

MINUTES OF CSU STAFF COUNCIL MEETING
Thursday, February 3, 2011

I. ATTENDANCE

Members Present: Bethany Yandell, Christopher Bryant, Kat Cannella, Crystal Jones, Laurie Jones, Jay Knape, Nicole Lee, Debby Mayo, Dana McGlon, Marlena Mobley, Mack Ragan, Liza Smith, Nicole de Vries

Excused Absences: Patti Brooks, Christine Murphey, Patsy Redmond

Special Guest: Glenn Stokes, Bill Sutley

II. APPROVAL OF MINUTES

The minutes were approved electronically on 2-7-11.

III. CALL TO ORDER

Kat Cannella presided over the meeting and called the meeting to order at 10:03 AM.

III. FINANCIAL REPORT

Book Scholarship - \$720.94

Foundation - \$400.32

IV. COMMITTEE REPORTS

A. WELCOME COMMITTEE

Laurie reported that the next welcome tour is scheduled for February 23rd.

B. STAFF DEVELOPMENT AND SCHOLARSHIP COMMITTEE

Chris reported that this committee met the week before last and will post different activities for staff this month and scholarship information.

C. ELECTIONS COMMITTEE

No report.

D. STAFF APPRECIATION COMMITTEE

Marlena reported that they are planning the next staff appreciation in the cafeteria for either March or April before final examinations.

E. FUNDRAISING COMMITTEE

Liza reported that they are still selling t-shirts for \$5.00 and plan to have a yard sale this spring at the ball field, main campus or at CCSSC.

F. STAFF SERVICE AWARD COMMITTEE

Laurie reported that they are catching up on 2010 with the last award presented to Darlene Cooper in the Library. Laurie also announced ideas to elevate the program such as nominating candidates more frequently as well as posting on the Provost page.

G. ENVIRONMENTAL COMMITTEE

Nicole reported that this committee met last week with the Clean Air Alliance. Employees can sign up online to qualify for prizes. Plant Operations is also working to provide a proposal to distribute pamphlets to revise the shuttle routes to allow for more stops.

V. OLD BUSINESS

A. SALARIES STUDIES COMMITTEE UPDATE

Kat reported that this committee met and officially sent out a request for bids to have an agency assist with salaries.

B. TAP & REC. CENTER USAGE

Mac Ragan who is an employee of CSU is participating in the TAP (tuition assistance program) and was not allowed to use the recreation center because he had not signed up for staff membership and did not pay the Recreation Center fee because it was waived through the TAP program. Mack explained that he is taking a required wellness course which requires a lab (to work out in the Recreation Center) with a lab fee which he has paid. When he tried to use the Recreation Center, he was denied access. He did contact Tom Helton via email and Mr. Helton's reply was that if faculty and staff wish to use the Recreation Center, they must pay the membership and join, just as the students are paying the Recreation Center fee. General consensus was mixed on this topic and Kat proposed to table the discussion until a subcommittee could be formed to outline a letter of suggestion to Tom Helton on possible ways that students such as Mack Ragan can get around this type of red tape. Kat will send an email to a few people to discuss this further.

C. COURSE EVALUATIONS – Electronic vs. Paper

Glenn Stokes explained to the committee that half of the students are not responding to the online survey which is concerning faculty and effecting their ability make formative and evaluative observations of students and academic teaching skills. Because of this, faculty senate formed a committee to see which type of evaluation method would work better and it was determined that the paper evaluations were the best method. Logistics have not been worked out yet but he expects the shift back to paper will occur this fall when the contract for digital measures opt out options become available.

VI. NEW BUSINESS

A. DOMAIN CHANGE

Jay Knappe reported that the domain change will first take place on April 22nd at 5:00 p.m. which is one week before finals. Email addresses will change and colstate emails will be forwarded to new account. Senders will not receive notifications that their email has been forwarded to the new address. For the first three months the old emails will be forwarded to the new email address automatically until August 2nd and after this date we lose the forwarding process. Bill Sutley explained that there is a section in cougar net under settings which explains how to add a line to your signature informing email recipients to add a message such as “My email address will be changing as of August 2, 2011 to lastname_firstname@columbusstate.edu. Anyone wanting a special name put in can enter an equest to have this done. Mack Ragan will also hold workshops on how to change out old addresses on smart phones and instructions will also be available online.

B. 2011/2012 HOLIDAY SCHEDULE

Laurie Jones distributed two proposals for the 2011/2012 Holiday schedule. Proposal #1 for December 2011 would have paid holidays from December 19-23 with campus reopening December 26-30. Proposal #2 for December 2011 would have paid holidays from December 19-23 with campus closing December 26-30 giving employees the option of either taking leave days or not getting paid for the days that campus will be closed. Proposal #1 for December 2012 would have paid holidays from December 24-31st. The 31st would be an additional holiday if we do not close for New Year’s as it falls on a Sunday. Proposal #2 for December 2012 would have the campus closed December 17-21st giving employees the option of taking leave on those days or opting to not get paid for the days that campus will be closed and December 24-31 will be paid holidays with additional holiday available if we do not close for New Year’s as it falls on a Sunday.

Laurie Jones is asking for feedback by mid February so they can go ahead and solidify the schedule for the next two years.

D. HOST USGSC STATEWIDE CONFERENCE IN THE FUTURE?

Kat opened a motion to make a bid for CSU to host this conference before 2015 pr 2016. Motion was accepted and Nicole Lee will attend the next meeting and provide feedback.

VII. ANNOUNCEMENTS

Nicole de Vries won Jaycee of the Year at the state level.

Next Staff Council Meeting will be held on March 3rd in the conference room on the 3rd floor of Richards Hall.

Meeting adjourned at 11:20 am

Respectfully submitted by
Dana McGlon