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Staff Council Meeting Agenda and Minutes

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Staff Council Meeting Minutes

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**Georgia Southern University
Staff Council
Meeting Minutes
October 19, 2011**

Members/Alternates Present: Amber Blair, Dorsey Baldwin, Lisa Bridges, Jill Forehand, Heidi Harsha, Lisa Lee, Alan Woodrum, Jody Rushing, Joan Greenlees, , Carter Walton, Pattie Beblowski, David Thompson, America Minc, Chandra Cheatham, Alan Woodrum

Advisor: Paul Michaud.

Absent: Linda Smith, Kent Tatum

Approval of September minutes—Alan moved to accept the minutes with correction, , motion 2nd by Carter. The minutes were approved with corrections.

Committee Reports

Treasurer Report: Everyone received a budget breakdown sheet from Chandra. A proposed budget is in the works to present to Dr. Keel. The budget will list cost for upcoming events. Need to evaluate how staff numbers has increased over the years to help with increasing the budget.

Foundation Account: the goal is to have \$25,000 in our foundation account. We will request a minimum of \$500 from each Division Vice President.

Technology and Communications: Alana will update the current content on the website, and she will work on converting to the new GSU template. She will add a listserv sign up and comments section. The newsletter will be uploaded to the website and will also available at the benefits fair table.

Fundraising: Two fundraising ideas - 1) Ornament sale: working with GSU Marketing & Communications on a design 2) Conducting a Raffle, announce the winners at the spring game. Vote: Alan moved to accept the two fundraising ideas, motion 2nd by America.

Staff and Service Award: Feb. 1, 2012; Nomination period Nov 1 – Karen Iler will provide a list of years of service recipients.

Staff Morale: – will come up with events and ideas for the upcoming year.

Old Business

Tobacco Free Initiative Update: 21,987 surveys were sent out, 5,000 responses so far. All questions can be sent to the Staff Council email. The survey link will be resent on Oct. 31 to people who haven't taken the survey yet. 2 ads were in the George-Anne, Paul will send GS News email again and the survey will be at the Staff Council table at the Benefits Fair. The survey will be open until Nov. 4.

2011 Statewide Conference Report: Dorsey and Carter gave update – great attendance, any staff member from any school could attend. Dates for upcoming conference at GSU Oct 2-3, 2012. We need to decide if the conference will be for Staff Council members only or if it will be open to all staff

members. Need to brain-storm different topics. Nesmith-Lane can plan most everything for the conference. It was suggested to send out surveys to other councils for their feedback of what they would like to see. By-laws are going to be submitted for USG Staff Council to be recognized by the Board of Regents. 20 schools have endorsed the USG By-Laws, 4 schools are undecided and 1 school does not endorse (only because they do not have a council). Dorsey, Alan and Carter will model GSU's by-laws after the state structure and the council will vote on them in the Nov meeting.

Benefits Fair: Tuesday, October 25th from 10-2 at the Nessmith-Lane Conference Center; 70 vendors with door prizes; many sessions provided to help understand benefits and upcoming changes; Open enrollment Oct 24 through Nov 18.

New Business

December 2011 meeting date has been moved up to the Wednesday, December 14th.

Goals and Objectives: We will specify 4-5 goals & objectives for the upcoming year. Amber will send a report of the accomplishments from 2010-2011. The accomplishments from the past year and this year will be sent to Dr. Keel and the President's Cabinet. Dorsey passed out sheet that included the Goals and Accomplishments so far.

Updates from HR

Open enrollment begins October 24th.

Medical Leave Assistance program is still available and working effectively.

A Compensation Taskforce is being started, it is a year-long study to evaluate compensation issues – 6 Faculty and 6 Staff are needed to serve on the committee.

Christmas Break mandatory vacation day is Dec 29th Changes to Benefits:

- HSA will be a match not a seed, and it can be matched each month
- Life – Lincoln Financial

Policies and Procedures Training Sessions are available, check the HR website for dates & times

Other Business

Winter Coat Drive for Christmas – we will be collecting new or gently used winter coats and other cold weather items. Vote: Amber moved to accept this as our fall service project, , Pattie 2nd the motion. The motion passed unanimously.

Staff Council Photo after meeting

Meeting adjourned, 11:00am

Professionally submitted,

Lisa Bridges

Staff Council Secretary