

**MINUTES OF CSU STAFF COUNCIL MEETING**  
**Thursday, September 1, 2011**

**I. ATTENDANCE**

Members Present: Amanda Adams, Dynasty Battest, Kat Cannella, Laura Cardin, Jill Carroll, Janet Crane, Annette Evans, Susan Henderson-Smith, Laurie Jones, Karen Kinard, Jay Knape, Bernard McCrary, Takeia Mosala, Christine Murphey, Mack Ragan, Patsy Redmond, Rita Snell, Eric Van Bibber, Cindy Winkles, Bethany Yandell

Guest: Chip Reese

**II. CALL TO ORDER**

Jay Knape presided over the meeting and called the meeting to order at 10:00 AM.

**III. FINANCIAL REPORT**

Book Scholarship - \$233.63

Foundation - \$532.26

Amanda reported that \$150 will be awarded for the book scholarship, which will leave an account balance of \$83.69.

**IV. COMMITTEE REPORTS & SIGN-UP FOR COMMITTEES**

Jay welcomed all new members and asked for all members to consider signing up to assist on committees.

**A. WELCOME COMMITTEE (Laurie)**

Laurie stated that this committee assists with the new employee tour and luncheon and hopes to schedule a tour for late September or early October.

Members who have signed up for this committee include: Kat Cannella, Amanda Adams, Dynasty Battest, Annette Evans, Karen Kinard, Eric Van Bibber and Susan Henderson-Smith.

**B. STAFF DEVELOPMENT AND SCHOLARSHIP COMMITTEE (Christopher)**

Jay stated that this committee reviews applications for the staff book scholarship as well as coming up with development opportunities for staff. He reported for Chris that the book scholarship has been awarded. The staff person will be notified tomorrow. He also reported that CB&T will host a lunch-n-learn in September and October. Sessions will hopefully be scheduled updating staff members on the functions of campus departments or possibly a leadership talk.

Members who have signed up for this committee include: Nicole de Vries, Kat Cannella

**C. ELECTIONS COMMITTEE**

No report.

**D. STAFF APPRECIATION COMMITTEE (TBA)**

Jay stated that this group organizes the coffee and donuts / hot dog giveaways each semester. A chair is needed for the group.

Members who have signed up for this committee include: Eddie Woodhouse, Nicole de Vries, Eric Van Bibber, Annette Evans, Cindy Winkler and Amanda Adams.

**E. FUNDRAISING COMMITTEE (Bethany)**

Bethany asked whether or not an advance of foundation funds can be obtained in order to purchase items for an event ahead of time – specifically t-shirts. Christine indicated that this is not possible with foundation funds, but if items can be invoiced, they can then be paid directly from the foundation account without anyone having to pay with personal funds in advance.

Bethany stated that she wishes to hold a fall craft fair toward the beginning of November, which could then include Christmas items. She also stated that she wants to hold a Boston Butt sale and promote it as a tailgating item for football season. She has obtained some prices from Mike and Ed's Barbecue for this.

Members who have signed up for this committee include: Eddie Woodhouse, Amanda Adams, Takeia Mosala, Christine Murphey and Janet Crane.

**F. STAFF SERVICE AWARD COMMITTEE (Laurie)**

Laurie reported that the staff service award for the second quarter has been awarded to Chris Johnson at CCSSC. The third quarter nominations will be reviewed shortly.

Members who have signed up for this committee include: Kat Cannella, Bethany Yandell, Bernard McCrary and Takeia Mosala.

**V. PRESIDENT'S COUNCIL REPORT**

Jay reported that Dr. Mescon has invited staff council to take part in the subcommittees of the President's Council. There are five slots available for staff council, giving individuals a chance to get more involved in campus issues. Jay also

reported that the issue of electronic vs. paper course evaluations has been addressed and CSU will be returning to the paper system. The issue of the paper system placing a burden on administrative staff has been worked out in that the Social Research Center will be responsible for processing the Scantron forms.

Jay also reported that shared governance is getting closer to completion. In the past the President's Council, the Faculty Senate and SGA each met and discussed issues separately with no sharing of information occurring between groups. It has been agreed that more transparency and communication is needed between these groups. A University Council is being established wherein issues from the President's Council, the Faculty Senate and SGA will be presented. University Council will then inform any groups affected by these issues so they may be addressed by the appropriate group.

Jay reported that he met the new USG Chancellor, Hank Huckabee, who was on campus this week. He has years of experience in the USG and the Georgia legislature. The Chancellor stated, although revenues are increasing, the recovery process is still slow and budgets are limited. The Chancellor was asked about merit raises for USG staff. He stated that he hoped merit raises would be given in FY 2014.

## **VI. OLD BUSINESS**

### **A. MEMBERSHIP DRIVE - UPDATE**

Jay thanked the new members present at this meeting for responding to the invitation to join Staff Council. He indicated that he also sent letters to the Chairs and Deans, some of whom responded that they will be encouraging their staff to join.

### **B. USG STATEWIDE STAFF COUNCIL CONFERENCE**

Jay reported that, due to the conference being scheduled for 6 & 7 October, our meeting for 6 October will be moved to 13 October. Jay and Nicole will be attending the conference and can take one or two additional members with them. Contact Jay if interested. There will be an exhibit area for each institution's staff council group to display and share what they do at their individual schools.

### **C. CCSSC SPACE MISSION SIMULATION FOR NOVEMBER MEETING**

Jay reported for Nicole that this has been scheduled in place of the regular November meeting. An e-mail will be sent confirming the time and length of the meeting. Christine will check with Nicole on whether or not members need to sign up for this, if there is a minimum number of participants required, etc.

### **D. BUILDING BREAKS / FOSTERING COMMUNITY EVENTS**

Jay stated that this has been proposed as a way to get people to meet others within the building in which they work. Since Nicole is unable to attend today's meeting, this agenda item will be addressed in more detail at a future meeting.

## **VII. NEW BUSINESS**

### **A. GROUP PHOTO FOR WEBSITE**

Jay reminded everyone that a new group photo will be taken at the end of this meeting and then posted to the website.

### **B. CHIP REESE – PRESENTATION ON RESEARCH FOR HIS DOCTOR OF EDUCATION**

Dean Reese stated that he is in the process of completing his dissertation in order to obtain his Doctor of Education. He is currently in the research phase and is gathering data. He will be collecting data from faculty, staff and students to evaluate the effectiveness of the BART system, if employees are familiar with the BART system, and whether or not there is a feeling of safety on campus. A research assistant will conduct 15 to 30 minute interviews with those who give permission to be interviewed. Dean Reese passed out a release form and asked that those who wish to take part sign the form and pass it back to Jay at the end of the meeting. The forms will be confidential and given directly to the research assistant who will conduct the interviews.

## **VIII. ANNOUNCEMENTS**

1. Kat Cannella – Open house for Continuing Ed will be held on September 8<sup>th</sup>.
2. Christine Murphey– The Center for International Education will be hosting the International Learning Community (ILC) events all semester, including films and lectures on international topics. These are open to all CSU faculty, staff and students.
3. Bernard McCrary- Introduced Dynasty Battest, Student Development Specialist with Student Life & Development. He also thanked everyone for helping with the beginning of fall semester student activities.

## **IX. ADJOURNMENT**

Meeting adjourned at 10:40 a.m.

Respectfully submitted by

Christine Murphey