

MINUTES OF CSU STAFF COUNCIL MEETING
Thursday, October 13, 2011

ATTENDANCE

Members Present: Amanda Adams, Jennifer Alberti, Christopher Bryant, Kat Cannella, Janet Crane, Annette Evans, Crystal Jones, Laurie Jones, Karen Kinard, Jay Knape, Debby Mayo, Christine Murphey, Patsy Redmond, Eric Van Bibber, Bethany Yandell

Guest: John Crowe

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Minutes of previous meeting were approved as earlier submitted.

III. NEW BUSINESS

A. GLENN STOKES – SHARED GOVERNANCE / RAISES

To be re-scheduled.

B. JOHN CROWE – GREEK LIFE – STEEPLECHASE “STUDENT SIDE”

John Crowe announced that Greek Life is taking the initiative to get CSU involved in the Steeplechase at Callaway Gardens on 5 November. Toward that end, discount tickets in the infield area are being offered at the price of \$15 each. The Student Activities Council is sponsoring student tickets, which can be purchased for \$10 each. They are also sponsoring a bus to the event and a tent area with refreshments for students. John is asking Staff Council to get involved or to take advantage of the low cost tickets. Kat Cannella suggested checking with the Alumni Association to have a presence at the event if Staff Council is unable to sponsor anything. Nicole de Vries suggested that PR send out a message to all staff informing them of the event and ticket cost.

C. KELLY SMITH – HEART WALK

Christopher Bryant reported that Ms. Smith, Regional Director of the American Heart Association could not be present. He will contact her later in the day and e-mail everyone with information on this event.

D. ANNUAL POT LUCK LUNCH – DECEMBER MEETING

Christine stated that it was time to plan the pot luck lunch for the December meeting. She indicated that the Spencer Event Hall is available. She will take care of booking the space and requesting the set-up. A sign-up sheet for food items (side dishes and desserts) will be e-mailed to the membership. Staff Council will pay for the meat dish. It was confirmed that the meeting/lunch will be held on 1 December at 11:30am in the Spencer Event Hall at the Center for International Education.

IV. FINANCIAL REPORT

Book Scholarship - \$233.75

Foundation - \$108.57

A. REVIEW OF ACCOUNTS AND PURPOSES

Jay indicated that there were some discrepancies in the account information and he therefore asked Amanda Adams, Financial Officer, to review the accounts. Amanda stated that she reviewed the purpose of each account and reported the following:

State Account – Staff Development and Book Scholarship

Foundation Account – Other events/expenditures as needed

She determined that there were some items earlier processed through the State Account that should not have been. She mentioned possible consolidation of both accounts into one and discussed this option with Bert Lyman, Asst. Comptroller, VPBF. Funds could be rolled into the foundation account to allow for greater purchase flexibility, as state funds are limited in their use. It would be easier to obtain petty cash for payment of supplies for events, etc. It would also be easier to maintain the accounts. Nicole stated that the balance of the book scholarship (state) account indicates how many scholarships are available for award. Rolling it into one account would require another tracking procedure for the book scholarship awards. It was determined that approximately \$1300 is needed for this year's expenditures. Due to the current shortfall, Laurie Jones stated that HR could take over awarding the \$50 gift cards for the quarterly Staff Service Awards. After discussion it was decided that, due to lack of current funds, consolidation of the two accounts would not be feasible at present. This will be re-visited after the upcoming fundraising events are

completed. Amanda also determined that last year's t-shirt sales did not generate a profit \$700 was spent on purchasing the shirts and sales only totaled \$500. The remaining unsold t-shirts will be located and sold if possible.

V. COMMITTEE REPORTS

A. WELCOME COMMITTEE (Laurie)

Laurie stated that the Welcome Tour is scheduled for 26 October. Members were reminded to attend if possible. This subcommittee will meet next week to finalize details.

B. STAFF DEVELOPMENT AND SCHOLARSHIP COMMITTEE (Christopher)

Christopher stated that he is working with CB&T on a lunch and learn event regarding "Investments and Budgeting in the Current Challenging Economic Times". After discussion, a date of 8 November was suggested. Christopher will contact the membership once this presentation is confirmed.

C. ELECTIONS COMMITTEE

No report.

D. STAFF APPRECIATION COMMITTEE (TBA)

No report.

E. FUNDRAISING COMMITTEE (Bethany)

a. Staff Council Fall Bazaar

Bethany reported that the Fall Bazaar is confirmed for 12 November from 9am-3pm at the Student Recreation Center, Multi-Purpose Room. She handed out fliers and table sign-up forms. Tables to vendors are for sale for \$35 for a large and \$25 for a small, as well as yard sale/rummage tables for the cost of \$15 each. The deadline for table sign-up is 31 October, which can be extended based on the number of tables sold to that point. A bake sale will be held as well. Staff Council volunteers are needed to provide baked goods to sell as a fundraiser. An ad will be placed in the local newspaper to solicit vendors and to advertise the event. There is a set-up cost in the amount of \$25, since the Student Recreation Center needs to be unlocked and opened and a student worker will be paid to do that. Nicole suggested creating a webpage that can be linked to the Staff Council website and Facebook.

b. Sign-ups for baked goods/assistance with set-up, etc.

Sign-up sheets were passed around for members to bring baked goods and for volunteers to assist with set-up, etc. Christine will follow-up with an e-mail to the membership for additional volunteers.

F. STAFF SERVICE AWARD COMMITTEE (Laurie)

Laurie will send out a reminder for nominations. Hope to have a nominee by early November.

VI. PRESIDENT'S COUNCIL REPORT

Jay reported that he has been asked to sit on the search committee for the new Provost/VPAA in order to represent CSU staff. The job posting for this position was posted this week and will be open until 10 November. The timeline for filling the position is as follows:

Mid-November – applications to be reviewed by search committee
1 December – Skype interviews of candidates
1 January – Campus interviews
1 July – Start date

Jay also stated that he is also on the Master Planning Meetings Committee. An open forum is scheduled for 9 November at 5pm where thoughts on the new master plan can be shared and information on the plan will be provided. An e-mail has been sent out that provides employees with a link where they can give their input. Information to be obtained will include: where employees congregate and where they feel safe or unsafe.

VII. OLD BUSINESS

A. REPORT ON USG STATEWIDE CONCIL CONFERENCE

Jay reported that he and Nicole attended this recent meeting with approximately 200 other Staff Council members from various USG institutions. The theme was "Customer Service" and included Chancellor Huckabee as the keynote speaker. He confirmed that there will be no staff pay raises until possibly the next fiscal year. There may be a 1% pay raise for K-12 teachers, which equals approximately \$3 million. He also mentioned the proposed consolidation of campuses, for which no criteria has been set. This is still being

reviewed. Jay thanked Bethany Yandell for creating the poster board display for the CSU table. This event was a development opportunity for Staff Council members and allowed for interaction with colleagues. It was mentioned that more CSU Staff Council members should consider attending next year's meeting, as other institutions had more of a presence at the meeting. The next conference will be held at Georgia Southern University. CSU will be hosting the 2015 statewide conference.

B. CCSSC SPACE MISSION SIMULATION FOR NOVEMBER MEETING – UPDATE

Jay reported that there will be a brief meeting prior to the space mission, which is a teambuilding opportunity. The group may also eat lunch afterwards, which will be decided on an individual basis. The group can meet at the shuttle bus stop across from the tennis courts on main campus and also take the shuttle back.

VIII. ANNOUNCEMENTS

Christopher Bryant announced the upcoming CSU Day of Service to be held 22 October. This involves getting together to volunteer at various CSU sponsored events including the Greater Columbus Heartwalk, assisting in the building of a home for a needy family and a CSU soccer game with a free soccer clinic through the local Boys and Girls Clubs. Breakfast, lunch and transportation to the events are included.

Laurie Jones announced that Open Enrollment health insurance sessions will be held on 27, 28 & 31 October. New benefits will be covered including vision benefits and additional dental and life insurance options. Sick leave donation information will be sent out shortly. The Holiday Social is confirmed for 9 December.

It was announced that there is an initiative to start a CSU Relay for Life team in addition to the Muscogee County team.

Christine announced that there is a "Be the Match" bone marrow donor event coming up on 15 November at the Lumpkin Center, sponsored by the CSU baseball team and the nursing department. The nephew of Keith Coon, Plant Operations, has leukemia and Keith has asked that this information be presented on his nephew's behalf, as well as others with the disease.

Jay announced that Cyber Security Awareness Week through UITS is next week.

Nicole announced that the first Alumni Weekend is scheduled for 21-22 October with many events taking place.

Laurie stated that the "In the Know" e-mail newsletter has information on the salary study. The study is about to begin, with faculty being surveyed first. Staff will be receiving a survey e-mail soon as well.

IX. ADJOURNMENT

Meeting adjourned at 11:20 a.m.
Respectfully submitted by
Christine Murphey