

MINUTES OF CSU STAFF COUNCIL MEETING
Thursday, February 7, 2013

ATTENDANCE

Members Present: Jennifer Alberti, Nino Bradley, Kat Cannella, Theresa Conklin, Amber Dees, Nicole deVries, Keith Grier, Vicky Haigh, Laurie Jones, Ruthie Jowers, Karen Kinard, Jay Knape, Patricia Lassiter, Dana McGlon, David Mitchell, Christine Murphey, Mark Ridley, Carolyn Rockeymore, Michele Scott, Lashica Thomas, Eric Van Bibber, Johniqua Williams, Bethany Yandell, Laura Douglas

I. CALL TO ORDER

Nicole deVries presided over the meeting and called the meeting to order at 10:03 AM.

II. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Minutes of the previous meeting were approved as amended with corrections to the open parking times, which are 5:00 pm – 6:00 am.

III. FINANCIAL REPORT

CSU Support Account - \$331.76

Foundation - \$924.54

Kat Cannella reported that the name of the Book Scholarship account has been changed to the CSU Support Account. Kat made a general recommendation to keep the Foundation Account with a minimum of \$500 to help fund activities up front. This issue is to be further discussed at the Match meeting. Nicole also recommended that the Financial Officer from this year meet with the next incoming Financial Officer to go over general rules.

IV. COMMITTEE REPORTS

A. STAFF DEVELOPMENT AND SCHOLARSHIP COMMITTEE (No Report)

Nicole recommended that for the upcoming year someone outside of Human Resources could oversee this committee to reduce the stress of HR.

B. DEVELOPMENT AND SCHOLARSHIP COMMITTEE (Kat)

Kat reported that the next staff development opportunity would be a Lunch n Learn held on February 21 in Schuster 130 on effective communication.

A motion was made to discuss under New Business an amendment in the bylaws to provide 3 scholarships per year as the budget allows.

C. FACULTY / STAFF APPRECIATION (Dana)

Dana reported that the next event would be on April 19 from 4:30 – 6:30 to better accommodate those working late shifts. There will not be one held at the River Park Campus as there are no evening workers located there. The details of the event had not yet been decided upon and would be based on the funding available.

Next Dana reported the questions to be included on the next survey. They are as follows. 1.) What do you enjoy most about working at Columbus State University? 2.) What changes can you envision for your department in the foreseeable future? 3.) If you could change anything at CSU to make it a better place to work, what would it be? Please be specific.

The following recommendations were made from the council. 2.) What changes do you see in your department in the foreseeable future? 3.) If you could change anything in your department to make it a better place to work, what would it be? Please be specific.

A recommendation was made for this event to be even better to make up for previous events to those who had not been included. An idea was presented for there to be a raffle.

D. FUND RAISING COMMITTEE (Bethany)

Bethany provided the council with an update on the latest status of the Homecoming Tail-Gating Event to be held on February 16. She reported that a meeting was held the previous week for those who planned to help with the event and that e-mails had gone out with flyers and sale lists for the bar-b-que and t-shirts. Bethany asked that those taking orders would e-mail her every few days with updated t-shirt sizes to ensure that we had enough of each size ordered. Extras are to be sold the day of the event. A schedule for those working was passed around to finish filling it in. She reported that the drink issue had been resolved. Aramark would sell regular drinks at the event and we would not have to sell any. It was reported that t-shirt sales were going well and will be able to be

picked up on Friday, February 15. We will have 4 spots for tents to eat under and sell shirts. Tents would need to be set up the morning of the event.

E. STAFF SERVICE AWARD COMMITTEE (Nicole)

Nicole reported that Human Resources would begin to help with funding the Staff Service Awards. Human Resources will fund the next 2 awards then Staff Council will fund the following 2. She reported that a schedule would soon be made for the alternating of funding. It was also recommended that a chart of deadlines be created for future awards.

V. SHARED GOVERNANCE REPORT (Jay)

Jay reported that there will now be 5 seats held on the University Council by Shared Governance. A new handbook has been sent out and it was noted that Shared Governance was left out. Jay then asked about adding Shared Governance and University Council to the handbook. He was told that this version was to update existing policy and the next revisions will include additions to the handbook, such as Shared Governance and University Council. Changes are to be submitted to the Senate by spring. The final changes in the handbook will be released in late 2013.

VI. PRESIDENTS COUNCIL REPORT (Nicole)

Nicole reported that budget planning is under way and any cuts will be announced by summer.

She also reported that there was discussion of technical colleges evolving into community colleges. She expressed a concern for what could be confusion of the roles of technical colleges and universities in Georgia.

VII. OLD BUSINESS

A. Parking Garage Issues (Chief Rus Drew)

Chief Drew offered a presentation to the council to provide background information as to why the parking situation is as it is now. He reported that there are three times the amount of students as there are faculty and staff. Last spring University Police tested the parking space utilization at all times of the day. It reported that during peak times there was an average of 105 available spaces. This spring they are showing that during peak times we are at max capacity. The class schedules are one of the key factors of available parking. Currently there are parking assessments of faculty and staff taking place. They are also currently working with Residence Life on a zoning program to help keep students in dorms from driving their cars to main campus. Chief Drew also reported on a Space Utilization and Configuration Survey. This is a study of the campus by a traffic engineer to survey locations of faculty / staff parking. Feedback included discussion of how relocating some CSU departments downtown will continue to help relieve this issue. It was also stated that there was general concern amongst the faculty / staff about not being warned about being removed from the parking garage or given the opportunity to defend their case as to why we need parking in that area allotted to faculty and staff. Chief Drew clarified that the SGA president brought the issue to the Faculty Senate and the President's Council and the decision went up the administrative ladder. There was further questioning about where faculty and staff working on that side of campus should park and if the rules could change in the summer when attendance is much lower. Chief Drew said that they are taking in ideas for consideration addressing both issues. A motion was then made to readdress the President's Council to allow faculty and staff an opportunity to have a say in the matter and reconsider options. Motion carried. Nicole will address the issue with the President to attempt to add to the agenda for the next meeting.

VIII. NEW BUSINESS

A. Active Shooter Response Plan (Chief Rus Drew)

Chief Drew reported that after the recent shooting in Newtown, University Police was bombarded with phone calls asking what plans CSU has in place for shooter response situations. He reported that an Emergency Management Plan for CSU could be found online. He also reported there is an emergency operations team consisting of representatives from Public Safety, Public Works, Public Information, Human Resources, UITS, Student Affairs, and Academic Affairs. He also reported that there is an Active Shooter Response Protocol in place where CSU police go through active shooter training, which takes from 6 months to a year. This training model has been so effective that 2,000 other schools in the nation have adopted it. Chief Drew also reported that the CSU Public Safety will come to your department upon request to train for shooter response. Nicole recommended that this presentation be given at the next Staff Development session.

B. Diversity Programs (Johniqua)

Johniqua spoke to the council about the Diversity Program at CSU. She announced numerous events being held over the next few months including the Legacy Banquet on March 21, Soup for Substance on April 18, and The Skin I'm In on April 21. She reported that the students have noted they would like to see more staff presence at these events and encouraged everyone to attend. Discussion was then made and motion carried for Staff Council to purchase a table at the Legacy Banquet.

C. Due to time we were unable to discuss the earlier addition of changing the amount of book scholarships per year. Motion was then made to move this item to next month's agenda. Motion carried.

IX. ANNOUNCEMENTS

A. Georgia Staff Council to be held Friday, February 15 in Albany.

X. ADJOURNMENT

Meeting adjourned at 11:23 am.

Respectfully submitted by Jenny Alberti