

Southwestern Staff Council Minutes November 13, 2013

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

Not Present: *Nancy Sanders and Glenda Printz.*

1. Call to Order, 9:35am – Kathy Megli
2. Read and Approve last month's minutes
 - a. The minutes from the October 9, 2013 minutes were read. Debbie Flaming motioned to approve the minutes with no changes, seconded by Shirley Venable. Minutes were approved with no changes.
3. Resignations
 - a. Kathy Megli stated she received letters of resignation from Lisa Pebley and Donnie Vaughn, both representing the Physical Plant.
 - i. Justin Weathers nominated Kevin Henson and Tommy McDaniel as replacements. Jessica Smith motioned to accept the nominees, Michelle Hampton seconded. Nominees were accepted and would be contacted for confirmation of appointment.
4. Staff Recognition Reception Committee Report – Kathy Megli
 - a. Overall, a very positive reaction to the reception. The recognition tiles received positive feedback as well as the gift card/certificate drawings.
 - i. Kathy Megli noted the \$25 VISA cards paid for by SWOSU may be discontinued contingent on IRS policies. Tom Fagan and Brenda Burgess would keep SSC informed.
 - b. One suggestion card received requesting a photo SWOSU employee directory.
 - c. Janet Grabeal explained that SSC was pursuing funds to place an ad in the Weatherford Daily news thanking local businesses that donated gift certificates. It was suggested that businesses supporting SSC be given a plaque to display in their window.
5. Strategic Goals –
 - a. 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.

b. The importance and details of each issue were discussed at length by the council. It was emphasized that Comp Time policies needed to be made clear and consistent across the entire campus.

c. These concerns would be voiced at the Goal 4 strategic planning meeting next Monday, November 18th, by Kathy Megli.

6. Mission Statement Development Discussion

a. An SSC slogan was suggested – “One Voice” – and Jessica Smith presented a mission statement; both were well received.

- i. These and any further suggestions should be sent to Kathy Megli before the next SSC meeting on December 11th.

7. Standing Committees Discussion - (Tabled until next meeting)

8. New Business

a. Priority for next meeting

1. Standing committees

2. Breaking out into sub-committees for new issues. (Potential issues include: increasing staff dependent tuition waivers from 12 to 16 hours and new HR automated applicant tracking system).

b. Jason Henderson was nominated to build and maintain the new SSC webpage. The council confirmed his appointment and Jason accepted the position.

c. Kathy Megli noted that new by-law additions or changes must be submitted in writing one month prior to being voted on.

d. Council requested the procedures for representatives and resignations be clarified. Also, that an official definition of “STAFF” be provided.

9. Meeting Adjournment – 10:53am