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Staff Council Meeting Minutes

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Recommended Citation

Georgia Southern University, Staff Council, "Staff Council Meeting Minutes" (2013). *Staff Council Meeting Agenda and Minutes*. 37.

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**Georgia Southern University
Staff Council
Meeting Minutes
February 15, 2013**

Members/Alternates Present: Dorsey Baldwin, Theresa Duggar, Jill Forehand, Bo Galvin, Sitting in for Joan Greenlees: Betty Raymond, Heidi Harsha, Kendria Lee, Lisa Lee, America Minc, Liza Williams

Advisor: Paul Michaud

Absent: Pattie Beblowski, Amber Blair, Lisa Bridges, Kent Tatum, David Thompson, Debbie Tyson

Approval of February Agenda: Motion: America Minc; 2nd: Lisa Lee

Approval of January Minutes: Motion: Jill Forehand; 2nd America Minc

Executive & Committee Reports

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

By-Laws Committee: Pattie Beblowski and Bo Galvin are working with David Thompson and will bring recommendations to Staff Council.

Technology & Communications: Heidi Harsha and Pattie Beblowski are working with Eric Powell to gain access to the Staff Council website. More pictures are needed of Staff Council events to use on the website.

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

Fundraising & Outreach: A committee needs to be formed to gather items to raffle. Jill Forehand will complete the necessary paperwork for the permit.

Scholarship: Advertising for scholarship applications will begin mid-April. Thank you cards will be sent to the individuals who donated through the Day for Southern fundraiser.

Tobacco Free Initiative: The Faculty Senate Chair recommends that Staff Council have a Senator put forth our motion so a vote to support either Staff Council's or SGA's motion can proceed. America Minc is looking into this further.

Website: See "Technology and Communications."

Old Business

Review of Random Acts of Kindness Month: Pattie Beblowski, Heidi Harsha, and GUS travelled around campus. Recipients of the award received a balloon, "You Make a Difference" card, and a picture with GUS. If someone was not in their office during the visit, the card and balloon were left for them. In total it took 4.5 hours to visit everyone and about 90% of those awarded were in their office at the time of the visit.

Recommendations to improve this event for next year:

*On the back of the card include "Nominated by xxx and Sponsored by Staff Council."

*On the nomination form add where they work (building and room number) as well as when to visit.

*HR has "You Make the Difference" tokens that can be utilized.

*Extend the number of days or times as GUS is popular and has to stop for pictures everywhere.

*Inform the nominator of the time frame to have the awardee available to be sure they are not on vacation, out sick, etc.

New Business

Delivery of Service Awards: Most have been received by the University Store and delivered to Pattie Beblowski. It is recommended that there be an open day and time that Service Award recipients can pick up their gifts as opposed to Staff Council delivering them. Staff Council would identify the recipient of each gift. America Minc will check to see if the University Store can accommodate this otherwise HR can host a day and time.

Photos for website: If anyone has pictures from past Staff Council events, please share them with Pattie Beblowski or Heidi Harsha. The attendees of the USG Staff Council Conference should also be contacted via email to see if any pictures can be shared from that event. America Minc will request the Awards Ceremony pictures from the University Photographer (these pictures will also need to be distributed to those who participated). In the future, the University Photographer should be invited to or a committee should be formed with the responsibility of taking/gathering photographs at each event.

A new group picture of Staff Council is also needed for the website. Theresa Duggar will send a Doodle to find a good date that the photo can be taken and coordinate with the University Photographer. It was recommended that the photo be taken at the GSU hedge or Builders of the University Terrace.

It was recommended that a photo booth be incorporated into the Staff Picnic. HR has cutouts that can be utilized or something similar to the True Blue photo booth could be created. These photos could then be included on the website.

M&M Awards and Committee: The following recommendations were made:

- *Model the award after the Blue and Gold award in SAEM.
- *A form for nominations needs to be created and should be available on the Staff Council website.
- *The M&M candy should be available in a central location.

Scholarship Raffle: Advertising will occur through My.Georgiasouthern, GSINFO, flyers, and posters. America Minc is going to work with Marketing on the design of a poster. The raffle will be held at the end of the picnic but individuals do not need to be present to win. Staff Council members are allowed to participate in the raffle.

Raffle items to date:

- *The faculty/staff parking permit was approved as an item to raffle.
- *Pattie Beblowski has a gift certificate for Chops on Main.

Fundraising for the Scholarship:

- *It was recommended that information be included in the onboarding packet about the scholarships to assist with fundraising. A post card could also be developed to include information on the scholarships and list the account number. This post card could be used during the Day for Southern fundraiser. An inexpensive way to print the post card is ClubFlyers.com if Marketing could assist with the design.
- *Staff Council could be included in the HR update. Jeff Lawless is responsible for the HR update. Paul Michaud will ask Jeff to contact Pattie Beblowski.
- *A pie in the face contest could be developed for the Staff Picnic. VPs could nominate someone from their area to participate. The individual with the least amount of money raised would receive a pie in the face.

How Staff Council members are selected: A form should be sent to the supervisors of those nominated as some staff may not be able to participate due to work obligations. Before the next nomination period Staff Council should host a Town Hall Meeting. This will allow others to learn what the council does, the time commitment to becoming involved, what is expected of members, etc. It will also give Staff Council an idea of who is interested in participating.

Currently, Staff Council has the right add ex-officio members or appoint members as needed to the council. Areas to consider looking at: Athletics, Marketing, Health/Wellness. It would also be helpful to the Awards Ceremony to have a University Store employee participate on that committee or Staff Council.

Complaints: None

HR Updates:

*Performance evaluations are now open. The same process as last year will be followed.

*HR is currently evaluating local banks to see who can meet the needs of the High Deductible Health Plan (HDHP) with a Health Savings account. The request for information was sent and all information should be received by the end of February. When a 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.

*A Summer Employment Job Fair will take place on March 26 from 9:00 am – Noon at the Russell Union. Any office that hires student workers for the summer is encouraged to participate. Interviews can take place at the Fair. For more information, contact the Student Employment Center.

Announcements:

*It is Wellness Week (February 15 – 22). Faculty/staff can visit the RAC free during this week with their Georgia Southern ID.

Meeting Adjourned: 10:23 a.m.

Professionally Submitted,
Theresa Duggar on behalf of Lisa Bridges