Southwestern Staff Council Minutes
June 11, 2014

Present: Claudio Brigueda, Debbie, Flaming, Jamie Collins, Joe Dube, Kirk Fast, Mallory Hankins, Kathy Megli, Justin Weathers, Jessica Smith, Glenda Printz, Tommy McDaniel, and Janet Grabeal.

Not present: Nancy Sanders and Jason Henderson.

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

2. Approve May’s minutes – Previously Emailed
   - The May 14, 2014 minutes were presented via email prior to the meeting.
     - Jessica Smith motioned to approve the minutes with no changes, seconded by Janet Grabeal. Approved by majority vote.

3. Election for Chair-Elect and Secretary

   - NOMINATIONS
     - Secretary – Jamie Collins and Jessica Smith.
     - Chair Elect – Kirk Fast.

   - ELECTIONS
     - Mallory Hankins motioned to approve Kirk Fast as Chair-Elect by acclamation. Seconded by Tommy McDaniel. Approved by majority vote.
     - The ballot vote for Secretary resulted in a tie.
       - SSC Chair Kathy Megli declared Jessica Smith the winner.

     - Question: Would the Secretary be responsible for the SCC webpage due to Jason Henderson’s upcoming move?
       - For now, Jessica would have access to the SSC Facebook page.
       - SSC webpage progress/maintenance would be discussed at a later date. (Webpage design still slow going).

4. SWOSU Staff Spring Outing Breakdown – Kathy Megli

   - Overall Impression
     - Wonderful turnout - Approximately 100 people came out!
     - Many positive comments from those that attended.
     - Great effort from all those that helped!

   - Worked
     - Crowder Lake location
• Signs directing people to location
• Bouncy House
• Music
• Plenty of food

• Did Not Work
  • Hamburger Quality
  • Coordination of Tasks (Set up, clean-up, etc.)
  • No Bonfire (too early in the day/safety concern)
  • Grill – Too hot/burned items and hard to reach while grilling

• Suggestions for the Future
  • Clarification on Bouncy House safety policy
    ▪ Check out State Fair DOL regulations.
    ▪ Joe Dube – expanded potential bouncy house options.
  • Donate leftover food
  • Purchase hamburgers from Market 54 or other vendor
  • Purchase Water from SWOSU Aux. Services
  • Identify tasks to complete and have a volunteer sign-up sheet for specific tasks/timeframes.
  • More games (volleyball, cards, tournaments, etc.)
  • Schedule earlier in the year (May)
  • Start charcoal earlier or use different cooking method.

5. New Business

• Justin Weathers, Benefits Committee Update
  • Visited V.P. Tom Fagan and H.R. Director David Misak and them regarding benefits. Would be receiving numbers soon.
  • Currently working on a proposal addressing SWOSU Staff compensation this fall; to be completed by August 1, 2014.
  • Asked SSC members what benefits are most important to them and what they would like to see addressed. (Potential upcoming issues: Health Care deductible increase, removing new staff from OTRS, etc.)
    ★ Would like to see OTRS amount given to the employee for personal retirement and/or other uses.
    ★ Position Evaluations be conducted to more accurately align pay with actual job requirements.

• Justin Weathers motioned that all SSC approved proposals be sent to the appropriate individuals within 5 working days and that all SSC members be copied on the communication. SSC Chair would be responsible for the completion of this task.
  • Seconded by Debbie Flaming. Approved by majority vote.

ACTION ITEM:
• SSC Chair (Kathy Megli)
6. Meeting Adjournment – 10:30 am

Next SSC meeting – July 9, 2014.

REVIEW OF ALL ACTION ITEMS:

- **Jessica Smith** – Hold the office of Secretary until July 2016.
- **Kirk Fast** – Hold the office of Chair-Elect until July 2015; hold the office of Chair from July 2015-July 2017.
- **SSC Chair (Kathy Megli)** –
  - Ensure all SSC approved proposals be sent to appropriate individuals within 5 working days, copying all SSC members on the communication.
  - Send Tuition Waiver to V.P. Tom Fagan and request SSC seat on the Executive Council no later than end of business Friday, June 20th.