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Staff Council Meeting Agenda and Minutes

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## Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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## **Staff Council**

### **Meeting Minutes**

**January 19, 2011**

**Members Present:** Dorsey Baldwin, Amber Blair, Paul Michaud, Cam Reagin, Alan Woodrum, Chandra Cheatham, Jane Harkleroad, Heidi Harsha, Allison Hood,

**Absent** Jo-Lyn Bender, Lisa Lee, Teresa Lee, America Minc, Linda Smith, Kent Tatum

**Advisor:** Paul Michaud

Approval of December minutes —motion to accept made by Dorsey, 2<sup>nd</sup> provided by Jane.

### **Staff Awards**

Ceremony is May 25<sup>th</sup>, set up and walk through, May 24<sup>th</sup>, 2-5pm. Dorsey will send appointments for these to members of staff council. February 1-March 1—noimination period. Alan will send criteria and endorsement sheets to Dorsey. TIA-CREF will use the same criteria, and we will pick the winner. We will pay for the plaque. We will have a gift meeting with Jo-Lyn. Order gifts by March 1<sup>st</sup>. Jo-lyn will likely do balloons, gifts and water again. We need to email Greg and VPs about food and date, respectively. We need to notify the photographer.

### **HR- Paul Michaud**

The next medical leave assistance program enrollment period is in May. There are now 2,182 hours in the leave pool.

There were 320 attendees at the policies and procedures seminars.

72 employees self-identified as smokers. The University System will reimburse those who registered as smokers for cessation programs with a doctor's prescription. Contact Sara Jo for more information.

Online onboarding began last week. A person will complete the forms online, and they will bring the forms to HR at 2pm on Tuesdays to do I-9 and payroll forms. This is currently for all benefitted staff, which will eventually include faculty, casual labor and students.

The performance management system will be ready by the end of March. There are 2 forms for exempt employees and 2 for nonexempt employees.

Keeley Nave is the person to contact about online updates.

Skill Soft e-learning ("Building a Better U") will be launched at the end of March. This will include many training modules and policy compliance modules.

W-2s are being mailed. Employees should update addresses in ADP.

### **Treasury Report**

We currently have \$13,725 in our budget.

**President Keel**

Staff Council needs to send President Keel a memo/resolution about expanding TAP to 9 credits per family so that he can have Dr. Thompson review it. Paul will determine what the potential impact of employee dependents might be in expanding TAP.

Capital campaign planning is underway.

**Other**

October 7<sup>th</sup> is the engineering program celebration dinner.

Alan will send the meeting schedule for the rest of the year to the council.

Motion to dismiss—Jane, Cam provided the second.

Meeting adjourned, 11:00am.

Professionally submitted,

Amber Blair

Staff Council Secretary