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Staff Council Meeting Agenda and Minutes

Human Resources

10-26-2018

Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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Present

Katherine Arntzen, Todd Cross, Andrew Dies, Danny Frazier, Christopher Johnston, Colby Lamb, Philip Leroy, Katherine Lewis, Brittany McLamb, Reginald Scott, Nick Shrader, Trina Smith, Jasper Steward, Dee Thompson, **Officers:** Brenda Richardson (Chair), Laura Pallini (Treasurer) Danira Beckmann (Secretary), Ava Percell (Chair-Elect) **Advisor:** Rebecca Carroll.

Regrets: Jessica Weaver, Fernando Foster, Jason Salzer, Angel Howard, Christopher Johnston, Patrice Kerner

Absent: Greg Crawford (Parliamentarian), Lakesha Hill, Adrienne McCollar, Jasper Stewart.

Call to Order/Opening Remarks:

The Chair called meeting to order at 3:09 p.m.

Adoption of Agenda and Meeting minutes

- Agenda: October 26 and Meeting Minutes (MoM) September 21
 - Trina 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): \$1233.54
- Statesboro (Acct#0869): \$2710.75
- Statesboro (Acct#7110) \$15,212.56

Currently waiting on signatures to combine funding accounts.

Committee Reports

- **By-Laws Committee:** Committee Chair not present
 - no report
- **Communications Committee:** Committee Chair not present
 - no report
 - Request by Chair to update website with Staff Development and a list of Resources available.
- **Fundraising and Scholarship Committee:** Laura Pallini
 - 8 of 10 scholarships were awarded. Two did not respond.
 - A total of \$379.91 awarded.
 - One was a student attending East Georgia, the remainder were Georgia Southern staff.
 - Submitted Spring semester entry requests
- **Staff Development Committee:** Dani Beckmann
 - Committee finalized the event list
 - Wellness & Benefits, saw over 500 ppl at Statesboro and Savannah events
 - Discussed Lessons Learned and shared with the staff council
 - Jason has found a facilitator for two Lunch-n-Learns
- **Staff Outreach Committee:** Ava Percell
 - Warm Clothing Drive flyers has been distributed and e-mail sent to Staff.
 - Warm Clothing Distribution week November 26 - 30th, more details will be forthcoming
 - Holiday Event details continue to be discussed, additional information will be forthcoming.

Old Business

- Confirm Cybil Kirkland (Finance and Operations) as a new member for the Staff Council
 - Dani to reshare the committee list of members.
- Accounts consolidation - nothing new to report.

New Business

- Staff Years of Service date has been finalized for February 7, 2019.
 - Ceremonies occurring on both campus:
 - Armstrong Campus, Student Union Ballroom: Ceremony starts at 9:00-10:00 AM with reception following, 10:00-11:00 AM.
 - Statesboro campus, Performing Arts Center, Ceremony from 2:00-3:00PM with reception following, 3:00 -4:00 PM.
 - Has followed up with Karen at Human resources for years of service data; the committee has received a good response on gifts.
 - There is a change in the way SC will distribute gifts - this year the staff will pick up these gifts directly from the Bookstore/s.
 - Brenda has asked to block Feb. 6 and Feb. 7 on calendar as it is an ALL HANDS on DECK event; SC members will be expected to volunteer on this date.
 - Sign-Up lists will be shared with the Staff Council
 - A request has been made to have staff do minimal travel by volunteering only at their Home campus. A final decision will be made during the December meeting
- Staff Awards: no updates at this time.
- Staff Council | December Meeting
 - The executive staff is considering hosting the December Staff Council meeting at the Liberty Campus. More details will be forthcoming as to the agenda and format. The Staff development and staff outreach committees will be collaborating on a list of possible events.
- Travel requests: Brenda asked members to make her aware when issues with managers arise when discussing travel and/or overall participation in the staff council.
- USG Staff Council Follow Up: Ava Percell and Dee Thompson gave a brief overview on
 - keynote presentations by Steve Wrigley and Kevin Scott
 - Visiting ABAC campus and Information Sessions
 - USG Business Meeting
- Protocol for campus wide death announcements
 - the leadership is creating and reviewing a protocol.
 - It will be shared with the campus community when approved.

President Updates

- The President was unable to attend, as she is currently hosting and meeting with the diversity consultant.
- Brenda encouraged the Staff Council to attend the next Diversity presentation on November 6 at the Armstrong Campus.

Updates from Human Resources

- Open Enrollment information will be forthcoming
 - It was advised that all enrollees must login and certify that they are NOT tobacco users. If this certification is not received, a \$75.00 assessment fee will be applied in January.
- Wellness and Benefits Fair
 - The fair doubled in vendor participation and it was very well received and highly attended by both campuses.



Georgia Southern University
Staff Council | Meeting Minutes
October 26, 2018, 3 - 4:30 PM
Armstrong, Burnett Hall 109 | Statesboro, Marvin Pittman 1009A

The following is a list of questions posed to the Human Resources Advisor:

- CAR Assessment status: Per Andrew Dies, a committee is meeting in two weeks to discuss planning.
- Performance Evaluation and Merit Increases status: more information is forthcoming, expect announcement the first of November
- Military Leave information: for more information on this matter, contact Samantha Rossi or Vicki Hodges.
- Salary Study: the study will be completed at the end of December. A presentation to the President's Cabinet is due at the end of January 2019. Overall the project is on target.
- Budget Cuts: the questions need to go to supervisor for referral to the President's Cabinet.

Announcements

- The SC President encouraged to plan event details as soon as possible in order to provide enough time for communication and promotion.
- A staff council banner and tablecloth is located on each campus.
 - A request was made to rework the banner to make Staff Council more prominent in the design.

Important Dates

- no updates

Adjournment

Meeting adjourned at 3:43 p.m.

Submitted :: Danira Beckmann