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Staff Council Meeting Minutes

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**Georgia Southern University
Staff Council
Marvin Pittman President's Conference Room
Meeting Minutes
February 15, 2012**

Meeting was called to order at 9:05am

Members/Alternates Present: Alan Woodrum, Dorsey Baldwin, Lisa Bridges, Chandra Cheatham, Lisa Lee, Pattie Beblowski, Bo Galvin, Heidi Harsha, America Minc, Debbie Tyson, Kent Tatum, Joan Greenlees, Pattie Beblowski

Advisor: Paul Michaud

Absent: Linda Smith, Amber Blair, Jill Forehand, Carter Walton, David Thompson

Approval of January Minutes- America moved to accept the minutes with no corrections. Motion to 2nd by Kent.

Approval of February Agenda- Pattie moved to accept the January agenda, 2nd by Bo.

Announcement: Linda Smith will be stepping down from the Staff Council. Staff Council will submit a name to the VP Academic Affairs for a replacement to complete her term.

Treasurer Report: Chandra reported that \$8,056.73 has been spent leaving \$5,154.98 remaining in the budget. Expenses still pending include the invoice for Merit Award gifts, Merit Award food and expenses for printing pictures from 2011 and 2012.

By-Laws Committee: Dorsey went line by line with the Council to incorporate any changes to By-Laws. Dorsey and/or Carter will send revised document to the group before March's meeting so the final version can be voted on.

Technology and Communications: It was decided by the Council to continue to post all meeting minutes to the Staff Council website and to begin posting the upcoming agenda to the website for all staff to have access to. The agenda will be sent via GSInfo to solicit topics from staff across campus. Paul will send an email via GSInfo to all staff, the link to the website and a reminder about upcoming meetings. He will also include a list of all Staff Council members for staff to contact about adding agenda items before each monthly meeting.

Staff Morale: 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 our staff survey and dominion survey be combined through the Dominion survey.

Town Hall Meeting will still be tentative planned for the 1st two days of Spring Break.

Fundraising: The food drive will take place at the April 14th Blue and White game. Still need prize ideas for the raffle. Also everyone will need to consider volunteering for this event.

Old Business:

Wrap up Coat Drive: Over 200 cold weather items were donated. Dorsey will follow up with Mrs. Wanda to send final report to the foundation to give the greener cleaners credit for an in-kind donation. Council voted unanimously to purchase a plaque for Mrs. Wanda to thank her for the services provided by Greener Cleaners. Lisa Lee moved to accept the purchase, motion to 2nd by Pattie.

Wrap up Staff Service and Merit Awards: Suggestions for changes to 2013 Award Ceremony:

- Change position of picture placement – complaints on the audience looking at the “back sides” of recipients.
- Change the start time to 10:30a.m.
- Find a way that honorees go first in the lunch line. Suggestions to solve this issue include a private line behind stage for honorees , VP’s and President; usher honorees out before the program has ended; usher’s rope off doors until honorees go through line
- Winner’s should receive full \$1,000. Suggestion to add funds to make up difference the taxes will take out of check. The request will be added to next year’s budget proposal.
- Revisit nomination forms to streamline support for nominees’
- Have an award for person with most years of service
- Send out google calendar request to award winners and honorees to ensure they are reminded about Ceremony

Tobacco-Free Campus Initiative: Armstrong Atlantic University is now a Smoke Free university. Another article will be printed in The George-Anne and results will be published after the meetings with Dr. Keel, SGA and Faculty Senate. America will send out more information if anyone from Council would like to attend SGA and Faculty Senate meetings.

New Business:

Random Acts of Kindness/ M&M Award: This is a way to recognize staff for “measurable and meaningful” acts throughout the year. Staff Morale Committee will be tasked with starting this in Spring 2012.

Volunteer Outreach: Carter will update the Council at March’s meeting about the Red Cross Dress Down Day for Disaster

State Staff Council Conference: Pattie has volunteered to co-chair with Bryan Hooks. Nessmith Lane will organize the meeting details. The State Staff Council committee will be asked about how to handle opening up the meeting to others outside of the various staff councils. Dorsey will send out the log-in information to anyone who wants to join the USG staff council meeting on Feb 16th.

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.

Meeting with Dr. Keel: A meeting has been scheduled with Dr. Keel to discuss the following:

- 2013 Staff Council Budget increase
- Funds for 2012 Merritt Award Ceremony Luncheon
- Funds for 2012 Blue and White tailgating funds
- Update on the Tobacco Free Initiative results

Updates from Human Resources

- Russell Keen was named the new Vice President for Government Relations and External Relations.
- February has been designated as Compliance Month. Staff will be receiving information about mandated annual training, which will be done through our Building a Better U (SkillSoft) system.
- Performance evaluations are on hold for now until technical issues are resolved. There are several changes to the performance evaluation online form which came from recommendations/suggestions

from staff, they include: self-evaluation will be optional, the likert scale in a section has added 1 more level.

- Update from President's Office: the budget will be cut an additional 2% and there will be no pay raises for faculty and staff for next year according to Faculty Senate minutes.
- HR is still working to fill open committee positions for the Compensation Taskforce.
- The cost of a Medivac Helicopter ride to a healthcare facility is \$28,000, a cost which is MINIMALLY covered by our benefits plan assuming an employee has reached their deductible.our benefits plan.

Announcements:

- Auxiliary Services: Landrum & Lakeside will close for 1 year beginning July 2012 for both facilities to be remodeled and/or expanded
- CRI: The Shooting sports complex, a partnership with the Department of Natural Resources, has been green lighted. The grant received for this project is the largest grant received by the University to date. The Golf Course project is on hold to resolve wetland and other permitting issues.
- Physical Plant: The new facility is finished, and staff are invited to visit and take a tour.
- Parking & Transportation: P&T was approached by a company, Auto Assistance Anytime, who would like provide roadside assistance (unlocking cars, changing tires, etc.) to faculty, staff & students for \$39.95 per month. P&T would like to determine if this is a benefit in which staff would have an interested. The suggestion was made to include this as a question on the Staff Council Employee Satisfaction Survey OR the survey being conducted by Dominion through HR.

Heidi motioned, and Bo 2nd the motion to adjourn the meeting at 11:16 am.

Professionally Submitted,

Lisa Bridges