

Southwestern Staff Council Minutes

April 14, 2016

Present: Members: Kirk Fast, Debbie Flaming, Michael Kluver, Kathy Megli, Josh Rosser, Shirley Venable, Claudio Briguada, Casey Merryman, Janet Slagell, Melanie Miller Visiting Staff: Rhyesa Hamilton

Not present: Rhonda Waters, Jamie Collins

Call to Order – Kirk Fast 9:32 am

March Minutes

- The draft of the March minutes were emailed to council members on March 9, 2016. The only correction was name spelling. Kathy made the motion to approve with the changes designated and a 2nd by Shirley. Approved by majority vote.

Treasurer's Report

- Debbie reported that we spent \$64 on the President's Coffee. The two gift card door prizes cost \$20 total.

Old Business

- Coffee with the President – March 25, 2016 from 10 – 11am. Had around 50 people attend including council members.
 - Discussed restructuring future events to include a 30 minute talk from the President on a preselected topic by the council and the remaining 30 minutes for questions either sent in anonymously or asked during the Q&A portion.
- Staff Picnic – tabled discussion for later meeting
- Bulldog Bazaar – Sept 24, 2016 from 9am – 4pm Parent's Day
 - Shirley provided, via email before the meeting, a list of areas and activities that will require volunteers as we move forward. Please let her know of areas you would be interested in working on a committee.
 - If you attend a craft show/trade show/bazaar in the coming months, please pick up business cards or print out some of the flyers Shirley sent out to increase our vendor list.
 - 301 W Davis Ave is physical Address of Wellness Center
 - Have requested through Rick Skinner to add a street sign on the corner of Davis and N Broadway, which is the physical address off the Wellness Center.
 - Adding a stage and a Talent Showcase to the line-up. A committee will manage this interested groups and individuals and handle equipment and running this portion of event.
 - Make sure all future correspondence includes that funds will be used for scholarships and SSC activities.
 - Kirk needs to contact the Masons about opportunity for matching funds.
 - Scholarship Committee – tabled to next meeting

New Business

- Quarterly meeting with President Beutler – 10am April 21st – President’s Conference Room
 - Discussed topics that should be addressed at this meeting
 - Salary regulation changes
 - Discuss options to have universal policy in regard to hours and overtime
 - Ask fellow staff members for questions
 - Any other questions can be directed to Kirk or brought up at the Quarterly Meeting
- Staff employee service years
 - Kathy explained that currently the years of service is a combination of records that is labor intensive if someone has left employment with the university for more than 6 months.
 - Proposal is to change the Calculation of Service Years to follow the Staff Handbook policy that if an employee does not return within 180 days their years of service calculation starts over. *Grandfather in the current employees who have breaks in service. If grandfathered employees leave SWOSU and return at a later date they will fall within the new policy for 2016.*
 - Michael made a motion to adopt the new policy and a 2nd by Claudio. Approved by majority vote.
- Council Nomination – Nancy Sanders has applied to serve as the Sayre campus representative
 - Kathy made a motion to accept Nancy’s application with a 2nd by Claudio. Approved by majority vote.
- Non-Voting Position on Faculty Senate
 - We have been approached to have a non-voting representation
 - Shirley made a motion that we accept the position with a 2nd by Debbie. Approved by majority vote.
- Newsletter
 - Janet is working on the next newsletter
 - Kirk contact Cindy Albrightson about article
 - Article about Quarterly Meeting
 - Debbie announce scholarship recipients
 - Coffee with the President

Adjourned – 10:31 am

Kathy made a motion to adjourn the meeting and a 2nd by Janet.

Dates to Remember

April 21, 2016 at 10 am – Quarterly Meeting with the President – President’s Conf. Room – 2nd floor Admin Building

May 11, 2016 at 9:30 am – next monthly SSC Meeting – Stafford 201

Action Items

Staff Picnic Committee – **Jamie, Rhonda, (Debbie)** – report on tentative plan

Bulldog Bazaar – **Shirley** report on committee assignments and progress

Newsletter – **Kirk** contact Cindy Albrightson about article

Debbie supply names of scholarship recipients