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Staff Council Meeting Agenda and Minutes

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1-18-2013

## Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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**Georgia Southern University  
Staff Council  
Meeting Minutes  
January 18, 2013**

**Members/Alternates Present:** Pattie Beblowski, Theresa Duggar, Bo Galvin, Joan Greenlees, Heidi Harsha, Kendria Lee, Lisa Lee, America Minc, Kent Tatum, David Thompson

**Advisor:** Paul Michaud

**Guest:** Dr. Brooks Keel

**Absent:** Dorsey Baldwin, Amber Blair, Lisa Bridges, Jill Forehand, Debbie Tyson, Liza Williams

### **Executive & Committee Reports**

**Treasurer Report:** Not all invoices have been received from the Service and Merit Award Ceremony.

**By-Laws Committee:** Pattie and Bo will begin to serve on this Committee.

**Technology & Communications:** Heidi and Pattie are working with Eric Powell to gain access to the Staff Council website. Soon all departments will be responsible for their own internal websites.

**Employee Engagement:** The Employee Engagement survey is almost ready. There will be two parts to the survey: Benefits and Employee Engagement.

**Fundraising & Outreach:** There will be a raffle at the Staff Council picnic. The proceeds from this will help sponsor the scholarship. New ideas are being looked at for this year's raffle.

**Scholarship:** See "Fundraising and Outreach."

**Tobacco Free Initiative:** A resolution from the Student Government Association has been received. The Committee is waiting on a resolution from Faculty Senate before moving forward. America will have this added to the next Faculty Senate agenda through the President's Office.

### **Old Business**

**Review of Service and Merit Award Ceremony:** Dr. Keel stated that the ceremony was well attended and that people enjoyed themselves.

The three year commitments from TIAA-CREF and Fidelity have ended. Paul Michaud is going to ask the companies if they would continue to sponsor a \$1000 Service and Merit Award. However, if they say no, other companies or organizations on campus may need to be asked so the number of awards does not decrease. If this occurs, Staff Council will work with University Advancement when soliciting companies.

A Google Document was created and shared with Staff Council listing improvements for future ceremonies. The following improvements were discussed:

\*Starting the nominations earlier this year to avoid overlap with the Thanksgiving Holiday and Winter Break.

\*Create a committee that can establish deadlines and divide responsibilities. Have the past Chair head this committee as he/she has been through the ceremony before and to alleviate the current Chair's work load. Pattie will send an email requesting volunteers on this committee.

\*Be sure the list of Service and Merit Award individuals are reviewed well before printing. This can be accomplished through PC and/or GSNews.

\*Utilize supervisors to verify the departments of years of service employees and for collecting gift information.

\*Keep everything (i.e. list of improvements, nominations, etc.) in the Staff Council drive so it can be easily accessed for future use.

The 2013 Service and Merit Award Ceremony will be January 8, 2014. Pattie will send this date to the VPs and Dr. Keel to have it added to their calendars.

## **New Business**

**Random Acts of Kindness:** February is Random Acts of Kindness month. This can be a fun thank you/acknowledgement to staff for making a difference. Pattie will develop a Google Form that can be sent through GSNews to nominate staff members. Those nominated will receive a gift from Staff Council. Pattie will also look into having GUS deliver these gifts.

### **Staff Appreciation Picnic:**

\*The Picnic will take place on Thursday, May 16, 2013 at the RAC Pavilion.

\*Bo and Pattie will lead a committee for the Staff Appreciation Picnic. Pattie will send a Google Document for volunteers to serve on the committee and work the event.

\*David will check on the availability of the alumni tent.

\*The Pavilion now has outdoor sound; therefore, a DJ will not be needed at this year's event.

\*Suggestions:

-Have staff bid on the raffle gifts this year.

-Utilize a BINGO drum to draw raffle tickets.

-See if Eagle Perks vendors would be willing to donate items towards the raffle.

**Complaints:** None

### **HR Updates:**

\* HR is currently evaluating local banks to see which can meet the needs of the High Deductible Health Plan (HDHP) with a Health Savings Account this plan best. When new bank is chosen, all HDHP members will be contacted. There will be a form to complete for members to have funds rolled over to the new bank.

\*Performance evaluations should be out within the next couple months. There is a glitch in the evaluation system that does not allow users to see last year's evaluations; however, HR does have a record of all the original evaluations.

\*Disregard all Skill Soft emails at the moment. New training courses will be populated in the next couple months with an email from HR providing more details on the required training.

### **Announcements:**

\*The 2013 MLK celebration speaker Soledad O'Brien will now speak at Hanner Fieldhouse on Tuesday, January 29 at 5:30pm.

\*An icon will be pushed out to all computers on campus to utilize ADP. Due to Java updates accessing ADP via internal sites no longer works properly. An email will be sent to all faculty/staff describing the issue and solution.

Meeting Adjourned: 10:24 a.m.

Professionally Submitted,  
Theresa Duggar on behalf of Lisa Bridges