

MINUTES OF CSU STAFF COUNCIL MEETING
Thursday, October 4, 2012

ATTENDANCE

Members Present: Amy Babcock, Kat Cannella, Theresa Conklin, Amber Dees, Keith Greer, Casey Hergett, Nicole de Vries, Annette Evans, Jessica Gonzalez-Armstrong, Crystal Jones, Karen Kinard, Jay Knape, Debby Mayo, Dana McGlou, David Mitchell, Christine Murphey, April Radomski, Carolyn Rockeymore, Michele Scott, 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. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Minutes of the previous meeting were approved with one correction submitted by Kat Cannella. The deposit noted in the earlier minutes for \$670 should be \$660.

III. FINANCIAL REPORT

State - \$247.77

Foundation - \$139.54

Kat Cannella reported that funds from the Boston Butt sale were deposited into the wrong account. This is being corrected and should give the foundation account a corrected balance of \$799.54. The state account has an outstanding check, which will leave a balance of \$130.16.

The foundation account has been re-named from "Book Scholarship" to "Staff Council Support Fund". Kat is waiting to hear back from Bert Lyman to schedule a meeting to discuss the state account and how it works.

A budget request of \$2600 has been made to Tom Helton, VPBF, to be used for travel to statewide meetings and staff appreciation events.

The sum of \$200 has been raised to date through the toner recycling project. This sum is pending receipt.

IV. COMMITTEE REPORTS

A. WELCOME COMMITTEE

Crystal Jones and Annette Evans reported for Laurie Jones and stated that there was a good turnout at the recent Welcome Breakfast and Tour for new staff.

B. STAFF DEVELOPMENT AND SCHOLARSHIP COMMITTEE

Kat Cannella recommended that, based on the current account balances, no awards be made. Regarding staff development, a financial literacy workshop is being proposed for early November.

C. ELECTIONS COMMITTEE

Nicole de Vries suggested that this be tabled until spring when elections will be held, as there is no committee at the moment.

D. STAFF APPRECIATION COMMITTEE

Dana McGlou reported as the new chair of this committee that donuts and coffee would again be served at the next event which will be held on 13 November. She obtained quotes and found that Golden Donuts is the cheapest at \$3/box with the purchase of 15 or more boxes. Including the purchase of coffee, she gave an estimate of \$65 for the cost of the event. Nicole stated that she would like to again use the comment cards. She felt it gave staff a way to socialize while the completed the cards and are the donuts. Kat felt that people enjoyed giving their feedback. Nicole volunteered to deliver the donuts to the Riverpark campus.

E. FUNDRAISING COMMITTEE

Bethany Yandell reported that the committee met and came up with a number of new fundraising ideas including smaller, seasonal sales as well as one or two larger sales. The ideas were presented for feedback and consisted of:

(1) Pumpkin/Bagel/Muffin Sale – October

David Mitchell suggested taking orders in advance and delivering the items. It was decided that orders would be due by 19 October, with deliveries on Fri., 26 October.

He also suggested providing multiple items for a discounted price.

(2) Donut Sale – December

It was decided that this would not be pursued, as there will be many events and gatherings taking place where food will be served during this month due to the holidays.

(3) T-shirt sale – Jan/Feb or Apr/May

Suggestions were to sell these during spring semester, have multiple color options including neon/CSU/bright colors, or to sell shirts around Mother's or Father's Day to include child sizes and sell the shirts as a package.

(4) March Madness Brackett Pool – March

Bethany indicated that there is an online site that can be used to manage this. She suggested a small fee for people to take part and, based on how much is taken in, the winner could receive a \$100-\$200 award.

(5) Easter Ham Sale – March

Bethany suggested that hams be purchased from Mike & Ed's, to be sold as with the Boston Butts previously. She also suggested purchasing a few extra hams to take care of impulse sales. The membership agreed that this would be a good way to generate extra funds.

(6) Chill Fundraiser – Apr/May

Bethany indicated that *Chill* will donate up to 20% of the proceeds from a set date for our fundraiser. Students, faculty and staff would be encouraged to make a purchase at *Chill* on a certain date. *Chill* would provide the promotional kit which staff council would distribute.

David Mitchell also indicated that Staff Council could set up a table during One CSU day / Earth Day. Nicole suggested that a "green-themed" t-shirt could be sold. Any suggestions for t-shirt designs should be presented to the membership.

F. STAFF SERVICE AWARD COMMITTEE

Amber Dees reported that awards were made and that 4th quarter nominees will soon be chosen. It was asked whether or not an announcement for nominations can be placed in the "In The Know" email. Amber will follow up on that. Awardees are posted on the HR and Staff Council websites.

V. PRESIDENT'S COUNCIL REPORT

Nicole de Vries reported on the last meeting. The importance of role audit and excessive student absences was discussed. Also mentioned were faculty study abroad opportunities which would consist of shadowing faculty at foreign institutions. Nicole would like to look into staff having this opportunity as well. It was suggested that Michael Johnson be invited to speak on the auditing process.

VI. OLD BUSINESS

A. SUSTAINABILITY COMMITTEE

Nicole de Vries reported that we have already generated \$200 from the toner recycling initiative. The vendor that handles this is now accepting all types of toner cartridges and now also accepts electronics including cell phones, etc. Nicole will send out an email with this information. If funds continue to come in from this source, a Staff Grant can possibly be implemented. David Mitchell asked if students have been informed of the toner recycling option. Nicole will check on getting that information to students as well. Carolyn Rockeymore, Superintendent of Custodial Services, indicated that the regular cleaning crew in each department can pick up any empty toner cartridges for recycling. All that is needed is to place a note on the cartridges that need to be picked up and place them in a location where the crew will see them. An eQuest will not need to be submitted.

B. STATE-WIDE STAFF COUNCIL MEETING

Nicole de Vries reported that she attended this meeting recently held in Statesboro. She shared the toner recycling idea with other staff council groups. The meeting included leadership workshops. There was discussion about changing the name from "statewide" to "USG" Staff Council. Nicole was selected as the webmaster for the group. Official recognition was given to staff council by the USG, which means this group now has an equal voice along with faculty. She heard some ideas on how to make the agenda for staff council meetings more action-oriented which she will share with Jenny Alberti, secretary for the group.

VII. NEW BUSINESS

A. Ad Astra / Cougar Scheduler

Nicole de Vries stated that it was brought to her attention that this system is not working efficiently for administrative staff. She asked for input from anyone on this issue. Kat Cannella indicated that Susan Henderson-Smith in her department has many issues with the system and it does not seem to function well at all for her. Nicole indicated that the problems seemed to arise when there were two larger events scheduled on the same day, of which Logistics was not aware. Since then, the system has been updated and all events in all rooms on campus need to be logged into this system. Christine Murphey stated that she is also having many issues since the system was updated over the summer. When asked if other members were having issues and are using other ways to track events and room bookings in their areas, several members raised their hands. Nicole stated that it needs to be determined where the problems lie before the system issues can be addressed. She is attending an AdAstra User Conference the end of the month, along with John Crowe and she will discuss this further at that time. Christine is to contact Susan Henderson-Smith to obtain information on specific events or issues that have caused her problems, to use as examples.

B. Space Mission for November meeting – Coca Cola Space Science Center

Nicole de Vries announced that there are approximately 8 people signed up for this team-building mission. Nicole will send out an email with details about the date and time asking for additional sign-ups.

VIII. ANNOUNCEMENTS

Casey Hergett announced that UITS has launched a project to upgrade CougarNet. This will also be used as an opportunity to do a re-design and leverage new technologies that are available. A steering committee will be set up to include staff representation. He will email the membership for volunteers.

Bethany Yandell announced that there will be a pie toss today at 12pm in front of CCT sponsored by the Marketing Club. Throw a pie at a professor for \$1.

IX. ADJOURNMENT

Meeting adjourned at 10:53 a.m.

Respectfully submitted by Christine Murphey