

Southwestern Staff Council Minutes

July 12, 2017

Present: Members: Michael Kluver, Kirk Fast, Shirley Venable, Kathy Megli, Casey Merryman, Josh Rosser, Rick Dahlgren, Janet Slagell, and Debbie Flaming.

Not present: Nancy Sanders and Melanie Miller

Call to Order – 9:35 am

June Minutes

- The draft of the June minutes were emailed to council members on June 16, 2017. Rick made a motion to approve the minutes and a 2nd by Josh. Approved by majority vote.

Treasurer's Report

- Debbie reported that the primary account currently has \$5,606.33. The foundation account currently has \$292.15.

Old Business

- Benefits Committee – Retirement fund options
 - Michael reported many questions were brought up during the 2 focus groups so far that haven't yet been covered. A meeting with Brenda Burgess and David Misak is scheduled July 17th to discuss those questions.
 - The last focus group is July 18th at 1:30pm in the Southwestern Room, 2nd floor of the Library.
 - The Benefits Committee is also working on putting together a list of overall questions to have HR transcribe answers. These questions and answers will be added to a webpage on the staff council webpage for staff to get more information. The staff wide survey is expected to be sent out mid-August.
- Recycling Committee
 - The council discussed what the university needs in the way of a recycling policy and investigate other ways that the program can be improved.
 - Rick and Debbie volunteered to co-chair the committee.

New Business

- Staples Advantage Presentations – Kirk shared that the Business Office is working with Staples to host a presentation for Administrative Assistants, Department Heads, and anyone else who makes office supplies purchases to discuss cost save opportunities through Staples membership.
 - Committee members made the recommendation to look at scheduling this in September after the new term has started and routines have been established.

- Elect New Offices – After brief discussion Debbie was nominated by Kirk to continue the duties of Treasurer, Casey was nominated by Shirley to continue the duties of Secretary, and Rick was voted Chair-Elect. Michael was confirmed as Chair.
- New SSC member recruitment
 - One application has been submitted so far, and at least a couple more are expected in the coming weeks.
 - Kathy is going to work on updating the website with new officers, and what areas of representation we need to fill the 4 available positions with.

Adjourned – 10:31 am

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

Dates to Remember

July 18th at 1:30pm - **Benefits Focus Groups** - Southwestern Room, 2nd floor of the Library.

Aug 9, 2017, 9:30 – **Staff Council Meeting**, STF 201