

MINUTES OF CSU STAFF COUNCIL OFFICERS' MEETING
Thursday, July 14, 2011

I. ATTENDANCE

Members Present: Amanda Adams, Kat Cannella, Nicole de Vries, Laurie Jones, Jay Knape, Dana McGlou, Christine Murphey, Bethany Yandell

Excused Absences: Christopher Bryant

II. CALL TO ORDER

Jay Knape called the meeting to order at 10:03 AM.

A. Introduction of New Officers

Jay stated that he wished to have previous and new officers present at this meeting to discuss what has worked in the past as well as new ideas for the future. New officers were introduced.

III. OLD BUSINESS

No report.

VI. NEW BUSINESS

A. Review Committees and Membership

Jay stated that Kendall Purvis, the new Staff Appreciation Committee chair, will need to be replaced as she no longer works at CSU. A call will be put out for this position at the next meeting.

Nicole de Vries asked whether or not a call should be put out across campus for new Staff Council members. Jay stated that he would like to contact several groups on campus for this purpose including (1) chairs, deans and department heads (asking them to encourage their staff to join), (2) managers and supervisors, and (3) staff. He also indicated that, rather than having a certain number of members representing each department, he would like to encourage anyone who is interested to become a member. He would at least like to have a representative from each college, however. Nicole suggested having one member along with an alternate member from each department, rather than having several members from one department. Kat volunteered to put together the text of the letters that will go out. Laurie suggested sending out postcards as a follow-up if the response rate is low. Since the Faculty Senate is moving forward with shared governance, more members will be needed to take part in this.

B. Budget and Fundraising

Since Chris could not attend this meeting and he has not been able to meet with Amanda, the new financial officer, the balances of the accounts were taken from the minutes of the last meeting. The balance in the book scholarship account was \$415.03 and the foundation account balance was \$180.79. Since \$900 in book scholarships is usually awarded during a year, Jay suggested that fundraising be a priority. Suggestions were also made for marketing the book scholarship, including: providing the TAP students with information about this funding opportunity, and sending out a "mythbusters" postcard to include information about Staff Council. Christine suggested better marketing of the fundraisers to include earlier and more intensive advertising of the events. It was agreed upon that fundraisers that should be focused on will include: Garage Sales, an Arts and Crafts event, the Boston Butt sale and a t-shirt sale. Laurie suggested selling "spirit cards" which are books of coupons where businesses offer discounts. Amanda is to research: how funds are divided between the two accounts after they are taken in; and if it is required that a receipt be provided once a book scholarship has been awarded.

C. USG State-Wide Council

a. Conference

Jay stated that the state-wide conference is scheduled for 5 and 6 October at UGA. Laurie indicated that the funding usually provided by VPBF for member travel to the conference will now be handled by HR. Contact her for funding availability.

b. Exhibition Opportunity

Jay indicated that each staff council group is encouraged to exhibit information about their group and home institution. He suggested a poster or something similar that could be displayed. Bethany volunteered to create this. It was agreed that the poster should be something that could be re-used and displayed at other events, to include new employee orientation, or staff appreciation. Jay stated that a Staff Council brochure could be placed on the information table outside of HR. Laurie indicated that these could also be placed in the new employee welcome packets.

D. Website Updates

Jay stated that he would put together a welcome statement as current chair and have a picture taken to place on the website. Nicole volunteered to be webmaster and update the information on the website. A new group photo will be taken at the September meeting, this will be announced at the August meeting.

E. Shared Governance and Visibility

Jay stated that the by-laws need to be updated once the issue of shared governance is discussed further. Visibility of the group was discussed earlier under committees and membership in connection with marketing and obtaining new members. It was re-iterated that efforts to make staff aware of the purpose of staff council would be increased.

F. Goals and Issues to Address for the Next Year

a. **Building Breaks / Fostering Community Events**

Nicole suggested having monthly or bi-monthly gatherings in buildings, departments or colleges. This would be a way to bring people together if they work in the same building, but don't necessarily have much interaction with each other. This will be discussed further at a future regular meeting and once more funds are available so that refreshments can possibly be included.

VII. ANNOUNCEMENTS

Nicole suggested that Staff Council take part in one of the "space missions" offered by the Coca Cola Space Science Center. These are free to CSU staff and would be a good team building exercise. She will look into this further and find out if a date for this exercise can be scheduled, preferably on a regular meeting date.

Nicole also stated that she will be the one maintaining the e-mail distribution lists across campus, including the one for Staff Council

Laurie announced the following workshops:

7/25/11 – 10am & 2pm - Customer Service Training (student assistants may also attend)

7/26/11 – 2:30 pm – End of Summer Bash

7/28/11 – 10 am – Conflict Management – presented by B.A.R.T.

8/10/11 - 8am – 2pm – Welcome Back events

VII. ADJOURNMENT

Meeting adjourned at 11:10am

Respectfully submitted by
Christine Murphey