

## Southwestern Staff Council Minutes April 9, 2014

**Present:** Claudio Brigueda, Kirk Fast, Debbie Flaming, Mallory Hankins, Doug Reichman (for Jason Henderson), Kathy Megli, Justin Weathers, Jessica Smith, Glenda Printz, Tommy McDaniel, Nancy Sanders, and Janet Grabeal. **Not present: Jason Henderson.**

1. Call to Order – Kathy Megli – 9:31am
2. Approve March's minutes – Previously Emailed
  - The March 12, 2014 minutes were presented via email prior to the meeting.
    - Debbie Flaming motioned to approve the minutes with no changes, seconded by Mallory Hankins. Approved by majority vote.
3. Administrative Council Update – Kathy Megli
  - Relay for Life – April 25<sup>th</sup> – Wellness Center @ 7pm-3am.
  - President's Pancake Breakfast – April 30<sup>th</sup> – Duke's Diner @ 10pm. (Any volunteers are welcome from 9pm on).
  - New Employee Orientation – April 28<sup>th</sup>.
  - NEW APPOINTMENTS: effective June 1, 2014.
    - Jason Dupree – Director of the Library
    - Shamus Moore – Registrar
    - Evette Meliza – Faculty Senate Chair
4. Tuition Waiver Proposal
  - Faculty Senate approved the SSC Tuition Waiver proposal – To be forwarded to Vice President Tom Fagan.
5. Guns on Campus Resolution
  - State legislation concerning this issue is "dead".
    - No further action necessary at this time.
6. Recommendations for Replacement Council Members
  - **Southwestern Staff Council – Representative Vacancies**
    - ONE Physical Plant Representative – (Kevin Henson resigned)
    - ONE Admin. Assistant Representative – (Shirley Venable resigned)
    - ONE Aux. Services Representative – (Michelle Hampton resigned)
  - Please encourage staff in these areas to consider joining SSC. All interested persons should contact Kathy Megli.

### **ACTION ITEM:**

- ✚ **SSC members** – Reach out to staff in the areas with vacant positions. All persons interested in serving on SSC should contact Kathy Megli.

7. Spring Outing – Spring Outing/SSC Introductory Committee
  - The following scheduled was proposed and discussed for the Spring Outing:

- **Location:** Crowder Lake
    - Access to indoor & outdoor activities
    - Family encouraged to attend!
    - Hot Dogs, Water, and Chips would be provided for cookout.
    - Possibility of sound system with recorded and/or live music.
  - **Time/Date:** Friday, June 6<sup>th</sup> from 5:30pm ~ 9:00pm.
- The following scheduled was proposed and discussed for the SSC Introductory meeting:
  - **Location:** STF 104
  - **Time/Date:** Thursday, April 24<sup>th</sup>, 10am session & 2pm session
    - 20-30 minute meeting introducing SSC representatives and highlighting the new advocate role of SSC vs. SSPO.
- Motion made by Jessica Smith to approve both proposed schedules. Seconded by Justin Weathers, approved by majority vote.

**ACTION ITEMS:**

- ✚ **Janet Grabeal** – Check with Brenda Burgess regarding available funds for the Spring Outing.
- ✚ **Mallory Hankins** – Contact Bar-S for possible donation of hot dogs for the cookout.
- ✚ **Spring Outing/SSC Introductory Committee** – Reserve STF 104 for intro meeting, reserve Crowder Lake facilities for outing.

8. COLA/CUPA Benefits

- Justin Weathers - Spoke to David Misak (HR director) and Dr. Gates (faculty senate President) and both recommended SSC form their own benefits committee, especially because the University Benefits committee met so infrequently. Expressed value of being proactive rather than reactive.
  - Justin Weathers motioned to create a Benefits Committee with a minimum of 5 members. Seconded by Kirk Fast. Approved by majority vote. Mallory Hankins recommended Justin Weathers serve as the committee chair.

9. New Business

- Ensure Adventure Program Employees receive the information about SSC.
- SSC Facebook page is up and running. The Old SSPO webpages have been removed.
- **Recommended Positive Changes for SWOSU Staff**
  - Glenda Printz – More effective communication; website has been an issue.
  - Jessica Smith – Advocate to HR the importance of Safety Training.
    - In the absence of a safety officer, lack of coordinated safety training is a concern.
      - NOTE: Many other RUSO schools have a safety officer.

- Kathy Megli – Encouraged all SSC members to also express these concerns at the monthly “Let’s Talk SWOSU” meetings held in the Ballroom.

10. Meeting Adjournment – 10:30 am

**Next SSC meeting – May 14, 2014.**

**REVIEW OF ALL ACTION ITEMS:**

- + **SSC members** –
  - Reach out to staff in the areas with vacant representative positions. Have all interested persons contact Kathy Megli.
  - Keep thinking of possible positive changes for SWOSU staff.
- + **Janet Grabeal** – Check with Brenda Burgess regarding available funds for the Spring Outing.
- + **Mallory Hankins** – Contact Bar-S for possible donation of hot dogs for the cookout.
- + **Spring Outing/SSC Introductory Committee** – Reserve STF 104 for intro meeting, reserve Crowder Lake facilities for outing.