

Southwestern Staff Council Minutes March 12, 2014

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

Not present: n/a.

1. Call to Order – Kathy Megli– 9:34am
2. Approve February’s minutes – Previously Emailed
 - The February 15, 2013 minutes were presented via email prior to the meeting.
 - Shirley Venable stated item #4’s comments should be amended; she had not volunteered to take over the "Marci Grant" files, but is open to helping with the process of updating the Marci Grant files.
 - **“Marci Grant” files = Procedure Manuals.** Kathy Megli explained this project would be a joint task with HR; HR would be ultimately responsible for their upkeep.
 - Debbie Flaming motioned to approve the minutes with the change, seconded by Jason Henderson. Minutes were approved with one change.
3. Tuition Waiver Proposal – Kathy Megli – Previously Emailed
 - Jason Henderson suggested removing apostrophe from "employee's" in the first paragraph and change wording from "our" council to "this" council.
 - Note – the bill was amended in the State House of Representatives to limit OHLAP benefits to 30 hours in a Calendar Year.
 - Jessica Smith motioned to approve the Tuition Waiver Proposal with the suggested wording changes. Seconded by Tommy McDaniel. Approved by majority vote.

ACTION ITEM:

Kathy Megli– Submit Tuition Waiver Proposal to Faculty Senate for endorsement, then on to V.P. Tom Fagan.

4. Guns on Campus Resolution
 - Student Senate recently approved a policy prohibiting individuals from carrying weapons on campus. They had received support from Faculty Senate and were looking for approval from the Staff Council.
 - Policy would serve as a pre-emptive measure in an attempt to keep future legislation from allowing individuals to carry weapons on campus. (SWOSU policy currently prohibits carrying weapons on campus, but allows individuals to store weapons in a locked

vehicle or checked-in and locked up at the campus police department).

- Justin Weathers suggested the Student Senate send a copy of the policy to Gov. Mary Fallin, along with the other listed recipients.
 - Janet Grabeal motioned to approve the policy, seconded by Justin Weathers. Approved by majority vote.
5. HR Applicant tracking system update – Kathy Megli
- Narrowed down to two companies; would be brought to V.P. Tom Fagan for final decision. Expected to go into effect soon.
 - Janet Grabeal mentioned receiving a SWOSU position announcement listing the hourly salary, asked if this was to be expected on future postings. (Response from Kathy Megli –Not likely, it was probably an error).
6. Webpage Updates– Jason Henderson
- Working with Karen Wilson to remove SSPO site.
 - Modelling SSC site off of Faculty Senate website.
 - Will contain SSC picture, monthly meeting minutes, handbooks, news, achievements, individual recognition, etc.
 - Kathy Megli's name and number to be listed as the SSC contact person. SSC@swosu.edu to be listed as contact email address.
 - Would like to post picture and bio of each SSC representative. (Helps familiarize staff with reps).
7. Mentoring Committee Update
- Kathy Megli working towards appointment with V.P. Fagan; reached out, waiting on response to schedule meeting.
8. Spring Outing
- Discussed possible locations/suggestions/times for spring outing, including Weatherford and Sayre campus staff. (Most popular: Crowder Lake).
 - Timeframe: Early-Mid June.
 - Justin Weathers and Mallory Hankins emphasized the need for brief campus-wide staff meetings, offered at two separate times (ex. 10am & 2pm). This would allow all staff to be introduced to Staff Council representatives and learn about the new purpose and opportunities within the SSC.
 - Timeframe: Mid April (14th-18th)
 - Majority agreed a committee should be formed to schedule/plan the SSC Spring Outing and arrange SSC introduction sessions.
 - **Spring Activity/SSC Introduction Committee Volunteers** – Glenda Printz, Janet Grabeal, Shirley Venable, Claudio Brigueda, and Jessica Smith.
 - Suggested locations for SSC intro sessions: STF 104, Fine Arts Center, Sky-view room.
 - Justin Weathers suggested speaking to Lynn Thurman about

Foundation funding for SSC and Janet Grabeal volunteered to speak to Brenda Burgess about financing Spring Outing/Intro Sessions.

ACTION ITEM:

- **Spring Activity/SSC Introduction Committee** – Meet and determine location, date & times for Intro Sessions. Set date and location (i.e. Crowder Lake) for the Spring Outing.

9. New Business

- Justin Weathers encouraged SSC to be active in advocating for increased COLA & CUPA for SWOSU staff and to be more involved with staff financial/benefit issues.
- Tommy McDaniel challenged each SSC member to come up with *at least one* idea to benefit SWOSU staff and bring it to the April meeting.

ACTION ITEMS:

- **Kathy Megli**– Add COLA/CUPA/Benefits topic to April's meeting agenda.
- **SSC Members**– Come up with at least one idea that could benefit SWOSU staff.

10. Meet Adjournment– 10:30am

Next SSC meeting – April 9, 2014.

REVIEW OF ALL ACTION ITEMS:

- **Kathy Megli**– Submit Tuition Waiver Proposal to Faculty Senate for endorsement, then on to V.P. Tom Fagan.
- **Spring Activity/SSC Introduction Committee** – Meet and determine location, date & times for Intro Sessions. Set date and location (i.e. Crowder Lake) for the Spring Outing.
- **SSC Members**– Come up with at least one idea that could benefit SWOSU staff.