


Southwestern Staff Council Minutes May 14, 2014

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

1. Call to Order – Kathy Megli – 9:31am
2. Approve April's minutes – Previously Emailed
 - The April 9, 2014 minutes were presented via email prior to the meeting.
 - Jessica Smith motioned to approve the minutes with no changes, seconded by Jason Henderson. Approved by majority vote.
3. Safety Coordinator Presentation – Cindi Albrightson
 - Introduced herself as the newly appointed Safety Coordinator, effective 5-13-14.
 - Working full-time during the interim, 20 hours per week during the summer semester. (Hours would be re-visited by HR in August).
 - New contact for any issues previously handled by Tom Willis.
 - **Top Priorities:**
 - **Fire Extinguishers** – Will ensure all on campus are up to code and ALL employees will receive training on how to use them.
 - Asked that all staff assist her intern that will be all over campus inspecting fire extinguishers and asking where they are located.
 - **Blood-Borne Pathogen Training** – Writing a SWOSU-specific, mandatory training program for ALL employees. (English & Spanish versions).
 - **Goal for SWOSU**
 - For all non-face-to-face trainings to be available ONLINE.
 - Must be taken 4 times a year.
 - **No Blame**
 - She wants to answer the questions:
 - “What happened?” & “How can we fix it?”

ACTION ITEM:

 **ALL** – Bring any specific safety concerns or questions to Ms. Albrightson via, email, text, phone, or in person.

4. Administrative Council Update – Kathy Megli
 - Relay for Life Goal exceeded – Raised \$132,000.
 - Friday, May 23rd – SWOSU Surplus Auction.
 - Any employees attending the auction for personal reasons **must** take leave during that time.
 - June 9th – Dawg Days meeting.
5. Recommendations for Replacement Council Members

- 16 people attended the SSC intro meetings, and 3 turned in self-nomination forms to serve on the council.
 - **Jamie Collins** - HR, **Joe Dube** - Res. Life, and **Chasity Allen** - Res. Life.
- Kathy Megli proposed approving Joe Dube as an Auxiliary Services representative and repositioning Glenda Printz to an Administrative representative so that Jamie Collins could serve as an at-large representative.
 - Motion to approve made by Janet Grabeal, seconded by Jason Henderson. Approved by majority vote.
 - (Chasity Allen's application would be kept on file for future consideration for representative openings).

Staff Council Breakdown: (as of 5-14-14)

2 – Non admin Asst(HR,Acctg,Payroll): Claudio Brigueda and Kirk Fast

3 – Administrative Support: Debbie Flaming, Mallory Hankins, and Glenda Printz

2 – Auxiliary Services (Library, Student Union): Jason Henderson and Joe Dube

1 – Technical & Skilled (University Press & ITS): Kathy Megli

1 – Sayre: Nancy Sanders

3 – Physical Plant: Justin Weathers, Tommy McDaniel, and **OPEN**

3 – Representatives at Large: Jamie Collins, Janet Grabeal, and Jessica Smith

6. Spring Outing – Spring Outing/SSC Introductory Committee

- The following schedule and activities were discussed for the Spring Outing:
 - **Location:** Crowder Lake
 - Access to indoor & outdoor activities:
 - Bouncy House, horseshoes, and washer board had been procured.
 - SSC members welcome to bring any other games/activities.
 - Family encouraged to attend!
 - Hamburgers, Hot Dogs, Water, Chips, and Ice Cream would be provided for the cookout.
 - Possibility of sound system with recorded and/or live music.
 - **Time/Date:** Friday, June 6th from 5:00pm ~ 9:00pm.
 - Justin Weathers volunteered to deliver the grill to Crowder.
 - Tommy McDaniel offered to bring roasting pans to keep hamburgers/hot dogs warm.
 - Several volunteered to help cook.
 - Debbie Brown would run announcement on electronic billboard outside of the Union.

ACTION ITEM:

 **SSC members** –

- All available staff council members are encouraged to help set up/clean at Crowder Lake during the morning/afternoon before the cookout.
- Bring any desired additional games/activities.
- All volunteers should coordinate specific responsibilities with the Spring Outing committee.

✚ Spring Outing Committee –

- Check liability for bouncy castle.
- Ensure entire campus is aware of this STAFF event (ex. campus wide email from Brian Adler (not just to staff - all faculty and administrators, too)).
- Delegate tasks/coordinate with those volunteering to cook/bring supplies.

7. New Business

- Kathy Megli stated the current SSC By-Laws required the Nomination Committee (Janet Grabeal, Glenda Printz, and Jason Henderson) to present nominations for the Secretary and Chair-Elect positions at the June 14th meeting.
 - Presiding officers could be re-nominated.
 - New 2-year terms would take effect July 2014.
- Jessica Smith asked if council members would be interested SSC t-shirts, even if they had to be personally paid for.
 - Majority agreed they would. All members to write down their t-shirt size
- Justin Weathers inquired if the Tuition Waiver was sent to Tom Fagan and whether the SSC had been granted a seat on the Admin Council.
 - Kathy Megli responded she had not yet receive a response for a seat on the Admin Council. She would check her records as to when the Tuition Waiver was sent.
 - All future communications regarding SSC approved business would be copied to all SSC representatives.
- Justin Weathers suggested that, during the next 6 months, SSC work on a proposal for ways the university could save money (i.e. Summer hours like the Sayre campus, M-Th. 7am-5:30pm).
- SSC Webpage Status
 - Jason Henderson explained he was still working with Karen Wilson to properly set up the webpage. The SSC Facebook page was up and running. He would look into the possibility of making the SSC meeting minutes available on Facebook until the webpage was completed.
 - More exposure should equal more support from Staff!

- Mallory Hankins, on behalf of the Benefits Committee, asked if committee chairs must be approved through the council. Kathy Megli clarified that was to be decided within the committee.
 - Benefits Committee members:
 - Justin Weathers (chair), Claudio Brigueda, Mallory Hankins, Kirk Fast, and Tommy McDaniel.

ACTION ITEM:

✚ **Kathy Megli** –

- Request SSC seat on Admin Council.
- Ensure Tuition Waiver proposal is received by Tom Fagan.
- Copy all SSC representatives on communications regarding SSC approved business.

8. Meeting Adjournment – 10:40 am

Next SSC meeting – June 11, 2014.

REVIEW OF ALL ACTION ITEMS:

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