by email, campus mail, given to a SSC member, or by paper provided at the Coffee.
   * Kirk, Michael and Justin also attended Faculty Senate. Faculty wants to work together with SSC.
4. Update Focus Groups *– Michael Kluver*
   * Two more dates have been scheduled for focus groups. They will be held in the Southwestern Room in the Library.
     + September 25 at 1:30 pm
     + October 9 at 1:30
   * We need more volunteers to participate.
   * The groups will last approximately 1 hour.
   * Nancy asked if we could have a focus group at Sayre. She feels that it would make SSC more valid to staff at Sayre and they could talk about concerns that really matter.
5. New Business
   * New Officers
     + Justin Weathers has taken a new job and will no longer be serving as Chair-Elect.
     + Michael Kluver nominated as Chair-Elect by Debbie Flaming, seconded by Shirley Venable.
     + Michael Kluver elected as Chair-Elect by majority vote.
     + Michael will hold the office of Chair-Elect until June 2017; hold the office of Chair from July 2017-June 2019.
   * Treasurer’s Report
     + $5804.44 in unrestricted
       - $1730 from booth rental from the Bulldog Bazaar
       - $1264.11 transferred from FY15
       - $3000 added for FY16
     + Expenses:
       - $20 Auxiliary food service
       - $169.67 Advertising
   * Janet said that approximately $1200 was spent at last years Employee Recognition Ceremony.
   * New Nomination: Rhonda Waters from Student Financial Services.
   * Still two vacant positions.
   * Michael asked if we should do interviews if we have multiple nominations for the same position. It was decided that we would discuss this again if it happens.
   * The first week of October is insurance option week. Jamie asked if SSC would like to do something for staff during this time. Suggestions coffee or candy. Debbie will design a flyer that can be given out. Jamie will send her the committee sign-up sheet.
   * Michael Kluver motioned to let Jamie decide on something that can be available to staff during option week, seconded by Claudio Brigueda. Approved by a majority vote. Jamie is allowed a $100 budget.
   * Debbie said at the next meeting we need to figure out what we are going to do with our money.
   * Janet asked that everyone think of some fun ideas for a fall staff outing.
   * Everyone needs to get out and promote the Bulldog Bazaar and the Coffee with the President.
6. Meeting Adjournment – 11:10 am
   * Janet Slagell motioned to adjourn, seconded by Tommy McDaniel. Approved by majority vote.

**Next SSC meeting – October 2, 2015.**

Assignments

* Jamie will take pictures at the Bulldog Bazaar.
* Kirk will get change for the popcorn sales at the Bulldog bazaar.
* Everyone will send possible questions for the SSC’s meeting with the President to Kirk by September 23rd. Questions will be discussed at the next meeting.
* Everyone find volunteers for the focus groups.
* Debbie will make a flyer to be handed to staff at insurance option week.
* Jamie will get something to be available for staff during option week.
* Everyone think of ideas for a fall staff outing.
* Everyone promote the Bulldog bazaar and the Coffee with the President.