

## Southwestern Staff Council Minutes

April 5, 2017

**Present: Members:** Kirk Fast, Claudio Brigueda, Shirley Venable, Kathy Megli, Casey Merryman, Michael Kluver, Rick Dahlgren, and Janet Slagell

**Not present:** Josh Rosser, Nancy Sanders, Melanie Miller, Debbie Flaming

Call to Order – 9:33 am

### Minutes

- The draft of the March minutes were emailed to council members on March 23, 2017. Approved by majority vote.

### Treasurer's Report

- Tabled
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### Old Business

- Benefits Committee – Retirement fund options
  - Michael shared a brief review of progress on the previously discussed staff retirement fund options and shared details from meetings with Brenda Burgess and Doug Misak the proposal.
  - Upon further review, projected timeline is to provide complete staff questionnaires, focus groups, public presentations, and implement new policy around Jan 1, 2018.
- Paper Recycling
  - Committee met and discussed the current recycling efforts on campus. The campus mail room is currently picking up recyclables from 20 buildings on campus.
  - Moving forward we would like to write up policy to be implemented campus wide.
  - Janet is looking into recycling containers that would work best for those handling.
  - Paper recycling committee wants to further investigate student paper usage limitation options.
- Staff Outing
  - Set for April 26<sup>th</sup> from 11:30 to 1pm on the South Lawn. Janet include on flyer that people should bring lawn chairs and blankets to enjoy.
  - Kathy got a quote from SWOSU Catering Services will provide 150 Hamburgers, 50 Hotdogs, Chips, Drinks, and condiments for \$392.69. They will provide the grill. We will cook and serve.
  - Council should report at 10:30 for set up and preparations.
  - Kirk find out from Foundation possibility of Hot dog donation from Bar-S. Purchase of paper plates and napkins. Invitation to President Beutler.
  - Kathy confirm date, tables, prep-pans, and trash cans. Ballroom as alternate location for bad weather. Post on university calendar.

- Coffee with the President
  - April 19<sup>th</sup>, 10 am, East Ballroom
  - Proposed topic Staff Salary vs. CUPA Salary in accordance with the strategic plan. “Is it still in SWOSU’s strategic plan to get staff within 90% of CUPA?”
  - Kirk confirm approval of topic with President Beutler.
  - Kirk add information to Coffee with the President email, including opportunity to send you questions to be asked anonymously.

#### New Business

- Reminders
  - CAB Staff Appreciation will be April 13, 2017
  - Sayre Campus Graduation is May 4<sup>th</sup>
  - Weatherford Campus Graduation is May 6<sup>th</sup>
- SSC Scholarships
  - Kirk spoke to Brenda Burgess about future funding for scholarships. Brenda agreed to investigate opportunities for funding.

Adjourned – 10:33 am

Kathy made a motion to adjourn the meeting and a 2<sup>nd</sup> by Janet.

#### Action Items

Janet – Flyers for Staff Picnic. April 26<sup>th</sup> from 11:30 to 1pm on the South Lawn. Include on flyer that people should bring lawn chairs and blankets to enjoy.

#### Kirk

- Find out from Foundation possibility of Hot dog donation from Bar-S.
- Purchase of paper plates and napkins.
- Invitation to President Beutler to Staff picnic
- Confirm topic for Coffee with the President with President Beutler
- Add information to Coffee with the President email, including opportunity to send you questions to be asked anonymously.

#### Dates to Remember

May 10, 2017, 9:30 – Staff Council Meeting, STF 201

April 19<sup>th</sup>, 10 am, - Coffee with the President, East Ballroom

April 26<sup>th</sup> from 11:30 to 1pm - Staff Cookout, South Lawn