Southwestern Staff Council Minutes
February 11, 2015

Present: Claudio Brigueda, Kirk Fast, Debbie Flaming, Janet Grabeal, Mallory Hankins, Michael Kluver, Tommy McDaniel, Glenda Printz, Nancy Sanders, Justin Weathers, Joe Dube
Not present: Jamie Collins, Kathy Megli, Jessica Smith

1. Call to Order – Kirk Fast– 9:30 am

2. Approve January’s Minutes – Previously Emailed
   • The January 14, 2015 minutes were presented via email prior to the meeting.
     o Suggestion made by Mallory Hankins to add bullet items to minutes with assigned responsibilities.
     o Justin Weathers motioned to approve the minutes with the changes, seconded by Tommy McDaniel. Approved by majority vote.

3. Update on Craft Show Fundraiser – Debbie Flaming
   • Debbie is working on graphic design. Will have a design concept at the next meeting.
   • It will be held in the Wellness Center on September 12, 2015, 9am-4pm.
   • Booth cost will be $40.00 (8X10) and $50 (10X10) with an additional cost of $5.00 for electricity. We need to check out how many electrical outlets are available. The registration form will ask if the vendor wants a booth with electricity.
   • Joe Dube informed us that if we use the bulldog logo, we can advertise through the media that does university advertising/pr. Kirk will find out who handles advertising PR.
   • Tommy McDaniel is still working on Masonic Lodge funds.
   • It was discussed to have drinks and snacks for sale at the craft show. Kirk suggested we purchase the items from Wal-Mart. They are the same cost as Sam’s Wholesale.

4. Update on Focus Groups
   • Council members volunteered to hand out surveys and envelopes to staff employees to university departments. Due to errors on the survey, the survey will be retyped and sent at a later date. Janet will e-mail the list of the department(s) each council member is assigned to. There is also a sign up form for setting up focus groups.

5. Spring Outing
   • Staff Spring Outing will be on Friday, June 5th, 2015.
   • Committee members are Kirk Fast, Joe Dube, Claudio Brigueda and Janet Grabeal.

6. New Business
   • Janet announced that SSC will be responsible for the Office Personnel Luncheon in June.

7. Meeting Adjournment – 10:31 am
   • Tommy McDaniel motioned to adjourn, seconded by Claudio Brigueda. Approved by majority vote.

Next SSC meeting – March 11, 2015.
Assignments

- Debbie—bring craft fair graphic design to next meeting.
- Not assigned—check on electrical outlets in Wellness center.
- Kathy—correct survey.
- Kirk—check on media advertising for fair.
- Michael—send packet to council members to distribute to their assigned departments.
- All council members—hand out the survey and envelopes to staff employees in assigned departments. Explain what we are doing and also encourage employees to be a part of the focus groups.