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Staff Council Meeting Agenda and Minutes

Human Resources

9-21-2018

Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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Present

Katherine Arntzen, Todd Cross, Andrew Dies, Fernando Foster, Lakesha Hill, Christopher Johnston, Patrice Kerner, Colby Lamb, Philip Leroy, Katherine Lewis, Adrienne McCollar, Jason Salzer, Reginald Scott, Nick Shrader, Trina Smith, Jasper Steward, Dee Thompson, **Officers:** Brenda Richardson (Chair), Danira Beckmann (Secretary), Greg Crawford (Parliamentarian), Ava Percell (Chair-Elect) **Advisor:** Rebecca Carroll.

Regrets: Jessica Weaver, Laura Pallini (Treasurer), Brittany McLamb, Danny Frazier.

Absent: Allison Carthon.

Call to Order/Opening Remarks:

The Chair called meeting to order at 9:01 a.m.

Adoption of Agenda and Meeting minutes

- Agenda: September 21 and Meeting Minutes (MoM) August 17
 - Jason Salzer moved and it was seconded for the adoption of agenda and MoM. Motion carried UNANIMOUSLY by MAJORITY.

Treasurer Report

Treasurer's report reported by Staff Council President (SC President)

- ARM Discretionary Fund (Acct#2071): \$1,046.95
- ARM Scholarship (Acct#7071): \$1,613.45
- Statesboro (Acct#0869): \$2,710.75
- Statesboro (Acct#7110) \$15,250.00

A draft memo has been approved to combine all accounts has been approved by the Staff Council Advisor. The SC president is currently collecting signatures. Upon completion it will be sent to VP Addison for approval.

Committee Reports

- **By-Laws Committee:**
 - Committee Chair met with SC President and President elect.
 - Next steps: to meet with the committee next week
- **Communications Committee:**
 - Committee met earlier this month.
 - Currently revamping social media page (Facebook), various web pages and has proposed the creation of a new FAQs webpage. Currently gathering FAQ questions.
 - The committee would like to propose their involvement in the new employee orientation process.

The committee enquired about Merit Awards in general. The SC President provided the following information:

- An ad-hoc committee will be created (more information will be forthcoming in the month of October); and it will be charged with determining awards, in accordance with USG policy.
 - A meeting will take place next week between SC President, SC Advisor and Dr. Dustin Anderson (faculty Senate president). The purpose of the meeting is to discuss if this event will be a joint venture between Staff Council and Faculty Council.
 - Service Awards ceremony is **tentatively** scheduled for the month of February 2019.
- **Fundraising and Scholarship Committee:**
 - No updates.

- **Staff Development Committee:**
 - Committee had its first meeting; where it was decided on a number of staff events for the academic year. A list of these events will be shared with the SC President.
 - An SOP template will be developed for each of these events and archived for future reference
 - The Benefits Fair sign-up sheet will be sent out to the committee and the general staff council to volunteer during the event.
- **Staff Outreach Committee:**
 - Committee will meet in the next couple of weeks.
 - Greg and Rebecca will follow up with their respective department/department heads Galley Days.
 - Brenda will follow up with joint leadership regarding the return of the Staff Halloween Contest.

Old Business

None at this time.

New Business

- Student Government Association – rescheduled due to scheduling conflicts.
- New Member – Finance and Operations division has a replacement and awaiting acceptance from the nominee. The new member will replace AJ Stevens.

President Updates

- The President was not in attendance.

Updates from Human Resources

Comprehensive Staff Salary Study | Dr. Mike Toma, head of Faculty Salary Study and Rebecca Carol, head of the Staff Salary Study are currently outlining the communication plan with marketing. This includes an email address and web page specifically to address employees' questions and concerns regarding salary study. The final Communication plan will be presented to the President's Cabinet next week for review and approval.

Announcements

- Take note of important dates section (below).
- Staff Council will have swag available for SC and other institutional events.
- The SC president thanked everyone and encouraged all to take part in the presidential search survey. Additional town hall meetings will be scheduled.
- Reminder to submit entries to the health assessment and wellness program.

Important Dates

- 2018 USG Staff Council Conference – October 4th-5th (Abraham Baldwin Agricultural College)
- Executive Committee Meeting – October 12. Submit any agenda requests before October 12.
- Staff Council Meeting – October 26
- Benefits and Wellness Fair – October 18 (Armstrong)

Adjournment

Chris motion for adjournment and second. Meeting adjourned at 9:41 a.m.

Submitted :: Danira Beckmann