

**MINUTES OF CSU STAFF COUNCIL MEETING**  
**Thursday, May 3, 2012**

**ATTENDANCE**

Members Present: Jennifer Alberti, Amber Dees, Nicole de Vries, Crystal Jones, Karen Kinard, Jay Knape, Christine Murphey, Patsy Redmond, Mark Ridley, Libby Smith, Rita Snell, Bethany Yandell

**I. CALL TO ORDER**

Jay Knape presided over the meeting and called the meeting to order at 10:05 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 - \$580.19

**IV. COMMITTEE REPORTS**

**A. WELCOME COMMITTEE (Laurie)**

No report.

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

No report.

**C. ELECTIONS COMMITTEE**

See below under New Business.

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

Nicole de Vries stated that the 23 May event will be confirmed shortly via email.

**E. FUNDRAISING COMMITTEE (Bethany)**

Bethany Yandell reported that she is continuing to research the cost of purchasing T-shirts. She suggested that the fundraiser through "Chill" be done in the summer. She will be coordinating the Boston Butt sale.

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

No report.

**V. PRESIDENT'S COUNCIL REPORT**

Jay Knape reported on attending the monthly budget meeting. The state budget has been set and looks more promising with possible raises in June of 2013 and no budget reductions. Some funding has been restored, four to five academic initiatives will be funded. Some new funds, approximately \$300,000, will go toward salaries.

Jay reported that the first Strategic Planning meeting was held. The minutes can be viewed online. Hopefully Dana McGlon, the Staff Council representative, will be able to report on this at the next meeting.

**VI. OLD BUSINESS**

**A. UNIVERSITY COUNCIL / SHARED GOVERNANCE**

Jay Knape reported on a question asked at the last meeting that 1/3 of the Staff Council representatives rotate off each year. Since there is an uneven number of members (for other groups as well) this was a concern. Jay indicated that the *intention* is for 1/3 to rotate off, however it will be interpreted based on the number of members in the group.

Also discussed was the suggestion that Staff Council have a specific area of responsibility under the shared governance plan. A recommendation from the Senate was for Staff Council to prepare a formal statement for the areas they want to cover, and then present that to the Senate at next month's meeting. After discussion, it was decided, however, to keep the statement that is already in place for Staff Council to review "Anything that effects administrative procedure and processes". It was agreed that specific topics would not be identified as long as Staff Council has input on administrative issues. Bethany Yandell made a motion to accept the suggestions as presented. Libby Smith seconded the motion. The motion was approved by the membership.

**B. SALARY STUDY REVIEW - UPDATE**

Jay Knape reported for Laurie Jones that:

- The committee is drafting recommendations which will be presented to faculty senate at the May 7 meeting.
- The recommendations as well as the study itself refer to all employees, faculty and staff.

- Survey results are not final but at this point show an average of about 10-12% below market, with some quite close to market and some more significantly below market
- Preliminary language in the draft recommendation suggests giving those salaries more significantly below market priority.

A special meeting with Staff Council was suggested to discuss the recommendations after the draft has been fully developed. This was scheduled for 9 May at 10am.

**C. SUSTAINABILITY COMMITTEE UPDATE**

Nicole de Vries reported that the committee is looking into the cost of purchasing a cardboard compressor in order to be able to recycle cardboard. The committee held the One CSU Fair recently, which they plan to hold again next year. Toner recycling is still being researched.

**VII. NEW BUSINESS**

**A. STATE-WIDE STAFF COUNCIL MEETING**

Jay Knappe reported that this meeting is scheduled for Thurs., 5/10/12 at Georgia College and State University in Milledgeville. Nicole will attend on behalf of Jay. Anyone else wishing to attend may contact Nicole. A representative of BCBS, the Associate Vice Chair for benefits and BOR representatives will be present at the meeting. The issue of Staff Council having formal representation through the BOR will be addressed.

**B. NOMINEES FOR STAFF COUNCIL OFFICERS**

Jay Knappe asked for nominations from the floor, which were made as follows:

Chair Elect - Amber Dees / Mark Ridley  
Secretary - Jenifer Alberti  
Asst. Secretary - Dana McGlon/Christine Murphey  
Financial Officer - Kat Cannella

Jay will send an email to the membership asking for additional nominations, to include job duties for each position. Election will be held during the June meeting.

**C. MEMORIAL FOR JASON EDENS, JANET CRANE'S SON**

Christine Murphey reported that Staff Council member Janet Crane recently lost her son who was injured while stationed in Afghanistan. It was agreed that a donation would be made to one of the charities selected by Janet's family and a sympathy card would be sent to Janet from the membership. During the special meeting on 9 May donations will be accepted and someone will then make the donation on behalf of the group. The sympathy card will also be signed at this meeting.

**VIII. ANNOUNCEMENTS**

**IX. ADJOURNMENT**

Meeting adjourned at 11:00 a.m.  
Respectfully submitted by Christine Murphey