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Staff Council Meeting Agenda and Minutes

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Staff Council Meeting Minutes

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**Georgia Southern University
Staff Council
Meeting Minutes
October 17, 2012**

Members/Alternates Present: Pattie Beblowski, Lisa Bridges, Jill Forehand, Bo Galvin, Lisa Lee, David Thompson, Debbie Tyson, America Minc, Kendria Lee, Kent Tatum, Bo Galvin

Advisor: Paul Michaud

Absent: Dorsey Baldwin, Joan Greenless, Heidi Harsha, Liza Williams; Theresa Duggar

Approval of October Agenda: Update: Added "2013 Staff Merit Awards Ceremony"
Motion: America Minc; 2nd: Kent Tatum

Approval of July Minutes: Motion: Bo Galvin; 2nd: Jill Forehand

Executive & Committee Reports

Treasurer Report: A report was not available.

By-Laws Committee: No update

Technology & Communications: No update

Employee Engagement: The survey will include 2 parts. 1) Benefits and 2) Employee Engagement. The survey will go out late Fall 2012.

Fundraising & Outreach: See "New Business" for Ornament Update

Scholarship: No Update

Tobacco Free Initiative: America reported that the Tobacco Free Initiative did not make it on the SGA agenda for October so it will be added to their November agenda.

***New Committee* Website** – Heidi Harsha volunteered to head up this committee. In the near future, all departments will be responsible for their own internal websites.

Old Business

USG Staff Council Annual Conference: Each person present was given 3 – 4 blank GSU Notecards to complete with a hand written "Thank you" to attendees, presenters and others who helped out with the conference. Pattie will give Bo all of the remaining invoices for payment

New Business

Executive Committee: Due to Carter Walton no longer at GSU, Pattie Beblowski will step in as Chair. Her service will start as of October 2012 and end October 2014. Bo Galvin is now Chair-Elect and will serve from October 2012 – October 2014. We will need to elect someone to fill the Treasurer position

Chair – Pattie Beblowski

Chair-Elect –Bo Galvin

Treasurer:

Parliamentarian: David Thompson.

2012 Benefits Fair: October 18th. Volunteers are needed from 10 – 1. The table will include the ornaments displayed, coat drive poster, suggestion box and Dorsey is working on updating the newsletter.

Winter Coat Drive: Committee is needed. America Minc, Kent Tatum and Debbie Tyson have all volunteered so far to serve on committee. Information needed: When to start and end drive, locations for drop off, bins needed, when will retrieval take place.

Other important dates there were highlighted were:

- Benefits Fair – October 18th
- Last day to make enrollment changes to Benefits – November 9th
- Eagle Coat Drive – November 12th – December 14th
- Merit & Service Award Ceremony – January 9, 2013
- Staff Picnic – May 16, 2013

Complaints: None

HR Updates:

There are very few changes to the benefits this year. All employees should have received their benefits packages in the mail. Nov. 9th is the deadline to select or make changes.

Announcements

Pattie will speak with Kim Wingfield in the President's Office about changing the day of the month the Staff Council Meetings are held so that Dr. Keel is able to join. Changing the day and possibly the time will also benefit some of the council members to avoid other conflicts during the current time.

Meeting Adjourned: 10:25 a.m.

Next meeting will be held on November 14, 2012.

Professionally Submitted,
Lisa Bridges