

Southwestern Staff Council Minutes

Sept 14, 2016

Present: Members: Kirk Fast, Rhonda Waters, Claudio Briguera, Josh Rosser, Debbie Flaming, Kathy Megli, Casey Merryman, Shirley Venable, Nancy Sanders, Michael Kluver, Melanie Miller, Rick Dahlgren, and Janet Slagell

Not present: All present

Call to Order – 9:33 am

Aug Minutes

- The draft of the Aug minutes were emailed to council members on Aug 18, 2016. Debbie made the motion to approve the minutes with the correction and a 2nd by Shirley. Approved by majority vote.

Treasurer's Report

- Debbie reported that the primary 409803 account has \$5,217.68 and Foundation Account \$329.28. This includes deposits and payments for the Bulldog Bazaar and scholarships.

Old Business

- Bulldog Bazaar – Shirley and committee chairs reported on plans for next week's Bazaar
 - Set up starts at 8am on Friday, Sept 23 – Will start measuring and taping off vendor booths, setting up tables, chairs, stage, and signage. Michael will be coordinating volunteers from CAB to assist.
 - Vendors Set Up from 7 – 8:30pm Friday night and 7 – 8:30am Saturday morning.
 - Tear down will start at 4pm on Saturday and all help will be appreciated.
 - Silent Auction currently have 26 donated items from attending booths.
- Shirley proposed the need for a vote to ear tag the funds raised by the silent auction to scholarships. With no additional discussion by any of the council, Shirley made a motion that all proceeds made through the silent auction should be designated to scholarships for the benefit of SWOSU staff members and staff dependents. 2nd by Janet. Approved by majority vote.
 - Casey shared the line-up for entertainment. There will be entertainment at 9am, 10:30am, 12pm, and 2pm from multiple groups and individuals from campus and the community.
 - Debbie, Shirley, Casey, and Kirk will be the on 99.3FM KCLI at 7am and 95.5FM at 8am on Thursday, Sept 22 talking about the Bazaar.
 - Table tents have been prepared and delivered to CAB for distribution around campus
 - Student Organization Fair – Shirley, Debbie, and Casey hosted a booth and successfully made several contacts with groups and individuals about booths at the Bazaar. We were rained out before Janet's designated time to host the booth.
 - Melanie will be making arrangements to distribute the yard signs and working with CAB to get posters displayed throughout town.

- Rhyesa Hamilton will be taking pictures throughout the event.
- Casey mentioned to importance of a social media presence in regards to the Bazaar. She and Kirk will make a post on the SWOSU Staff Council page and would encourage everyone to share it to their page and post to other social media groups they are a part of.
- Scholarship Committee – Debbie discussed the need for a strategy when addressing future scholarship applications and selecting recipients. It was agreed that a blind recommendation should be the protocol, the name of the applicant blanked out when being reviewed. It was also agreed that application should be open to anyone interested, but a requirement will continue to be that they are either a staff member or a dependent of a staff member to receive our scholarships. Further discuss was tabled.
- SSC Newsletter – Janet is currently waiting on articles to be submitted. Planning to send out before the Bazaar so it includes that information.

New Business

- Report on Executive Council & Adm Council Meetings – Michael reported that the majority of information discussed doesn't directly affect staff. The university will potentially receive a portion of the surplus the state government has identified with the budget.
- Staff Recognition Reception – November 9 – Kirk has secured the ballroom. The council will address the particulars of the event after the Bulldog Bazaar.
- Janet shared details from the current initiatives by the Wellness Committee. She inquired about the interest for a Weight Watchers at Work initiative. It was proposed to include a polling question on the SSC Newsletter to receive feedback about campus wide interest. There was also discussion concerning the scheduled activities during working hours when the majority of staff have no clear procedure about their ability to attend.

Adjourned – 10:35 am

Rhonda made a motion to adjourn the meeting and a 2nd by Michael.

Dates to Remember

Sept 23, 2016 – Set up for Bulldog Bazaar – Wellness Center

Sept 24, 2016 – Bulldog Bazaar

Oct 12, 2016 – Staff Council Meeting

Nov 9, 2016 – Staff Recognition Reception

Action Items

Bulldog Bazaar - Everyone help in any way they can.