

## Southwestern Staff Council Minutes February 15, 2014

**Present:** Claudio Briguada, Kirk Fast, Debbie Flaming, Shirley Venable, Jason Henderson, Kathy Megli, Janet Grabeal, Justin Weathers, Jessica Smith, Glenda Printz, Kevin Henson, and Erin Hawkins (representing Mallory Hankins). Minutes taken by Jessica Smith in Mallory Hankins absence.

**Not present:** Nancy Sanders, Michelle Hampton, and Tommy McDaniel.

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

2. Approve last month's minutes

- The January 15, 2014 minutes were presented via email prior to the meeting. Glenda Printz said that on item #6 it should say “at least one” instead of “at least on”. Glenda Printz motioned to approve the minutes with the change, seconded by Jessica Smith. Minutes were approved with one change.

3. Tuition Waiver Proposal – Justin Weathers

- Justin presented his draft of the proposal:
  - There is an average of 116 dependents using tuition waivers.
  - Debbie Flaming suggested including the summary of HB 3211.
  - Shirley Venable stated that Tom Fagen's full title should be used to address him.
  - Shirley Venable suggested adding signature lines at the bottom so that we could ensure that the proposal followed the correct chain of command.
    - Kathy Megli stated that it would be better to email the proposal to the appropriate people, since it can be tracked.
  - Faculty Senate wants SSC to send the final draft of the proposal to them so that they may review it and endorse it.

**ACTION ITEM:**

- ✚ **Justin Weathers** – Send the final draft to Kathy before the next meeting.

4. Mentoring Committee Report – Shirley Venable

- The committee members reviewed the procedure manuals developed by Darla Davenport and Kaprice Skinner. The committee does not feel that these would be of value to new administrative assistants.
- Shirley Venable put forth a motion to get a meeting with Tom Fagen to get approval of the mentoring of new Administrative Assistants; seconded by Debbie Flaming.

- The Mentoring would first be used with Administrative Assistants. If successful SSC would then try to expand the mentoring to other new employees.
- Shirley Venable volunteered to take over the process of updating the "Marci Grant" files, if SSC will keep it current.
  - Erin Hawkins stated it would be much better if all of the information were consistent from department to department.

**ACTION ITEM:**

- ✚ **Kathy Megli** – Send an email Tom Fagen requesting meeting.

5. SSC Webpage Report – Jason Henderson

- Jason is making progress on the webpage.
- The SWOSU website manager left, so Jason is working with a new person to get the webpage up and running.
- Some items need to be redesigned to fit in with the SWOSU website.
- Facebook page is up and running. "SWOSU Staff Council"

6. Applicant Tracking Committee Report – Kathy Megli

- Five companies have submitted presentations for review by the committee members. The committee will meet again to discuss the presentations.
- The applicant tracking system will make applying for a job at SWOSU paperless. All applicants will be submitted online through this new system.

7. New Business

- Kathy Megli shared that the last strategic planning meeting will be held on February 14<sup>th</sup>.
- Shirley Venable suggested that we highlight employees on the website.
- Kathy Megli stated that the bylaws do not need to be changed to implement the Mission and Vision Statements.
- Jason Henderson put forth a motion to add a Communications Officer, seconded by Debbie Flaming. The Council approved Jason Henderson to become the Communications Officer by majority vote.
- Spring outing will be discussed at the next meeting.
  - Crowder Lake
  - Harkins Theater

8. Meet Adjournment – 10:27am

**Next SSC meeting – March 12, 2014.**

**REVIEW OF ALL ACTION ITEMS:**

- ✚ **Justin Weathers** – Send the final draft to Kathy before the next meeting.
- ✚ **Kathy Megli** – Send an email Tom Fagen requesting meeting for mentoring committee.