

Southwestern Staff Council Minutes

Sept 13, 2017

Present: Members: Michael Kluver, Kirk Fast, Shirley Venable, Kathy Megli, Casey Merryman, Josh Rosser, Nancy Sanders, Brian Lewis and Debbie Flaming.

Not present: Melanie Miller, Rick Dahlgren and Denise Willis

Call to Order – 9:35 am

July Minutes

- The draft of the July minutes were emailed to council members on July 17, 2017. Kathy made a motion to approve the minutes and a 2nd by Kirk. Approved by majority vote.

Treasurer's Report

- Debbie reported that the primary account currently has \$5,606.33. The foundation account currently has \$363.38.

Old Business

- Benefits Committee –
 - Michael reported that a few people attended the VOYA presentations and the option to opt out of OTRS will be available to staff during the option period in October.
 - A joint email between Staff Council and Administration is being constructed to inform staff of this option before they attend the option period. Was suggested to include contact information for HR, VOYA, and anyone else that would be helpful for staff that have questions.
 - The Benefits Committee is going to start working on adding a financial literacy class by January 2018 to further assist staff in becoming educated about their investment options. This would also benefit new staff that will fall under the new benefits package with only a 403b through VOYA as a retirement plan.

New Business

- Administrative and Executive Council Briefing
 - A lot of information is being gathered as the State Capital prepares to go into special session to build a new budget. All state agencies are looking at a 3.2% cut.
 - There are currently 22 DACA students on SWOSU campuses.
 - Need to keep in mind that all meetings of Staff Council are public record and we need to represent ourselves and our groups in an appropriate manner.
- Staff Appreciation Breakfast – Late Oct, Early Nov
 - Committee includes: Kirk, Debbie, Shirley, Brian. Chaired by Shirley
 - Kathy can run full report of employment records for 5, 10, 15, etc. years recognition awards.

- Committee will make arrangements for door prize donations
- Debbie will work on contacting Staff and Staff Dependents for Scholarship applications. Council will review completed applications at next meeting and select awardees.
- Environmental Committee
 - Campus has an Environmental Committee and they would like 2 staff council members to sit on the committee. Kirk and Kathy volunteered to represent.
- Other New Business – Kathy presented information about the potential benefits for campus to switch to a Payed Time Off system. After discussing the options and who would be involved in a proposal, Kathy agreed to do more research in regards to what other universities are currently doing in order to evaluate the possibilities with the change.

Adjourned – 10:32 am

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

Action Items

Michael and Kirk work on joint announcement email about option period 403b.

Staff Appreciation Breakfast Committee set date for breakfast and necessary arrangements

Debbie contact candidates for scholarships and gather applications for council to review

Kathy further investigate Payed Time Off systems at other universities.

Dates to Remember

Oct 11, 2017, 9:30 – Staff Council Meeting, SCI 102