

**MINUTES OF CSU STAFF COUNCIL MEETING**  
**Thursday, April 5, 2012**

**ATTENDANCE**

Members Present: Jennifer Alberti, Kat Cannella, Janet Crane, Amber Dees, Annette Evans, Crystal Jones, Jay Knappe, Dana McGlon, Christine Murphey, Mack Ragan, Patsy Redmond, Mark Ridley, Cindy Winkles, Bethany Yandell

Excused Absences: Susan Henderson-Smith, Karen Kinard, Debby Mayo, Eric van Bibber

Guests: Loretta Marshall, Dee Spivey, Mary Covington

**I. CALL TO ORDER**

Jay Knappe presided over the meeting and called the meeting to order at 10:07 AM.

**II. APPROVAL OF MINUTES FROM PREVIOUS MEETING**

Minutes of the previous meeting were approved as earlier submitted.

**III. FINANCIAL REPORT**

Book Scholarship - \$538.25

Foundation - \$550.85

**IV. COMMITTEE REPORTS**

**A. WELCOME COMMITTEE (Laurie)**

No report.

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

No report.

**C. ELECTIONS COMMITTEE**

Jay Knappe stated that nominations for new officers will be accepted from the floor during the May meeting. Elections will then be held at the June meeting.

**D. STAFF APPRECIATION COMMITTEE (Kat Cannella/Nicole deVries)**

Kat Cannella presented the following ideas for staff appreciation:

- Sending out an e-mail or mailer to all employees stating "We appreciate you", to include information on the book scholarship. The committee will check with University Relations before sending anything out, to ensure that the mailing meets CSU marketing guidelines.

- Scheduling an appreciation event for 23 May with coffee and donuts at Woodall Hall and One Arsenal Place. A feedback questionnaire regarding CSU could be passed out (what do you love/hate about working for CSU). Responses from the questionnaire could be used for future marketing, etc.

- Passing out keychains or lanyards with the imprint "hang in there"

The chairs of this subcommittee will check with the financial officer on available funding before proceeding.

**E. FUNDRAISING COMMITTEE (Bethany)**

Bethany Yandell reported that she has researched the cost of ordering t-shirts. Cost is approximately \$4.10 each for a white or gray shirt with two colors imprinted. There will be an up-front cost to purchase the t-shirts before they can be sold and a profit made. Patsy Redmond indicated that three separate quotes would need to be obtained before proceeding. A Boston Butt sale could be done again and the Chill fundraiser was again mentioned. This can be connected to Staff Appreciation Day.

Jay suggested that he, Bethany, Kat and Nicole will meet next week to discuss this further.

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

No report.

**V. PRESIDENT'S COUNCIL REPORT**

Jay Knappe reported on attending the budget meeting. No cuts are currently foreseen. A tuition increase was discussed. Setting priorities on the budgeting of additional funds that may be generated from tuition increases was discussed. It was suggested that any additional funds generated go toward the findings from the salary study at the discretion of department heads. No raises are predicted for this year. Long term projections included the 2014 budget that could include funds from the state budget.

Jay Knappe also reported on The Master Planning Committee meeting. No new buildings are foreseen. Instead, current buildings will be updated as funds allow (such as a new face being put on the Schwob Library, changing the courtyard area behind Howard to make it more inviting, and doing away with Woodall). Building utilization studies are currently being done to determine how to proceed. More science and other labs are needed. Extending and adding on to Lenoir was proposed, as it would be difficult to retrofit regular classrooms to make them into labs due to plumbing issues, etc. Long-term planning includes an additional 900 beds for student housing near the Student Rec Center and intramural fields.

Mack Ragan added that he was in a recent Plant Operations meeting and stated that beautification of Lindsey Creek and using that as a feature was discussed. Also discussed was moving Plant Operations and adding a parking deck in that area as well as removing the parking on Library Lane and restoring that to green space.

## **VI. OLD BUSINESS**

### **A. UNIVERSITY COUNCIL / SHARED GOVERNANCE**

Jay Knappe presented the updated proposed CSU Shared Governance Plan in which Staff Council would be more formally recognized. The plan covers three areas: Faculty, University Council and University. The groups represented in this plan (Academic Affairs/Provost, Dean's Council, Staff Council, Faculty Senate, Student Government, Chairs Assembly) do not necessarily interact at the moment. University Council would bring representatives from all groups together. Items such as policy changes and proposals would be discussed and the individual groups would then vote and return with their decisions. Any changes affecting staff would be passed to Staff Council before a decision is made by any of the other groups.

Discussion covered the following:

- The University Council Membership figures on page nine should be updated to agree with the By-Laws on page five which indicate 24 members total and 11 Faculty members.
- It was suggested that staff and students also have an area of primary responsibility just as faculty do. It was agreed that the staff area of responsibility should include items such as benefits and organizational changes.
- Terms of Staff Council membership need to be clarified since having 5 representatives who each serve a 3-year term is difficult to divide by 1/3 as proposed in the plan. It was suggested that, for the first year of their appointment, representatives hold 1-3 year terms.

Jay Knappe asked for a motion to accept the Plan with the changes as discussed. Dana McGlon motioned to accept the Plan with Kat Cannella seconding the motion. The membership agreed.

### **SUSTAINABILITY COMMITTEE**

Jay Knappe reported for Nicole de Vries that the committee is still researching toner cartridge recycling. Some vendors accept only certain types of cartridges and this needs to be clarified.

### **WINTER BREAK**

Jay Knappe reported for Laurie Jones that the dates of 2012 Winter Break have been confirmed and are posted to the Human Resources website. The dates are Tues., 12/18/12 – Mon., 12/31/12. This is consistent with the previous year and will require employees to take five days of annual leave.

## **VII. NEW BUSINESS**

### **A. CSU-SANCTIONED FITNESS CLUB FOR FACULTY AND STAFF AND THE PAW**

Mack Ragan presented a proposal for a CSU fitness club that he is trying to organize, based on an informal group that is already getting together, to take part in local and state fitness events. The proposal included a group philosophy and goals. It could be partnered with the PAW (Physical Activity and Wellness center) on campus in Woodruff Gym in the former Health and Safety Center. Sponsorships for the group and the support of outside vendors could be obtained for various events and to have t-shirts printed. Mack is still seeking the support of Human Resources but hopes to move forward with this proposal very soon.

Mack also provided information on the PAW (Physical Activity and Wellness center), which has been turned over to the Physical Education/Health Science Department. Faculty and staff may use it free of charge. It is manned by a graduate assistant of the Physical Education/Health Science Department. The schedule was passed out. Showers and bathrooms are available, but were not renovated with the rest of the building. Locker rooms in the Lumpkin Center may be used. Contact Jimbo Davis or Jay Sparks to obtain the entry code.

## **VIII. ANNOUNCEMENTS**

Jay Knappe announced that Dr. Tom Hackett and Dr. Gina Sheeks are forming a Strategic Planning Commission for the next five year plan. They are asking for a Staff Council representative to attend their monthly meetings from April through Decembers. Dana McGlon volunteered and was confirmed to be this representative.

The Retiree and Staff Service Awards ceremony was announced for 18 April at 2:30pm.

The One CSU Fair through the Sustainability Committee was announced for 12 April from 10:30am – 2pm. Sponsorships have been obtained and will include local car dealers featuring hybrid cars and giveaways.

CSU will be taking part in the world's largest picnic at Oxbow Meadows on 22 April at 6pm. This is an event where people around the world will meet on this day to attempt to set a world record for the largest picnic. To qualify as a participant, each person must bring their own meal or picnic to the event. There will also be a film festival at 8pm with a topic of water and sustainability.

Kat Cannella announced that Activ8 summer camp sign-up is currently ongoing for the next two weeks.

## **IX. ADJOURNMENT**

Meeting adjourned at 11:15 a.m.

Respectfully submitted by Christine Murphey