

Southwestern Staff Council Minutes October 9, 2013

Present: *Claudio Brigueda, Kirk Fast, Debbie Flaming, Mallory Hankins, Shirley Venable, Jason Henderson, Kathy Megli, Nancy Sanders, Justin Weathers, Janet Grabeal, Glenda Printz, Jessica Smith, and Michelle Hampton.*

Not Present: *Donnie Vaughn and Lisa Pebley.*

1. Call to Order – Chair: Kathy Megli
 - a. The minutes from the September 4, 2013 SSC meeting were read. Jessica Smith motioned to approve the minutes, seconded by Justin Weathers. Minutes were approved.
 - b. Kathy Megli noted that Michelle Hampton would be taking Florence Ann Hutchison's place on the council.
2. Staff Recognition Reception Committee Report – Chair: Kathy Megli
 - a. The SSC Recognition Reception would be taking place at 10:00am on Thursday, October 31st. SSC members should arrived around 9:30am and be evenly dispersed around the tables.
 - b. Kathy Megli informed everyone that there would be no employee/administrator of the year, only years of service awards and recognition of retirees and graduates.
 - c. The \$500 previously awarded to the employee/administrator of the year would be used to purchase \$25 gift cards to be handed out by random drawing during the reception.
 - d. Years of service awards would be a personalized 4x4 ceramic tile with the employee's name/years of service and message from President Beutler. These tiles would be produced by the University Press and in the future employees could pay for additional engravings, if desired.
3. Administrative Assistant Training Report – Shirley Venable
 - a. Shirley Venable explained that she, along with Mallory Hankins, Glenda Printz and Debbie Flaming, had met and compiled a combined list of Administrative Assistant duties. She proposed that each admin assistant and chair fill out a Training Questionnaire (provided). The questionnaire would identify training needs within

admin assistant job requirements. In turn, a network of support and mentoring between administrative assistants performing similar tasks would be created.

- b. Kathy Megli explained the next step would be to bring this proposal to Tom Fagan.
- c. Janet Grabeal proposed that this kind of mentoring program be implemented for all employees, not just admin assistants.

4. Strategic Goals – Pick top 2 to work on

Issues to be considered by the Staff Council include:

- i. Pay increases and bonuses based on job evaluations and performance
 - ii. Eliminate inconsistencies from one department to another in the Compensatory Time policy.
 - iii. A more flexible work schedule for staff during interim periods (e.g. four 10 hour days)
 - iv. Opportunities for advancement by combining staff employee's current job duties with additional responsibilities.
 - v. Opportunities for advancement by identifying training and skill requirements for upcoming job openings.
 - vi. Coordinate with Faculty, Students and Administration on child care, spousal education/employment opportunities, and other issues critical to increasing employee retention.
- a. After some debate, the council agreed that “i” and “ii” were the top two issues that needed to be addressed.
 - b. It was noted that Kathy Megli serves as the Staff Representative on the Goal 4 committee addressing these issues.

5. Mission Statement Development Discussion – Kathy Megli

- a. Council was asked to submit suggestions for an SSC mission statement and/or slogan to Kathy Megli. The mission statement should be a more detailed description of the purpose of the SSC while the slogan could be a short, catchy phrase.
- b. Suggestions should be submitted at the next meeting.

6. Standing Committees Discussion – Kathy Megli

- a. It was noted that the Administrative Assistant committee had already formed and met.
- b. Kathy Megli asked for council members to review the standing committee list and ask other staff if they may be interested in serving on a committee.

7. Old Business – Kathy Megli

- a. The possible staff get together at Crowder Lake would be scheduled for the upcoming spring instead of this fall.

8. New Business – Open

- a. Justin Weathers asked if the SWOSU staff could be represented on the Executive Council since the Faculty Senate had a representative.
 - i. This question raised concern for other areas that staff could be represented (ex. current Benefits committee, non-voting spot on Faculty Senate, etc.).
 - ii. The council agreed that University-wide issues and policies should have faculty AND staff representation.
 - iii. Kathy Megli would bring these requests to Tom Fagan.
- b. Shirley Venable reminded Kathy Megli to include paper and pencils on the tables at the SSC reception so that staff could write down suggestions/concerns to submit to the council.
- c. Debbie Flaming suggested that when the SSC webpage is posted a link be provided for “Random Acts of Kindness”. This would be a method of expressing appreciation to fellow staff personnel.

9. Meeting Adjournment

- a. Janet Grabeal motioned to adjourn, seconded by Shirley Venable. Meeting adjourned at 10:35am.