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Staff Council Meeting Minutes

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**Georgia Southern University
Staff Council
Meeting Minutes
December 14, 2011**

Members/Alternates Present: Dorsey Baldwin, Lisa Bridges, Carter Walton, Pattie Beblowski, David Thompson, America Minc, Debbie Tyson, Jill Forehand, Heidi Harsha

Advisor: Paul Michaud.

Absent: Linda Smith, Alan Woodrum, Joan Greenlees, Chandra Cheatham, Amber Blair, Kent Tatum, Bo Galvin, Lisa Lee,

Approval of November minutes—Carter moved to accept the minutes with correction, motion 2nd by Pattie. The minutes were approved with corrections. Correction to correct HSA, Morale, Shawna

Approval of December Agenda—Pattie moved to accept the minutes with correction, motion 2nd by Jill. The agenda was approved with corrections. Correction to add G. By-Laws to the agenda.

Treasurer Report: No changes have been made to the budget. Paul said the donors checks for the 2011 Merit Awards were deposited into the HR foundation and needed to be moved to Staff Council Foundation Account. Jill will check to see how the checks were paid the awardees to help resolve this matter.

Technology and Communications: No update

Staff Morale: David will move forward with a set of questions for the staff survey. Some questions will be a scale selection and others will be open-ended. The survey could be done through Survey Monkey and Strategic Research might be able to help review the questions. HR agreed to help distribute the information to all staff. Chandra will make copies for those who are not able to log in and complete the survey. It was suggested to move the Town Hall meeting to Spring Break to have survey results and also to increase attendance.

Fundraising: A meeting with the fundraising committee and Holly at the bookstore will take place in January to discuss the ornament. Jill will start the application process early January to submit to the sheriff's department for approval to hold the raffle. Raffle sales will start in April and be announced at the Blue and White game in March.

Scholarship: The Scholarship needs to be marketed before the raffle begins to let staff know what they are contributing to. Jill will look at how other institutions handle this type of scholarship to help with an outline of who qualifies and how. \$250 per person was suggested for books to TAP participants and tuition reimbursement for those who are not enrolled in TAP. Dorsey will send questions to the Staff Council list serve and Paul will do the same for HR list serve. A suggestion was made to recognize the scholarship awardees at the 2013 Staff Merit Awards.

Staff and Service Award: Nominations ends December 15th. There have been 33 nominations so far. HR will verify each person nominated is eligible. The 2nd week of January is when the scoring will be

completed. Paul suggested giving 8 awards from staff council and 2 from the donors to make a total of 10 awards. Carter passed out a task list and asked the council to sign up for the various task. It was voted that committee members will not be able to write any letters of recommendations for nominees. Former awardees should pick out the gifts by Dec 19th or one will be selected for them.

By-Laws: Carter passed out the constitution and everyone was asked to review and make edits before the next meeting so the final document can be voted on in January.

Old Business

Tobacco Free Initiative Update: The Tobacco Free Initiative has been completed. America presented some of the outlining results. The information will be presented to the Faculty Senate for their recommendation. The SGA is in support of staff council's recommendation. Staff council will recommend a smoke free campus. An email will be sent out thanking everyone for their participation and to announce the prize winners.

Coat Drive: Several coats have been dropped off at the cleaners. The remaining coats will need to be picked up by Thur, Dec 15 afternoon and dropped off at the cleaners. Set up time at the Union will begin Tue, Dec 20th from 3-5 and also on Mon, Dec 19th from 9-11. The coat pick up will be open to staff Wed, Dec 21st from 4-7. Dorsey will send out the sign-up sheet for council members to volunteer.

New Business

Volunteer Outreach: Carter presented the Red Cross dress down day and Paul reminded everyone about the United way campaign next Nov.

Updates from HR

- Policy and Procedure sessions have had great attendance. 1 session left on the 15th.
- Christmas Break mandatory vacation day is Dec 29th. This is not automatic in ADP. Employees must enter themselves.
- If anyone will lose annual leave time, donate to the Medical Leave Assistance Program.

Other Business

Congrats to Amber and her new little girl!

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