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Staff Council Meeting Agenda and Minutes

Human Resources

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4-21-2010

## Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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**Georgia Southern University**  
**Staff Council**  
**April 21, 2010**

**Members Present:** Amber Blair, Cam Reagin, Jane Harkleroad, Bryan Hooks, Chandra Cheatham, , Janet Walker, Alan Woodrum, Kent Tatum, Laura Saunders, Linda Smith, Jo-Lyn Bender, Allison Hood, Krey Tinker, Teresa Lee

**Absent:** America Minc, Dorsey Baldwin, Patricia Hendrix, Laura McCullough

**Guest:** Paul Michaud, HR

**Approval of March Minutes**

Jane Harkleroad moved to approve the minutes; Alan Woodrum provided the second. With none opposed, the minutes were approved.

**Opening remarks**

America is presenting our TFCI at a conference in California!

**Open Issues**

Treasurer Report: We have a balance of \$13,688.45

Merit Ceremony: Certificates for nominees will be done. We will notify VPs and supervisors of merit winners right after graduation. We need an aggressive campaign to make sure they come. So winners can't see a pending deposit for the merit award, we will give them an info sheet that says the \$1000 will appear in their NEXT check. Ceremony walk through will be May 18<sup>th</sup> 2-5 in the PAC. Jo Lyn indicated that most gifts are already in; the rest will come in next week. We will have a wrap-up meeting after the ceremony to make necessary adjustments for next year.

Alan, Amber, and Bryan will meet today to discuss member deficits. Elections will be held in June. Only remaining members will vote. A meeting in July is up for discussion.

**Human Resources-Paul Michaud**

The dependent audit is coming up soon. A verification letter will go out by the end of April. Documentation is due to Chapman Kelly by June 30<sup>th</sup>.

eLearning modules are being finalized, with over 3,000 different courses for soft skills, compliance, computer skills etc.

VPs have a list of all employees who have not completed ethics training. All part-time and full-time faculty and staff must comply. Those not coming back after this semester are exempt. This training must be done every year.

Conflicts of interest and confidentiality agreement policies are in progress for faculty, staff, and students.

There is a pilot project to review compensation structures. The manager of comp. and class. will work on this.

The shared leave committee will review Paul's policy once it is finalized.

Meeting adjourned 10:30am.

Professionally submitted,

Amber Blair

Secretary