

MINUTES OF CSU STAFF COUNCIL MEETING
Thursday, June 14, 2012

ATTENDANCE

Members Present: Jennifer Alberti, Theresa Conklin, Amber Dees, Nicole de Vries, Karen Kinard, Jay Knape, Debby Mayo, Dana McGlon, 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 10:00 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 - \$509.60

It was reported that up to \$300 will come out of the book scholarship in the fall. Also, approximately \$125 will come out of the foundation account for travel reimbursement to Nicole de Vries for attending the State-Wide Meeting. Also, approximately \$100 will need to be reimbursed for the staff appreciation supplies.

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 reported that the 23 May event went was successful. All donuts and coffee on main campus were handed out and Riverpark campus also had a good turnout. Expenses were approximately \$100.00. Staff were receptive to completing comment cards that were handed out at the event. The issues raised on the cards will be addressed at the next regular Staff Council meeting in August.

E. FUNDRAISING COMMITTEE (Bethany)

Bethany Yandell reported that she has two of the three quotes required to purchase t-shirts, with A&J Screenprinters being the lowest so far at: Short sleeved t-shirts are \$4.75 ea. and long-sleeved t-shirts str \$6.75 ea. if 100-200 are purchased. We can be invoiced for this amount, but need to pay before we will receive the t-shirts. Nicole suggested taking advance orders from CSU faculty, staff and students. Those funds can then be used to pay for the t-shirts, if there are not enough funds available in the account. Shirts will be sold for \$12 if pre-ordered and for \$15 if purchased after pre-ordering is complete.

It was decided that long sleeved shirts would be sold. Bethany will send an email to the membership to choose shirt colors and a design. She will also put together a pre-order form. Staff Council members will take orders, collect payments and forward them to Bethany.

Bethany also reported that she obtained a quote from Country's BBQ for Boston Butts for \$20 each. She is waiting on a quote from Mike and Ed's. The sale can be held for Labor Day, since it is too late to order, purchase and sell them for Independence Day.

F. STAFF SERVICE AWARD COMMITTEE (Laurie)

No report.

V. PRESIDENT'S COUNCIL REPORT

Jay Knape reported on the May meeting. The process for assisting students and parents in Enrollment Services has changed. The Welcome Center in University Hall will assist new students and parents and direct them to the One-Stop Shop, etc. Faculty and staff with questions for any areas of the One-Stop Shop can continue to go to the One-Stop Shop directly and bypass the Welcome Center.

Jay also reported that discussion was held regarding reduction of the Recreation Center fee for faculty and staff, possibly to \$100/semester or \$20/month.

VI. OLD BUSINESS

A. SUSTAINABILITY COMMITTEE

Nicole de Vries reported that the committee has identified three companies that recycle toner cartridges and the types of toner they accept. Any money earned for the recycling of toner cartridges will need to go back into the state account, as the original funds used to purchase the toner came from state funds. Therefore, the funds cannot be used toward the book scholarship.

B. SALARY STUDY REVIEW - UPDATE

Jay Knappe reported that VPs should now have information on staff who are being paid below the 80% mark in order to adjust those salaries for the new fiscal year. Dr. Mescon shared that the Chancellor has asked the Governor to allow the University System of Georgia to internally handle raises within the USG. This would allow institutions within the USG to give raises if they wish and would separate USG employees from the rest of the state employees. Mark West stated that Plant Operations has not received any information regarding individual raises for staff. Supervisors also have no information. Jay indicated that there has been a delay in processing and that information should be available by 1 July. Human Resources should be contacted directly with any salary questions if no information is received by then.

VII. NEW BUSINESS

A. STATE-WIDE STAFF COUNCIL MEETING

Nicole de Vries reported on her attendance at this meeting. Elections were held for the new year. Health and benefits were discussed with a representative from the Chancellor's Office with preventative health being highlighted. Development of options for all institutions is being looked at, as well as looking for a framework for employees to "opt in", such as having two hours per week within which to allow employees time to walk, etc. Nicole also reported that HMOs should be returning as a healthcare option. She also indicated that there are tools available in ADP that all employees may not be aware of, including a health-risk assessment which can give employees a discount on health insurance and a comparison tool for the various available healthcare options.

B. NOMINEES FOR STAFF COUNCIL OFFICERS

Jay Knappe indicated that, since the Chair Elect position is contested (with Amber Dees and Mark Ridley both being nominated), a vote needed to be taken. Ballots were handed out for voting. Of the 15 members present, 13 voted and 2 abstained. Amber Dees was selected as Chair Elect. The slate of officers for 2012-13 is as follows:

Chair Elect - Amber Dees
Secretary - Jennifer Alberti
Asst. Secretary - Dana McGlon & Christine Murphey
Financial Officer - Kat Cannella

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

Jay Knappe reported that a total of \$105 was donated by the membership on behalf of Janet's son. Jay donated that amount online to the Fisher House in Jason Edens' name.

D. OTHER

Libby Smith asked how to obtain a listing of direct phone numbers to Enrollment Services. Christine indicated that she has a listing and will share it with the membership.

Christine Murphey requested that, when the Campus Telephone Directory is updated, it include the page that lists the main phone number of each department. This was left out at the last printing and it is very helpful to have. HR is now handling the Campus Telephone Directory, but Jay and Nicole suggested that the online directory be used to build the printed version. Also, a PDF version that is printable and which is automatically updated with any changes could be placed online.

It was asked whether the information being sent out in the *In the Know* emails can be separated so that the reminders are sent out separately from the articles. The *In the Know* emails are too lengthy, but the reminders are helpful to have. Nicole will send out a google doc for input from all members so that Jay may consider sending an email University Relations asking for an *In the Know* that is easier to read.

As Staff Council representative, Dana McGlon reported on the Strategic Planning Commission meetings to date. The subcommittees have been meeting for data gathering purposes only. Meetings are held Friday afternoons from 1pm - 2:30pm, in an open forum format, so anyone is welcome to attend. A website has been set up for comments to be posted.

VIII. ANNOUNCEMENTS

A benefits session will be held by HR on 6/25/12 at 10am in Schuster 130

The next P.A.S.S. / S.A.S.S. meeting is scheduled for 6/20/12 from 1230-130 in Schuster 130 and will cover Peoplesoft Financials. Lunch will be served. In addition to administrative personnel, others are being encouraged to attend these meetings.

Patsy Redmond reminded the membership to be mindful of the upcoming purchasing deadlines.

IX. ADJOURNMENT

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