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Staff Council Meeting Agenda and Minutes

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11-14-2012

## Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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### Recommended Citation

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**Georgia Southern University  
Staff Council  
Meeting Minutes  
November 14, 2012**

**Members/Alternates Present:** Pattie Beblowski, Lisa Bridges, Jill Forehand, Bo Galvin, Lisa Lee, Debbie Tyson, Kendria Lee, Kent Tatum, Bo Galvin, Dorsey Baldwin, Heidi Harsha, Theresa Duggar

**Advisor:** Paul Michaud

**Absent:** Joan Greenless, Liza Williams; Amber Blair, America Minc, David Thompson

**Approval of November Agenda:** Motion: Heidi Harsha; 2<sup>nd</sup>: Jill Forehand

**Approval of October Minutes:** Motion: Dorsey Baldwin; 2<sup>nd</sup>: Bo Galvin

### **Executive & Committee Reports**

**Treasurer Report:** Balance of \$12,712.41 remaining after invoices paid from the USG Staff Council Annual Conference.

**By-Laws Committee:** Dorsey will send the By-Laws to the committee to review the wording for the process to replace an "At Large" member council seat should and "At Large" member leave the council before their term is completed

**Technology & Communications:** No update. The "Website" Committee will be added to this Committee

**Employee Engagement:** No Update

**Fundraising & Outreach:** The ornament will no longer be a fundraiser for Staff Council due to conflicts with profit sharing with the University Book Store. Staff Council will not be responsible for the funds to pay for the ornaments already ordered. New suggestions for other fundraising opportunities include 1) Jewelry Sale – Dorsey Baldwin following up on the details, 2) Buying the ornaments and selling them at local businesses

**Scholarship:** No Update

**Tobacco Free Initiative:** No Update

### **Old Business**

**USG Staff Council Annual Conference:** See Survey Results attached.

### **New Business**

**University Club:** The University Club is asking for Staff Council to support their decision to create an account for \$100,000 of the \$141,000 into a local bank account. The plans include using any interested gained from the account to help fund future events. Several staff members have questions about this transaction so Pattie will contact Greg Brock to see if he has time to stop by the December Staff Council Meeting to answer any questions.

**Winter Coat Drive:** Pattie will reach out to the Greener Cleaners to see if they are able to clean the coats again this year. The question was brought up about having a set time for students to stop by. If coats are not cleaned before this time, it was suggested that vouchers be given to students for the dry cleaning expenses.

**Staff Council Meeting Date/Time Change:** Starting January 2013, the Staff Council Meetings will be held on the 3<sup>rd</sup> Friday of each month from 8:30 am – 10:30 am. Motion: Dorsey Baldwin; 2<sup>nd</sup>: Bo Galvin

**At Large Seat – Replacement for Carter Walton:** The By-Laws will be edited to include the process for replacing members who were selected as “At Large” member. A new election will be held to fill the seat for Carter Walton.

**Process for how Staff Council Members are Selected:** Patty will speak with Dr. Keel for his advice or opinion on the council changing its process of member selection. Pattie will find out how Faculty Senate selects their members and suggest we follow the same process if it fits Staff Council.

**Staff Merit Awards Ceremony:** Dorsey will contact the bookstore to see if a ladies watch can be added to the 25 year gift selection. Council has been asked to send all updates to Pattie by November 21 with changes to the Years of Service Awards.

**Secretary Substitute:** January – March, Theresa Duggar will fill in as Secretary for Lisa Bridges while Lisa is on maternity leave.

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

- 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:** None

**HR Updates:**

\* Open Enrollment is CLOSED for 2013.

\* 18 – 20 people signed up to be added to the Medical Leave Assistance Program

\* Healthcare Reform should not affect GSU program but it may have an impact on those who have waived all health benefits

\* December 29<sup>th</sup> is the day that employees will need to submit for annual leave in order for the University to be closed 11 consecutive days. Employees must use comp time first, vacation time second then leave without pay. Sick time is not allowed unless an employee is currently on Medical Leave.

\* The New AD, Tom Kleinlein was announced

\* Possibility of a Dec 1 playoff game.

**Announcements**

None

Meeting Adjourned: 10:35 a.m.

Professionally Submitted,

*Lisa Bridges*