Southwestern Staff Council Minutes  
March 11, 2015

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

1. Call to Order – Kathy Megli  
2:32 am

2. Approve February’s Minutes – Previously Emailed  
   • The February 11, 2015 minutes were presented via email prior to the meeting.  
     o One word change made to item 3, bullet 6.  
     o Debbie Flaming motioned to approve the minutes with the changes, seconded by Kirk Fast. Approved by majority vote.

3. Update on Focus Groups – Michael Kluver  
   • The surveys were passed out around campus.  
   • The data will be tallied and discussed with the focus group committee.  
   • The committee will start scheduling focus groups.  
   • Information will be presented at the next SSC meeting.

4. Update on Spring Outing – Kirk Fast  
   • The committee has not met yet.  
   • The outing will be on either June 4th or 5th.

5. Update on Craft Show Fundraiser – Debbie Flaming  
   • The logo design was passed around and suggestions were made.  
   • Debbie is finishing the vendor agreement contract.  
   • Registration will be open until April 6th for SWOSU employees only, then it will be opened up to the public.  
   • Vendors will be allowed to check-in and set-up the night before at 7:30pm, and we will reopen on Saturday morning at 7:00am.  
   • Cindy Daughtery asked us about sending the flyer out to SWOSU organizations and art students.  
   • It was discussed to allow CAB to have a free booth in exchange for help with setting up.  
   • Debbie asked everyone to think of ideas for kid’s booths or activities.  
   • Justin Weathers reported that there are 35 electrical outlets, but the circuits still need to be checked.  
   • The Masons will meet soon and we should have more information at the next SSC meeting.  
   • Res. Life could possibly offer overnight rooms to our vendors for a low rate.  
   • Kathy and Jessica will appear on Conversation Corner on April 7th to advertise to the public.

6. New Business  
   • Kathy talked to Misty Zink about setting up Coffee With the President. President Beutler would like to do it once a semester. We will reserve the union and provide coffee.
• Relay for life will be April 17th. The Council should think of ideas for a booth and auction items and it will be discussed at the next meeting. It may have to wait until next year.
• Announcement: The International Dinner will be April 11th.

7. **Meeting Adjournment – 10:32 am**
   - Michael Kluver motioned to adjourn, seconded by Jamie Collins. Approved by majority vote.

**Next SSC meeting – April 8, 2015.**

**Assignments**

• Data from the Focus Group Committee will be brought to the next meeting.
• Justin Weathers will check on circuits in Wellness center.
• All council members will think about ideas for Kid’s Activities at the Bulldog Bazaar.
• Kathy Megli and Jessica Smith will advertise the Bulldog Bazaar on Conversation Corner on April 7th.
• All council members should think about booth and auction ideas for Relay for Life.