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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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**Georgia Southern University  
Staff Council  
Meeting Minutes  
January 18, 2012**

**Members/Alternates Present:** Pattie Beblowski, Jill Forehand, Bo Galvin, Heidi Harsha, Carter Walton, America Minc, David Thompson, Debbie Tyson, Kent Tatum, Sitting in for Joan Greenlees: Betty Raymond

**Advisor:** Paul Michaud

**Absent:** Linda Smith, Alan Woodrum, Dorsey Baldwin, Amber Blair, Lisa Bridges, Chandra Cheatham, Lisa Lee

**Approval of December Minutes-** Heidi moved to accept the minutes with no corrections. Motion to 2<sup>nd</sup> by Kent.

**Approval of January Agenda-** Pattie moved to accept the January agenda, 2<sup>nd</sup> by David.

**Treasurer Report:** Chandra emailed Carter the treasurer's report. Paul requested Carter forward that to him for his records.

**Technology and Communications:** Pattie has purchased an "E-Pen" to test for use. The pen records audio and written text to then upload onto a computer. This needs testing and is estimated to cost \$99.00.

**Staff Morale:** David has compiled a list of questions for the Staff Morale Survey that is under review. The committee will review the list and then bring to the Staff Council to review. Paul Michaud mentioned that HR will be utilizing one of our benefits companies, Dominion, to develop a survey to assess engagement and morale. He suggested that these two efforts be combined through the Dominion survey.

**Fundraising:** Jill explained that the question posed to the committee regarding the scholarship being awarded to Faculty or just Staff came back almost split but leaning towards just staff. She will look to the committee to make a final decision. She expressed the need to move forward with the raffle information to be present at the Merit Ceremony. Ideas for publicity for this raffle were to have the jpeg scrolling through the opening power-point, handouts for the tables at the meal, and potentially on the back of the program. Jill had gotten a quote for printing publicity for raffle at \$70.00. For the raffle, there is a 30 day limit. The raffle will open on 3/14 and conclude on 4/14 at the Blue/White Spring Football Game. The committee needs to brainstorm prize ideas and develop a prize "tier" system for \$1.00, \$5.00, etc. ticket purchases. Some ideas mentioned were a reserved parking spot, Eagle Perk vendor donations, etc.

**Old Business:**

**Staff Service and Merit Awards:** Re-send the list of service recipients to ALL VP's, and double check that they have received this list for review. Carter will send all program information to Debbie to get started with the Eagle Print Shop. We need to send over the raffle graphic from marketing once it is received to find out if there is space on the back of the program. It was noted that a nominee this year, has been a recent winner and it was suggested by Kent that we review and discuss adding another piece to the criteria putting a time limit on the amount of time allowed between nominations/wins. Carter re-stated that the deadline for scoring of the Merit Nominees is tomorrow, January 19<sup>th</sup> via the excel spreadsheet emailed to him. David stated that the nominee photos were underway and America made a suggestion to remind the VP's of the upcoming 2/1 date of the event. Heidi asked where the direction signs used in the past might be and if they are in Alan's office. Carter will confirm the chairs in the back concourse for service awards to wait to be seated as well as the water bottles coming from the Book Store. Tuesday, January 31<sup>st</sup> at 2:00pm we will be setting up decorations in the NeSmith Lane building. Carter will confirm helium, balloons, and ribbons, will be brought to the location.

**Tobacco-Free Campus Initiative:** America contacted the Faculty Senate Moderator, Clara Kluge and is awaiting a response to get on an agenda to present the survey findings. She is currently drafting a document for GS

News/Info regarding winners of the drawing, and basic survey results. This information will also go into the George-Anne. An executive brief will be drafted to present to the President's Cabinet.

**State Staff Council Conference:** Carter requested a co-chair step up to assist chair Bryan Hooks. Committee sign-up sheet also went out. America volunteered to be the co-chair dependent upon completion of the TFCI. If this work is not completed, she will not step-up to be co-chair.

**Coat Drive:** Request to have Lisa Bridges report the number of coats given out during the coat drive as well as to have the total number of items donated noted for the Staff Council Website and for Jill to show the Green Cleaners as giving a gift in-kind for an amount. David will have Jeremy send the photographs taken to Alaina to update the website.

**New Business:**

**Volunteer Outreach:** Ideas were solicited. Carter identified the Red Cross Dress Down Day idea as one cause to support. Habitat For Humanity, a Food Drive and Backpack Buddies were also identified as outreach opportunities. America will contact Athletics regarding the ability to use the Blue/White Spring Game as a potential food drive/donation site.

**Town Hall Meetings:** Discussion topics were identified as: Updates to the TFCI, birthday "off" day, shortened summer work week, and TAP dependent use from last year's meeting. New topics: compensation task force, Blue/White raffle, Staff Council nomination process/getting involved. Publicity for these two meetings will need to be done.

**HR Updates:** Compensation Task Force needs 6 employees to serve a one year commitment. "Offer Letters" have been redesigned to ensure employees are aware of benefit coverage as it relates to their start date. Now, all employees will have to sign and return their offer letter. Performance Evaluations will begin again in March and have changed again this year based on the feedback from the survey. Another option will be added to the Likert Scale for scoring and the self-evaluation is now optional. Compliance month is in February and HR will be highlighting topics such as Ethics, Drug-Free Workplace, Diversity, etc. Employees will receive an automatic notification regarding these trainings via the Building A Better U system. Paul passed out the summary report of the Building A Better U program. Hire On Demand has changed its name to Eagle Temps and the casual labor positions will now be referred to as Temporary Employees.

**Other Business:** Amber Blair and her family sent a thank you card for their baby gift.

Meeting Adjourned: 10:25a.m

Professionally Submitted,  
America Minc on behalf of Lisa Bridges