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Staff Council Meeting Minutes

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**Georgia Southern University
Staff Council
Meeting Minutes
November 16, 2011**

Members/Alternates Present: Amber Blair, Dorsey Baldwin, Lisa Bridges, Lisa Lee, Carter Walton, Pattie Beblowski, David Thompson, America Minc, Debbie Tyson, Kent Tatum, Bo Galvin

Advisor: Paul Michaud.

Absent: Linda Smith, Jill Forehand, Alan Woodrum, Heidi Harsha, , Joan Greenlees, Jody Rushing, Chandra Cheatham

Approval of October minutes—Pattie moved to accept the minutes with correction, motion 2nd by Amber. The minutes were approved with corrections. Correction to add Debbie Tyson to the attendance list to October minutes.

Newsletter: Committee will decide on how often to send the newsletter out. The Staff Council goals are listed in the newsletter.

List-Serve: 100 people have signed up so far

Old Business

Goals and Accomplishments: Dorsey passed out a worksheet for members to document the goals and achievements of the council in order to present to Dr. Keel at the end of the year. This will help to measure the effectiveness and also to show any other council needs. Changes and suggestions for/to Worksheet: Goal 1) removed “and” and insert “of the” to better clarify what “function” means. Goal 2) insert “improve work experience and promotions opportunities”. Some things to reach this goal would be to promote *Building a Better You* sessions and the Tobacco Free initiative. Goal 3) Suggested inviting faculty senate to attend Staff Council meetings and also have one person from the Staff Council executive team attend Faculty senate meetings. An invite will be extended to Faculty Senate for our January or February meeting. Goal 4) Faculty and Staff Club (this is the old name) will start again but with a new name. Events such as a happy hour have been suggested to boost morale. Goal 5) Document staff volunteer hours in the community to show how GSU staff are giving back. “A Day for Statesboro” was suggested to be held in the Spring. This will be similar to “A Day for Southern” but will be a chance to reach out to the community and thank them for their ongoing support. Council will reach out to staff for other ideas and suggestions on how to reach our goals. A “suggestions” link will be placed on our website for staff to post their comments.

Committee Reports

Tobacco Free Initiative Update: The Tobacco Free Initiative is in the final stages. All paper entries are being entered but some were thrown out due to incomplete or inaccurate information. Online

responses total 7,900 and paper responses total 100. The results report should be out by the 1st week of December. An executive brief will be prepared and presented to Dr. Keel.

Treasurer Report: No changes have been made to the budget. A meeting time will be scheduled with Dr. Keel about the budget.

By-Laws: The By-Laws from other institutions throughout Georgia are being compared in order to create our By-Laws. There should be a final copy to approve in the December meeting.

Foundation Account:

Technology and Communications: The committee is looking at being able to record our meetings for archival and for those unable to attend.

Fundraising: 1) The Christmas ornament has been postponed until next Fall due to the time crunch of this Fall. Jill had a meeting with Mehmet and Holly at the bookstore and they said it would not be a problem to have a Staff Council ornament since the bookstore has a True Blue ornament. A meeting will be held in January/early February with the committee and Holly before she starts attending vendor shows. A sample ornament from ChemArt's was passed around to the committee to see. 2) GSU is allowed 3 raffles per year. A form with the Bulloch County Sheriff's office will need to be completed and notarized. The committee will begin seeing prizes starting in January. A free parking spot is not permitted but it was suggested that Staff Council purchase a tag in the committee's name. Joanie is checking to see if the tag can be moved around campus. In order for sales to be effective, we will need to begin marketing the scholarship to help people understand what the proceeds are going towards.

Staff and Service Award: Feb. 1, 2012; Deadline for nominations is December 15. So far there have been 10 nominations. Shawna, from the bookstore, will begin looking at all items from the selection list to eliminate any that may be on backorder. Alan asked all VP's to send out the information. America will order the plaques. Council will begin working with the new photographer to schedule the pictures. Staff will be asked to bring canned food to the award luncheon to help replenish food banks. A sign-up sheet has been created so that task can be assigned.

Staff Morale: – Amber passed out notes from committee group meeting. The results from meeting included that policies should come from the top down and that some managers do not know about all of the policies in place. Staff are looking for solutions that address how they are feeling. Some voiced they do not feel appreciated. It was suggested in the meeting that survey should be sent out to address morale issues that go above and beyond just salary and benefits. A town hall meeting is coming up in January.

Scholarship: – A post card will be created to pass out for "Day for Southern" and information will be sent out about the raffle in the Spring.

New Business

Coat Drive: New or gently used cold weather items will be collected around campus and also the Greener Cleaners until Dec 12th. Wanda Lee at the Greener Cleaners has agreed to clean all coats at no charge and also be a drop off location. Posters are being created to set up around the drop off locations. Staff Council will deliver the coats starting with the Union (around Dec 19th or 20th, depending on how long it takes to clean them). A student will be at the Union to pass out coats to GSU employees/and possibly students first. After employees have a chance to pick up coats, the remaining items will be donated to Safe Haven and the Service League.

Updates from HR

- Open enrollment ends Friday .
- If you have an HSA account with Heritage (formerly First Southern) a form will need to be completed.
- A Compensation Taskforce is being started, it is a year-long study to evaluate compensation issues – 6 Faculty and 6 Staff are needed to serve on the committee.
- Next year, a person is eligible for benefits when they work 30 hours or more.
- Benefit enrollment will only be available at the 1st of each month, no longer at any time during the month. New employees have 30 days to enroll for health and 60 for retirement plan.
- Policy and Procedure sessions have had great attendance. 3 sessions left – 8th, 13th and 15th.
- Christmas Break mandatory vacation day is Dec 29th. This is not automatic in ADP. Employees must enter themselves.
- Vacation Calendar for 2012 – Dec 31st will be the mandatory vacation day; 2013 – 2 days will be taken in order for the university to be closed consecutive days. The two days will be Dec 30 & 31. Staff Council voted on 2 days being mandatory and the result: Motion: America; 2nd Pattie, 12 yes's and 1 opposed. This will be presented to the President.
- Over 1,000 people attended the benefits fair
- Medical Leave program will be open until the end of November and again in May 2012

Other Business

Amber may be out the next meeting and a Chair needs to be appointed in her place for the Staff Moral Committee.

Paul will send out the RAC holiday calendar from America

Meeting adjourned, 10:40
Professionally submitted,
Lisa Bridges
Staff Council Secretary