

**MINUTES OF CSU STAFF COUNCIL MEETING**  
**Thursday, May 2, 2013**

**ATTENDANCE**

Members Present: Jennifer Alberti, Lt. Walter Brown, Kat Cannella, Amber Dees, Nicole de Vries, Laura Douglas, Jessica Gonzalez-Armstrong, Laurie Jones, Karen Kinard, Jay Knape, Patricia Lassiter, Debby Mayo, Dana McGlon, David Mitchell, Maria Radomski, Carolyn Rockeymore, Michele Scott, Lashica Thomas, Eric Van Bibber, Tessie Taylor

**I. CALL TO ORDER**

Nicole de Vries 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.

**III. FINANCIAL REPORT (Kat)**

CSU Account - \$541.76

Foundation - \$1954.04

Kat reported that the Foundation account had not yet reflected the approximately \$300 that was spent for Staff Appreciation Day.

**IV. COMMITTEE REPORTS**

**A. STAFF APPRECIATION COMMITTEE (Dana)**

Dana reported that the previous Staff Appreciation Day brought a great number of staff members and it is estimated that nearly 100 people attended. There were 33 comment cards that were handed in and Dana will summarize and report these notes at the next meeting. There were 68 people that participated in the drawing for prizes. There are photos from the event that have been posted on the SC website. Dana was asked if the new time frame from 4:30 – 6:00 pm worked well and Dana reported that it did.

**B. WELCOME COMMITTEE (Laurie)**

Laurie reported that there had been a welcome day in March and there was a decently sized group in attendance. She mentioned that summer is difficult to host welcome events due to the heat, but they are open to holding an event in August if there are not enough to attend in June.

**C. STAFF DEVELOPMENT AND SCHOLARSHIP COMMITTEE (Kat)**

Kat reported that a flyer is to be sent out for scholarship information. The next Lunch N Learn is to be held May 15 from noon-1:30 in Schuster 130 and the topic would be “Speed Tech” to discuss the e-quest system.

**D. STAFF SERVICE AWARD (Laurie)**

Laurie reported that Beate Maxwell and Mark West had been previously awarded. She also noted that nominations would be accepted in the upcoming weeks.

**E. ELECTIONS COMMITTEE (Nicole)**

Nicole reported that names had been reviewed and selected for possible nominations, which were later reviewed under new business.

**V. PRESIDENT’S COUNCIL REPORT (Nicole)**

Nicole reported that Ginny Rae had spoken on financial literacy.

She also reported that CSU is interested in mandating a concealed / carry policy on campus. As of now it is allowed. However, the administration would like to mandate a registration process to be aware of who on campus could be carrying a weapon.

Nicole spoke during the open forum about upcoming SC elections, the sustainability effort on campus, and parking issues.

Also in discussion were the issues for registration, called EMIRT, in e-quest. The conclusion was for reoccurring issues to be reported in the future.

Nicole then reported that CSU has been selected to participate in a study from the USG chancellor to review space utilization needs. Employees are encouraged to report all space utilization so that it can be included in the study.

## VI. OLD BUSINESS

Before moving to discuss item A, motion was made to add 2 items to this portion of the agenda. They are as follows.

### A. Parking (Amber)

Amber reported that she had met with Dr. Gina Sheeks, VP for Student Affairs and Enrollment Management, and Chief Rus Drew to express staff concerns of the lack of communication over the newly implemented parking regulations for faculty and staff in the parking deck. It was expressed during their meeting that a notice had been sent out in the In The Know. The policy is now official and it is as follows. From 6:00 am to 5:00 pm staff and faculty are not allowed to park in the parking deck. Members of the Staff Council have been asked to pass along this information to their peers. Anyone that is affected in a specific way by this policy may contact Chief Rus Drew. Amber stated she would find out about how this will apply during breaks. There was then discussion amongst members of the SC about their concern of how this communication was handled. Nicole explained that there is nothing more that can be done at this point. We requested an official notice and they responded with a notice in the In the Know.

### B. State Staff Council – Quarterly (Nicole)

Nicole reported that she and Amber attended the State Staff Council quarterly meeting on May 1. She reported that CSU SC had been asked to host a quarterly meeting next year to help prepare for our hosting of the larger State Staff Council in 2015. Nicole discussed with them our success in growth of our council by targeting groups that have not been represented on the council and encouraged other councils to do the same. It was noted that Geraldine Winns from Albany is not the state Staff Council Chair. Dana was also recognized in her assistance with the State Staff Council.

### C. CSU Day (Debby)

Debby reported that the event overall was a success and that there were numerous volunteers. Staff Council received a few donations. Nicole mentioned that she had noticed that the event appealed to the students as well as donors. April mentioned that Staff Council should create a sign for the next event. It was mentioned that next year we could ask Student Life to include us on the list of signs.

## VII. NEW BUSINESS

Before moving to discuss line item A in the agenda a motion was passed to include Michelle Jones to New Business.

### A. Diversity Conference (Michelle Jones)

Michelle reported the following to discuss the Diversity Conference's background and the event itself in effort to enhance staff support of the event in the future.

Columbus State University and OneColumbus (mission to create unity and respect within the diverse populations of the Chattahoochee Valley; bridge building is accomplished primarily through dialogue groups and educational programs) proposed hosting a Diversity Conference in 2011. The conference goals/objectives at the time of the proposal were the following:

- Provide a forum for intellectual exchange of ideas and dialogue about the challenges and opportunities related to diversity
- Promote benefits of diversity/develop strategies to effectively embrace diversity
- Bring university and community together to explore challenges, complexities, and opportunities of diversity
- Stimulate thought and perspectives about pressing issues of race and religion
- Examine the value and benefit of bridge building

Those who should attend the Diversity Conference include: students, faculty, staff, business/corporate leaders, community leaders, human resources professionals, political leaders, policy makers, business owners, civic leaders, school leaders, and general citizens. This was proposed by Dr. Florence Wakoko-Studstill (Chair, Diversity Committee) and Kenneth Crooks (Retired Executive Program Officer, OneColumbus).

The Diversity Conference was held in the Cunningham Center in March 2012 and March 2013. In 2013, it was held on March 21-22 (Thursday-Friday). The speakers were Dr. Stephanie Jones (University of Georgia professor, speaking on Poverty & Educational Opportunity: An Invitation to Talk About Class) and Mayor Eddie Lowe (Phenix City, speaking on Confronting Challenges & Lessons Learned). There was a panel discussion (Mayor Tomlinson, CSU Faculty, and Dr. Stephanie Jones) with time for questions and break out groups for small group discussion.

Michelle then added that they would like to improve the event by encouraging faculty and staff to attend and help plan the event. The floor was then open for discussion of how this area could be improved. Kat asked what capacity of help would they like to receive from faculty and staff. Michelle stated that any help in planning would be appreciated. It was noted that the event should be more promoted. There were a variety of ideas given, such as communication through Public Relations, a press release to the Ledger, contact those in charge of listservs on campus, and have Staff Council help with planning. Laurie mentioned that it could be promoted as a

professional development event in order to help justify leaving work. Patricia Lassiter and Dana McGlon volunteered to assist on a committee for the next event in 2014.

#### **B. Bylaws (Kat)**

Kat proposed suggested amendments to the verbiage of Article V. The original and proposed changes can be found at the end of these minutes. The proposal is to review and amend Article V in reference to scholarships and grants. The main concerns are to change the guidelines so that SC is not locked into giving an exact number of scholarships and grants. It was also suggested that the \$150 limit is a mindset and that the verbiage to reflect that *no less than \$150* would be awarded *2-3 semesters per year*. Other recommended revisions included the student stating their purpose of pursuing their degree, removing the Continuing Education portion that includes a 25% discount, adding verbiage that reaffirms that the council will award scholarships as funds allow, and that all amounts are subject to a 2/3 vote. Nicole mentioned that she would like to see a rubric created in order to define consistently why we are awarding that could be used when reviewing the student's reason for applying. It was also requested that we change the verbiage to state that an unofficial transcript is acceptable to prevent the student from having to pay for their transcript. Motion was then made to table the subject until the next meeting where it is to be voted on. Motion stood.

Motion was then made to table items ii. and iii. until the next meeting. Those items are to discuss forming an ad hoc bylaws committee and discuss the notion of an official webmaster position. Motion stood.

#### **C. Nominations (Nicole)**

Nicole reported that Laschica Thomas, Jessica Gonzalez-Armstrong, and herself made the Elections Committee. They met and made recommendations for appointments. The floor was opened and nominations were made as follows:

- Chair Elect – Debby Mayo
- Secretary – Dana McGlon
- Assistant Secretary – Jessica Gonzalez-Armstrong
- Financial Officer – Kat Cannella
- Unofficial Webmaster - Jenny Alberti

The committee's chairs were then filled. They are as follows:

- Staff Service Award – Laurie Jones
- Fundraising – Debby Mayo
- Staff Appreciation – Dana McGlon
- Staff Development – April Radomski

All nominations were then approved and the floor was closed to further nominations.

### **VIII. ANNOUNCEMENTS**

- A.** Nicole mentioned she would not be in attendance at the last meeting and encouraged everyone to keep moving forward. She is very proud of the accomplishments Staff Council has made this year.
- B.** Kat informed everyone that Continuing Education would be collecting household items for the upcoming Activate Camps. This list can be obtained by e-mailing Kat.

**IX.** Meeting adjourned at 11:15 am.

Respectfully submitted by Jenny Alberti

## **ARTICLE V (Original Version)**

### **Scholarships and Grants**

A. Book Scholarship - The Staff Development and Scholarship Committee shall award their Book Scholarship (funded from activities sponsored by the Staff Council) during the academic year to three (3) Columbus State University Staff Employees. This award shall be for \$150 (a semester) for two of the three semesters, as selected by the recipients.

The requirements to apply for this award are as follows:

1. Must be a benefits-eligible employee of Columbus State University
2. Must have completed two semesters at an accredited institution
3. Must maintain a cumulative GPA of 2.5.

Criteria for awarding scholarships will be based on a written essay (minimum of 250 words) describing why the applicant should receive the scholarship, financial need, and the minimum GPA.

All applications should be submitted to the Staff Development & Scholarship Committee, along with the essay and a current transcript, no later than two weeks prior to the first day of fall semester. Once selection has been made, the committee shall notify the recipients in writing, with a copy to the Financial Officer of the Staff Council.

Upon proof of registration to the Financial Officer, the Financial Officer shall forward a memo to the Business Office requesting a semester check be issued from the Staff Council Book Scholarship fund.

B. Continuing Education - The requirements to apply for this award are as follows:

1. Must be employed by Columbus State University as benefits eligible employee.
2. Only one discount of 25% (up to \$75) per employee, per year on any course offered through Continuing Education Services.
3. The discount can be applied to the employee's immediate family. Immediate family refers to the employee, the employee's spouse, the employee's children, employee's grandchildren or employee's foster children.
4. Applications can be obtained from the Intranet or Continuing Education (call (706) 568-2023) and must be signed by the employee supervisor to verify employment.

Applications may be obtained from the Staff Development & Scholarship Committee Chair.

This program shall be based on first-come, first-served basis.

C. Staff Development Grants - Proposals for Staff Development Grants should be directed to the Staff Development & Scholarship Committee Chair, who will present them to the entire Staff Council at the first meeting after receipt of the proposal. Any program that promotes professional development and career advancement shall be considered for Staff Development Grants. Proposals must be approved by a two-thirds majority vote of the members present. Funds for approved Staff Development Grants may be reallocated from the Staff Council Book Scholarship fund at the discretion of the Staff Council, by a 2/3-majority vote of the members present.

## **ARTICLE V (Proposed Revised)**

### **Scholarships and Grants**

A. Book Scholarship - The Staff Development and Scholarship Committee shall award Book Scholarships (funded from activities sponsored by the Staff Council) during the academic year to Columbus State University Staff Employees as funds permit. This award shall be for two of the three semesters of an academic year, as selected by the recipient(s). The award shall not be for less than \$50 per semester.

The requirements to apply for this award are as follows:

1. Must be a benefits-eligible employee of Columbus State University
2. Must have completed two semesters at an accredited institution
3. Must maintain a cumulative GPA of 2.5.

Criteria for awarding scholarships will be based on a written essay (minimum of 250 words) describing what the applicant is studying and what, if anything they plan to do with the knowledge or degree once studies are complete, why the applicant should receive the scholarship, financial need, and the minimum GPA.

All applications should be submitted to the Staff Development & Scholarship Committee, along with the essay and a current transcript, no later than two weeks prior to the first day of the upcoming fall, spring, or summer semester. Once selection has been made, the committee shall notify the recipients in writing, with a copy to the Financial Officer of the Staff Council.

Upon proof of registration to the Financial Officer, the Financial Officer shall forward a memo to the Business Office requesting a semester check be issued from the Staff Council Book Scholarship fund.

B. Staff Development Grants - Proposals for Staff Development Grants should be directed to the Staff Development & Scholarship Committee Chair, who will present them to the entire Staff Council at the first meeting after receipt of the proposal. Any program that promotes professional development and career advancement shall be considered for Staff Development Grants. Proposals must be approved by a two-thirds majority vote of the members present. Funds for approved Staff Development Grants may be reallocated from the Staff Council Book Scholarship fund at the discretion of the Staff Council, by a 2/3-majority vote of the members present. Due to the level of funds available at the time the request is received for review, partial amounts of requested grant funds may also be awarded by the approval of a two-thirds majority vote of the members present.