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Staff Council Meeting Agenda and Minutes

Human Resources

12-14-2018

Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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Present: Katherine Arntzen, Lakesha Hill, Christopher Johnston, Colby Lamb, Deann Lewis, Adrienne McCollar, Nick Shrader, Trina Smith, Jasper Stewart, Dee Thompson, Jessica Weaver; **Officers:** Brenda Richardson (Chair), Laura Pallini (Treasurer), Danira Beckmann (Secretary).

Regrets: Rebecca Carroll (Advisor), Andrew Dies, Fernando Foster, Angel Howard, Patrice Kerner, Sybil Kirkland, Philip Leroy, Ava Percell (Chair-Elect), Jason Salzer, Greg Crawford (Parliamentarian).

Absent: Todd Cross, Danny Frazier, Brittany McLamb, Katherine Lewis, Reginald Scott.

Call to Order/Opening Remarks:

The Chair called meeting to order at 10:07 a.m.

SC Chair welcome everyone and thanked everyone for their dedication.

Adoption of Agenda and Meeting minutes

- Agenda: December 14 and Meeting Minutes (MoM) November 16
 - An amendment to strike Chris J. name from the Updates from Human Resources section.

Treasurer Report

Treasurer reported on the following accounts:

- ARM Discretionary Fund (Acct#2072): \$1,046.95
- ARM Scholarship (Acct#7071): \$1,233.54
- Statesboro (Acct#0869): \$2,710.75
- Statesboro (Acct#7110) \$13,487.30

Committee Reports

- **By-Laws Committee:** Committee Chair not present
 - SC Chair announced that Greg Crawford has resigned as Parliamentarian and Staff Council. The Chair will meeting with HR Advisor to discuss resignation of an executive member.
 - Names have come forward for replacement of Parliamentarian position
 - Request for open meetings has been made to the Bylaws committee. This will be moved forward to the committee and a formal amendment will be delivered to the Staff Council. Request made by the SC Chair to the SC to brainstorm on how open meetings could look like.

After some discussion, a recommendation made to the bylaws committee to look at attendance (and participation) holistically.

- **Communications Committee:** Committee Chair, Adrienne McCollar reported on the following initiatives:
 - **Staff recognition initiative** was explained by Katherine A. that included a submission process and communication plan for the GS community. The committee is still exploring gift options but will proceed with executing this initiative after approval by Staff Council.
 - Monetary gifts are no longer an option based on new state laws.
 - Vote by next meeting
 - **FAQ webpage** idea has been reviewed by executive team. Answers to questions will be tied to bylaws.
 - **Useful staff link** will be added to showcase educational opportunities for staff.
 - **Tagline** will be prepared for Staff Council members to add to their email signatures.
 - **Social Media**, the committee chair requested to notify this committee of any Staff accomplishments for posting to social media venues. This will help grow staff council's social media presence.

A recommendation made by SC Chair to the committee to make a collection of the top items discussed during the Staff Council meetings and distribute them to all council members for uniformity purposes.

The communication committee was tasked by the SC Chair to outline a request for information (RFI) initiative for staff to request information to the Staff Council.

- **Fundraising and Scholarship Committee:** Laura Pallini
 - 24 scholarship applications received for Spring 2019. The next step is to determine award winners which will occur after add/drop week. In the meantime, the committee will work with HR to confirm staff enrollment of these applicants.
- **Staff Development Committee:** Dani Beckmann
 - Committee is working on logistics for the Random Acts of Kindness initiative in February. A recommendation from the SC body to this committee to continue to provide postcards to those named during campaign.
- **Staff Outreach Committee:** Ava Percell
 - Holiday Receptions: Freedom will attend the Armstrong Campus and GUS will be present at the Statesboro.
 - Years of Service awards – awaiting award list in order to move forward with the catalog print. A communication plan is in place to notify staff and GS community of the upcoming event.
 - America Minc has been named chair of ad hoc committee. SC Chair and HR Advisor will meet with America next week to discuss the purpose of the committee. The committee will be charged to identify the list of awards (i.e., qualifications for each award, title of awards, etc.).
 - The Years of Service event is an all hands on deck event to be held Feb. 7, 2019. Dani will send a calendar hold for this event.

Old Business

- CAR - Report has been released to the GS community. The report link is available at <https://president.georgiasouthern.edu/car-report/> and viewed by staff and faculty only.
- Brenda will be meeting with Dr. John Lester (interim Vice President for Strategic Communications) in the upcoming weeks and is currently preparing communication plans.

New Business

- New Members: DeAnn Lewis was welcomed as the newest Staff Council member.
- Historical ASU Memorabilia: Staff Council Chair has reached out to appropriate stakeholders to obtain information regarding ASU memorabilia storage and preservation plans.
- Faculty and Staff Merit: see above, Staff Outreach Committee section
- Staff Council Representative Signature: see above, Staff Communication Committee section
 - New members will be coming to replace Fernando Foster and Greg who have resigned from the Staff Council.
- After some discussion, it was recommended that management/leadership communicate on budget redirection/cuts.

President Updates

- The President was unable to attend.
 - Presidential search – committee is working on submitting candidates by end of this month.
 - President has made a request for Staff Council members to participate in diversity initiatives, such as, providing feedback (survey) as well as help encourage fellow colleagues to do the same.

Updates from Human Resources

- HR Advisor was unable to attend. However, their initiatives are moving forward as planned.



Staff Council Meeting
Friday, December 14, 2018
10:00 am – 12:00 pm
Liberty Campus, Room 108

Announcements

- Strategic Planning Committee chairs (Julie Gerbsch and Helen Bland) will be attending Staff Council meetings during the month of January.
- The Executive Committee for the month of January will be rescheduled. Time and date to be determined.
- Recommendation made to SC Secretary to share minutes of meeting (MoM) in an edit/comment form.

Important Dates

- Statesboro Campus Holiday Reception – December 17, 2018
- Armstrong Campus Holiday Reception – December 18, 2018
- Executive Committee Meeting – TBD (rescheduled due to SOAR)
- Staff Council Meeting – January 18, 2019

Adjournment

Meeting adjourned at 11:37 a.m.

Submitted :: Danira Beckmann