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Staff Council Meeting Agenda and Minutes

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9-19-2012

## Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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**Georgia Southern University  
Staff Council  
Meeting Minutes  
September 19, 2012**

**Members/Alternates Present:** Dorsey Baldwin, Pattie Beblowski, Amber Blair, Lisa Bridges, Theresa Duggar, Jill Forehand, Bo Galvin, Lisa Lee, Carter Walton, David Thompson, Betty Raymond (fill-in for Joan Greenless), Debbie Tyson

**Advisor:** Paul Michaud

**Absent:** Joan Greenless, America Minc, Heidi Harsha, Kendra Lee, Kent Tatum, Liza Williams

**Approval of September Agenda:** Motion: David Thompson; 2<sup>nd</sup>: Amber Blair

**Approval of July Minutes:** Updates: Amber added her start date of 2008 to the Committee Members Terms spreadsheet from July. Paul Michaud gave an update on Employee Background Checks. Currently if an employee is absent 45 days or more, another background check is required. This has been changed to if an employee has been absent more than a year, another background check is required. Motion: Amber Blair; 2<sup>nd</sup>: Debbie Tyson

### **Executive & Committee Reports**

**Treasurer Report:** A report was not available.

**By-Laws Committee:** A report was not available

**Technology & Communications:** A report was not available

**Staff Morale:** This committee's name will now be "Employee Engagement"; Paul M. will send Amber the instrument and questions he has from other Universities for the survey and Amber will then send her selection to Strategic Research, Jayne Perkins-Brown, for their review. The survey will go out late Fall 2012. Dorsey will send Amber information about tracking employee's community service

**Fundraising & Outreach:** The Staff Council Christmas Ornaments are in. Jill will have a meeting with the Fundraising Committee to go over the marketing strategy. The ornaments will be sold at the campus bookstore and the Paulson Stadium store. The ornament will be advertised through GSU News, GSU Info, Parents Newsletter and possibly the GA Anne.

**Scholarship:** Julia Tipton received the book scholarship and Ashlyn Reed received the student scholarship.

**Tobacco Free Initiative:** A report was not available.

### **Old Business**

**USG Staff Council Annual Conference:** Bo gave updates of the following:

- \* Savannah State has responded and is now participating in the planning phase of the conference

- \* The drafted program has been sent to Staff Council for review

- \* A volunteer list was passed around for Council members to sign up. **If you were absent for meeting, please contact Carter to sign up.**

- \* Need back-up plan for the tours if it rains

- \* GSU Staff Council Members will not need to register. Funds will be provided from budget to cover food costs for members.

- \* Suggested to mention the RAC access so attendees can come prepared

- \* Still looking for give-aways to include in the bags for attendees. Please see Pattie if you have some to donate

**USG Staff Council Annual Conference (Continue)**

- \* David will mention to marketing about including media for conference coverage
- \* A reminder will be sent out to get a better headcount

## **New Business**

### **Executive Committee::**

**Chair-Elect** –Patti Beblowski.

**Treasurer:** Bo Galvin

**Parliamentarian:** David Thompson.

**2013 Holiday Calendar:** Every 7 years an issue with the holiday calendar for Christmas and New Year's vacation days arise and in 2013 it has been proposed to either take 1 day of vacation and work on the Dec 23<sup>rd</sup> or take two days of vacation and have the Dec 23<sup>rd</sup> – Jan 2<sup>nd</sup> off. The committee voted and it was decided 9-4 that staff will be required to take 2 days off. Carter will present this recommendation to Paul M. to be presented to Ron Core.

**2012 Benefits Fair:** October 18<sup>th</sup>. Bo will speak with Kent to see if there is any interest in entering in the table decorating contest. Staff Council will have a table. Carter will send the sign-up sheet to the members to volunteer to sit at the table at certain times. The Staff Council Ornament will also be displayed and sold at the table.

### **Other important dates there were highlighted were:**

- USG Staff Council Conference – October 2<sup>nd</sup> & 3<sup>rd</sup>
- Benefits Fair – October 18<sup>th</sup>
- Eagle Coat Drive – November 12<sup>th</sup> – December 14<sup>th</sup>
- Merit & Service Award Ceremony – January 9, 2013
- Staff Picnic – May 16, 2013

### **Complaints:**

- 1) University Club – several complaints have been submitted that there is now a charge for club events. Paul will ask Provost Jean Bartels if this still falls under the Provost.
- 2) Parking – several complaints about the Herty Parking Lot having parking spots roped off for the Farmer's Market; 2 spots are "reserved" but are never used, several Biology vans are parked in spots but are never moved and should be parked closer to Biology, who has the large yellow hang tags, how are students parking in Faculty/Staff lots?

### **HR Updates:**

Healthcare Increase: Paul passed out the history of increases, HMO will be offered in the 2013 insurance options, very little changes other than that

Revised Policy - Holiday Time: For Non-Exempt employees who work a holiday, they will enter actual hours worked in ADP of pay for the day they work and will also receive 8 hours of holiday pay. This is the solution for ADP.

Revised Policy – Nepotism: The policy will be updated to include "significant relationship" (ex: girlfriend/boyfriend)

Lisa Whitaker – Promoted as HR Consultant. She will be the POC for all 8 colleges for any academic request.

### **Announcements**

Meeting Adjourned: 10:24 a.m.

**Next meeting will be held on October 17, 2012.**

Professionally Submitted,  
*Lisa Bridges*