

**MINUTES OF CSU STAFF COUNCIL MEETING**  
**Thursday, August 2, 2012**

**ATTENDANCE**

Members Present: Jennifer Alberti, Kat Cannella, Theresa Conklin, Terri Conner, Amber Dees, Annette Evans, Ketih Grier, Jessica Gonzalez-Armstrong, Crystal Jones, Laurie Jones, Karen Kinard, Dana McGlon, David Mitchell, Christine Murphey, Patsy Redmond, Mark Ridley, Michele Scott, Libby Smith, Eric Van Bibber, Bethany Yandell

**I. CALL TO ORDER**

Nicole de Vries presided over the meeting and called the meeting to order at 10:00 AM.

**II. INTRODUCTIONS**

Everyone introduced themselves to the group.

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

Minutes of the previous meeting were approved as earlier submitted.

**IV. FINANCIAL REPORT**

Book Scholarship – Not given                      Foundation - \$491.56

- A. Kat proposed a rough budget to provide for funding for staff council. It was stated that it would potentially fund travel and other expenses. Kat stated that she would like to do more with staff appreciation, which would need more funding. Overall, Kat would like to see growth in the general budget to provide wiggle room to move money where needed. Kat asked for help in outlining a more legitimate budget.

There was discussion of state funding for staff council. Nicole stated that the state funding that is given to Staff Council is directed to the Book Scholarship fund because it has to be directed to a foundation account. Nicole asked to speak with Tom Helton about more state funding and it was agreed upon.

**V. COMMITTEE REPORTS**

**A. WELCOME COMMITTEE (Laurie Jones)**

Laurie reported that in addition to the orientation for new employees that Human Resources gives, there will be a Staff Council tour given. This will provide the employees with a chance to widen their network, meet the President staff, and learn about CSU. The next tour will be in September. Staff Council members are encouraged to attend to meet and talk with the new employees.

**B. STAFF DEVELOPMENT AND SCHOLARSHIP COMMITTEE (Kat Cannella)**

Kat reported that this committee is designed to provide opportunities, i.e. workshops, for CSU employees. She reported that this committee has been overlooked and asked for members to step up and grow this committee. Nicole suggested a brown bag lunch to discuss financial aid forgiveness for public employees.

**C. ELECTIONS COMMITTEE**

A description of this committee was given for anyone interested in joining.

**D. STAFF APPRECIATION COMMITTEE (Kat Cannella)**

Kat gave a description of the committee in effort to gain volunteers. She stated that it is fun to serve and see the effects of what you do. She reported that there was good feedback from the recent appreciation event. Kat stated that this committee is open for new and creative ideas.

**E. FUNDRAISING COMMITTEE (Bethany Yandell)**

Bethany Yandell gave examples of prior fundraising events and future events, i.e. the fall bazaar and upcoming bar-b-que sale. She reported the date for orders to be turned in was August 17 by 11:00 and they were to be picked up on August 31. The cost to Staff Council for the Boston Butts was \$10 and a final sale price of \$15 was decided on. David Mitchell offered future support for this committee and a variety of ideas for fundraisers including gift cards and meal tickets for the bookstore and Chick-fil-A. Bethany also reported that there will be an upcoming sale of T-shirts.

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

Laurie reported that there were reviews in process now. Since there had not been any for the previous year they will present 4 awardees at one time, then they will return to a quarterly pattern. A notice is to be given in the In the Know. Nicole encouraged volunteers for the committee.

**VI. PRESIDENT'S COUNCIL REPORT**

Nicole de Vries reported that President's council discussed revamping visitation and tours. It was reported that there would be housing orientation August 6 & 7. All housing for fall semester is fully occupied. Also reported was that there was discussion of the need for creative ways to meet housing demands.

## **VII. OLD BUSINESS**

### **A. SALARAY STUDY (Laurie)**

Laurie Jones reported that this study is being considered in phases. The previous fiscal year was Phase 1 and it will take several years to complete these phases and cover all salary needs. Laurie reported that the first round has been implemented and they are ready to move to the next clear stage in the process. She reported that in order to meet all needs the recipients of the first round of raises would receive it in 2 implementations. The first to be implemented in July and the other half in January. All recipients were notified and supervisors have all information for those in their departments. It was noted that a salary structure and all salary structures would be made available by the end of the year. Phase 2 should address employees not at the 90% mark.

### **B. INK CARTRIDGE PROCESS (Nicole)**

Nicole confirmed that Staff Council's collection of ink and toner cartridges is underway and the process is as follows. The cartridges are to be collected at the warehouse by Plant Operations. E-quests can be placed to arrange pick up. A student assistant will pick them up from the warehouse and they will be sorted and sent to the recycling company. All proceeds will be directed to Staff Council.

### **C. STRATEGIC PLANNING COMMITTEE (Shana Young)**

Shana gave a description of the committee and explained that it devised of faculty and staff from all divisions of CSU. The process will be to identify weaknesses and treats, form a strategic plan, hold a capital campaign after the first of the year, and go through the information that has been compiled. Surveys were passed out that asked to rank the top 5 strengths, weaknesses, threats, and opportunities given at CSU. She reported that an online survey would be given. Concern was raised about separating faculty and staff in group sessions so that they may speak freely. Focus meetings will review what needs to edited in the plan.

## **VIII. NEW BUSINESS**

### **A. CCSSC MISSION**

The November 1 meeting will be held at the CCSSC at 10:00 am for a team building exercise.

## **IX. ADJOURNMENT**

Meeting adjourned at 11:15 a.m.

Respectfully submitted by Jennifer Alberti