

Southwestern Staff Council Minutes December 11, 2013

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

1. Call to Order, 9:30am – Kathy Megli

- Introduced new members: Tommy McDaniel and Kevin Henson representing the physical plant.

2. Approve last month's minutes

- The November 13, 2013 minutes were presented via email prior to the meeting. Jessica Smith motioned to approve the minutes with no changes, seconded by Claudio Briguada. Minutes were approved with no changes.

3. Strategic Goals –

- Goal 4 - Issues to be considered by the Staff Council include:
 - Pay increases and bonuses based on job evaluations and performance
 - Eliminate inconsistencies from one department to another in the Compensatory Time policy.
- All 6 strategic goals plans were presented by university personnel committees at Nov. 22 meeting. Committees were now tasked with assessing the costs associated with their suggested action items. These figures would be presented at the next meeting in February 2014.
 - More information located on the SWOSU website, under "Strategic Planning" -
<http://www.swosu.edu/administration/president/strategicplan/2012/index.aspx>

4. Webpage Update – Jason Henderson

- Currently in discussions with IT department
 - Assessing old & new requirements before development & implementation.
 - Must have include:
 1. Simple layout; easy to navigate.
 2. Bullet points of SSC task accomplishments and issues being addressed.
 3. Links to meeting minutes and official staff handbook.

4. Link to the SSC email address (ssc@swosu.edu) for comments and suggestions.

- Discussed possibility of adding Public Relations officer position to the by-laws to establish an individual to maintain SSC media/relations.

5. Mission Statement/Slogan Development Discussion

- Discussed a by-laws change to replace the current preamble with a mission statement reflecting new **advocate** role of the SSC.
- Mission Statement sub-committee formed: Jessica Smith, Janet Grabeal, and Glenda Printz.
 - Janet Grabeal and Jessica Smith's proposed mission statements would be sent out to SSC members for review.
 1. Any proposed additions should be sent to Jessica Smith.
 2. The mission statement sub-committee would compile suggestions and present a proposed mission statement at the January 2014 meeting.
- Mallory Hankins motioned to accept "ONE VOICE" as the official SSC slogan, seconded by Justin Weathers. Accepted by majority vote.

6. Standing Committees Discussion

- Current list of standing committees would be emailed to council members for review.
 - Further suggestions for standing committees, and their role, should be emailed to Kathy Megli.

7. New Business

- Justin Weathers – Did we ask administration to increase benefit tuition waivers from 12 to 16 hours?
 - Formal proposition not yet written. More information needed to make a compelling case.
 1. Justin was tasked with researching other university's policies on tuition waivers for staff and present results at next meeting.
- Proposed hosting a campus wide meeting to introduce and educate staff to the new SSC.
 - Offer at two different times to accommodate campus-wide participation.
- Received \$170 for the SWOSU staff scholarship at the faculty appreciation event.
- Retirement reception for Charlotte, our University operator, would be on Wednesday, Dec. 18th.

Next SSC meeting – January 15, 2014.

8. Meet Adjournment – 10:30am