

Southwestern Staff Council Minutes January 15, 2014

Present: Claudio Brigueda, Kirk Fast, Debbie Flaming, Mallory Hankins, Shirley Venable, Jason Henderson, Kathy Megli, Justin Weathers, Jessica Smith, Glenda Printz, Tommy McDaniel, and Kim Brown (representing Kevin Henson).

Not present: Nancy Sanders, Michelle Hampton, and Janet Grabeal.

1. Call to Order, 9:32am – Kathy Megli
2. Approve last month's minutes
 - The December 11, 2013 minutes were presented via email prior to the meeting. Tommy McDaniel motioned to approve the minutes with no changes, seconded by Justin Weathers. Minutes were approved with no changes.
3. Admin. Council Report – Kathy Megli
 - Highlights from the Administrative Council meeting included:
 - Assessment Center now offers fingerprinting.
 - Retention numbers from Fall 2012 to Fall 2013.
 - Weatherford Campus = 65%, Sayre Campus = 50%.
 - Calendar Items
 - Jan. 25th – First SWOSU event held in the **Pioneer Cellular Event Center**; SWOSU vs. NWOSU – Watch email for more details). (Must use legal name when mentioning the event center).
 - Jan. 29th – SWOSU hosting Devon contractors meeting; parking may be an issue.
 - Feb. 7th & 8th – FTC Robotics Championship – Wellness Center
 - Feb. 18th – Bulldog Blitz Talent Show
 - March 27th – SWIM
 - President's Pancake Dinner – April 30th.
4. Mission Statement Development Discussion – Jessica Smith
 - Jessica Smith provided a handout (below) of the proposed SSC Mission Statement and Vision Statement.

Mission Statement

The Southwestern Staff Council (SSC) shall be an advocate for all staff members by conveying staff interests and concerns to the Administration. We strive to promote a positive work environment, maintain diversity, and build unity among all members of the Southwestern Oklahoma State University community.

Vision Statement

The vision of SSC is to improve the work environment and advocate the interests and concerns of staff. We will be your voice by:

- Encouraging staff input and feedback in University policies.
- Opening doors for communication among staff, faculty, administration and students to maintain a cohesive workforce.
- **Advocating for the** ~~providing~~ continued training and professional development for all staff members.
- Acknowledging that all staff members have the right to be treated with respect and value, and the right to be recognized and rewarded fairly for their performance.
- Striving to create a work environment free from discrimination and harassment.

(revisions highlighted)

- Debbie Flaming motioned to approve the proposed SSC Mission and Vision statements with the noted revisions. Jason Henderson seconded. Statements accepted by majority vote.

ACTION ITEM:

- ✚ **Kathy Megli** - Review the by-laws and see if revisions need to be made prior to adopting the SSC Mission and Vision statements.

5. Tuition Waiver Proposal – Justin Weathers

- Justin Weathers shared he surveyed universities across OK and TX; discovered no standard # of tuition hours were awarded, per semester, as a staff benefit.
- Council agreed to approach this subject as an increase in benefits for staff.

ACTION ITEM:

- ✚ **Justin Weathers** – Gather more statistics about students on full-tuition waivers and potential budget impact for the university. Draft potential Tuition Waiver Proposal for the SSC to review at February meeting.

6. Standing Committees Discussion – Kathy Megli

- Highlighted Suggested/Existing Committees
 - Spotlight
 - Employee Recognition
 - Mentoring
 - Activities
- Any SWOSU staff member can serve on a committee. (Beneficial for at least one SSC member to serve on each committee, but not required).

ACTION ITEM:

- + **Kathy Megli** – Send list of committees to Brian Adler to send to ALL staff members soliciting involvement.
- + **SSC Members** – Recruit other staff to serve on a committee.

7. New Business

- Kathy Megli shared that Darla Davenport and Kaprice Skinner had developed procedure manuals for Admin Assistants. Asked that the Admin Assistant committee review the manuals and see if their proposal can be incorporated.
- Question raised – Do we need a safety officer?
 - Safety officer roles were divided after Tom Willis retired.
 - SSC agreed a chain of command/reporting structure of some sort needed to be implemented at the very least.
- Mentioned the need to request a staff council seat on the Executive Council.

ACTION ITEM:

- + **Admin Assistant Committee** – Review manuals to determine if current initiative can be incorporated.
- + **Kathy Megli** – Request staff council seat on Executive Council.

8. Meet Adjournment – 10:34am

Next SSC meeting – February 12, 2014.

REVIEW OF ALL ACTION ITEMS:

- + **Kathy Megli** - Review the by-laws and see if revisions need to be made prior to adopting the SSC Mission and Vision statements.
- + **Justin Weathers** – Gather more statistics about students on full-tuition waivers and potential budget impact for the university. Draft potential Tuition Waiver Proposal for the SSC to review at February meeting.
- + **Kathy Megli** – Send list of committees to Brian Adler to send to ALL staff members soliciting involvement.
- + **SSC Members** – Recruit other staff to serve on a committee.
- + **Admin Assistant Committee** – Review manuals to determine if current initiative can be incorporated.
- + **Kathy Megli** – Request staff council seat on Executive Council.