

MINUTES OF CSU STAFF COUNCIL MEETING
Thursday, September 3, 2009

I. ATTENDANCE

Members Present: Jessie Hudson, Angela Johnson, Crystal Jones, Jay Knape, Ray Lakes, Nicole Lee, Marlana Mobley, Christine Murphey, Kimberly Riley, Liza Smith, Rita Snell, Norman White.

Excused Absences: Patti Brooks, Kat Cannella, Patty Chappel, Debby Mayo, Bernard McCrary, Dana McGlon, Patsy Redmond

II. CALL TO ORDER

Liza Smith called the meeting to order at 10:03 AM. The minutes from the August meeting were accepted as submitted.

Dr. Inessa Levi, Provost, greeted the group. She thanked staff council for the important work the group does. She stated that an objective of CSU as a university community is to work together to recruit, educate and graduate students and this group is a big part of that. Staff also provides a welcoming, supportive environment for students and is the face of the university. CSU can be an example to other universities in the way we serve students and work together. She asked for any questions. Nicole stated that Dr. Levi mentioned the importance of staff development during on-campus interviews when she first applied for the provost position. She asked for a meeting with Dr. Levi to discuss ways to increase funding for staff development opportunities. Dr. Levi agreed to such a meeting, if it would include Laurie Jones, Director, HR, at which time she would be glad to discuss this issue further. Dr. Levi asked for a volunteer to represent staff council on a committee of academic departments. Nicole volunteered to do so, with Liza as an alternate.

III. FINANCIAL REPORT

Book Scholarship - \$1,842.03

Foundation - \$492.05

IV. COMMITTEE REPORTS

A. WELCOME COMMITTEE

No report.

B. STAFF DEVELOPMENT AND SCHOLARSHIP COMMITTEE

No report.

C. ELECTIONS COMMITTEE

No report.

D. STAFF APPRECIATION COMMITTEE

Nicole contacted Simone (former chair of this committee) who sent her information on previous events held. Nicole will: check the warehouse for supplies on hand, contact members for assistance as needed, check the CSU calendar to schedule the next event. She stated that she would like to have a chili cook-off next fall (2010) to increase revenue. There would be a prize and entrants would be asked to pay a space fee, which funds would go to staff council. This would replace the donuts and coffee event that is usually held during the fall. Nicole is to meet with Tom Helton to discuss the types of revenue-producing fundraisers that can be held. Norman suggested a staff appreciation day similar to the one held at Auburn University where he worked previously, with events from 2-5pm and a t-shirt giveaway.

E. FUNDRAISING COMMITTEE

No report. Nicole, however, stated that she is researching ideas on how other universities unite their campuses through events, in order for CSU to do the same. Uniting main campus, Riverpark, West Point and Ft. Benning is very important. She suggested a fall festival where admission could be charged. It was also suggested that the Theatre Dept. be brought in to put on a skit in order to draw people to the event and possibly hold a garage sale at the same time. This could draw many different people from CSU as well as the community.

F. STAFF SERVICE AWARD COMMITTEE

No report.

G. ENVIRONMENTAL COMMITTEE

No report.

V. OLD BUSINESS

A. MEETING PROCEDURES

For the benefit of those who were not present at the last meeting, Christine mentioned the meeting procedures once again. It was requested that members ask to be recognized before speaking and not talk amongst themselves during meetings in order to ensure that the minutes properly reflect items discussed.

B. COMMITTEES SIGN-UP

Liza stated that sign-up sheets for committees would be passed around again to give others an opportunity to take part in committees. Rita stated that she wished to assist with the tours for new employees on the Welcome Committee, she is already a member of this committee.

C. BARGAIN BLOG

Jay reported he is working with Public Relations to create a news website with a classifieds section. Offering a classifieds section would hopefully draw people to also read the news articles. This will hopefully be up in the next month.

D. STAFF COUNCIL REPRESENTATION IN ALL DEPARTMENTS

Liza is still working on this.

E. GOALS FOR NEXT YEAR - UPDATE

Liza is working with Nicole on this.

F. SEPTEMBER STAFF APPRECIATION EVENT – UPDATE

Nicole will work on this for discussion at the next meeting at which time date and details will be finalized.

G. 2009 CONFERENCE – CANCELED

Liza reported that the conference was initially canceled but it may now be held in a smaller format. Mr. Helton has still agreed to pay for 3 attendees. Liza will report as soon as she knows the date of the conference. Nicole stated that she wishes to attend, even if she must pay her own way.

VI. NEW BUSINESS

A. LINKING USG STAFF COUNCIL WEBSITE TO OURS

Nicole stated that she would like to have a link on our website to the USG Staff Council website. However, she has been unsuccessful in finding a contact person at the USG. Jay said he could help by contacting the webmaster at the university level and going from there. Nicole is working with Jay on updating and revising the current Staff Council website. Changes can be discussed in more detail at a future meeting. She would like to add an area that spotlights the members of staff council. She also suggested posting the meeting dates so any CSU staff can attend if they wish. A link to on HR website would also be helpful.

B. AD HOC MISSION/GOALS COMMITTEE – G.R.E.A.T.

Nicole has suggested updating the Staff Council mission and goals statements in order to be in sync with the changes made to the CSU statements and creating an ad hoc committee to do this. This committee would be called G.R.E.A.T. and would do the following:

- **Growth** - Arrive at a tag line for the Staff Council to increase membership across campuses.
- **Redevelopment** - Periodically review the Staff Councils mission statement, goals, and objectives in comparison to Columbus State University's Strategic Plan, in order to ensure that our progression is in alignment with that of the university as a whole.
- **Enhancement** - To generate a mission statement that will appeal to potential members and create unity and strength among current members.
- **Advocacy** - It is our greatest responsibility to create an environment where Staff can communicate their concerns directly or anonymously through the vehicle known as Staff Council. Whether it be a modification, accommodation, and/or creation of a process, we should have adequate means.
- **Team** - It is strictly my desire that this not merely be a task force or a committee, but a team. After all it was out previous chair, Lacey who said, "We want to be a strong advocate for the Staff and branded among campuses and in the community".

Nicole will e-mail Liza for further review of this, after which time it can be discussed further by the group.

C. TODD MYRICK – BART PRESENTATION

Todd Myrick, Director, Residence Life, presented information on the new BART (Behavior Assessment and Recommendation Team). This replaces TAC (Threat Assessment Committee). He stated that it was assessed from last year that most of their activity was due to referrals. Reports filed were referred to HR, the counseling center or campus police. The goal of the group is to give all CSU employees the feeling of safety on campus. If anyone feels uncomfortable about a situation they are in or a person they are dealing with, they may submit a report (which can be anonymous) by calling a representative (found on the flier or on the CougarNet main page) or by completing an online report (also found on the CougarNet main page). There is a space on the request for unknown individuals if the name of the person being dealt with is not known.

D. STEVE MORSE – NEW EVENT SCHEDULING PROCEDURES

Steve Morse, Director, Logistical Services, presented information on the new procedures for event scheduling, set-up and breakdown. He stated that the new Logistical Services department has been created in order to help organize and facilitate all campus events. The e-Quest system has been modified to include a separate area for logistical requests including table set-up, linen orders, clean-up and breakdown of events. A master calendar and request form for all campus events are in the works. Steve stated that his department needs to be on the front end of all events, not at the back end as they mostly are now, so the system is working toward that goal. They are trying to increase communication for event facilitation. The sooner they know about an event the better the planning, scheduling and resource availability will be. Future plans are for requestors to submit event requests directly into the system and not to contact the facilities administrators until logistical services has recommended the best facility for their event. They want ensure efficient use of all campus facilities. Therefore, it is crucial that they know about all events, even class schedules, in order to do so.

VII. ANNOUNCEMENTS

VII. ADJOURNMENT

Meeting adjourned at 11:05am

Respectfully submitted by
Christine Murphey