

**MINUTES OF CSU STAFF COUNCIL OFFICERS' MEETING**  
**Thursday, July 1, 2010**

**I. ATTENDANCE**

Officers Present: Kat Cannella, Nicole Lee, Dana McGlon, Christine Murphey, Christopher Bryant, Liza Smith

Excused Absence: Crystal Jones

Special Guest: Jay Knape

**II. CALL TO ORDER**

Kat Cannella called the meeting to order at 10:00 AM.

**A. INTRODUCTION OF NEW OFFICERS**

New officers are:

Kat Cannella, Chair  
Nicole Lee, Chair-Elect  
Dana McGlon, Secretary  
Christine Murphey, Assistant Secretary  
Christopher Bryant, Financial Officer

**B. MEMBERSHIP**

**1. Current committees/chairs/members**

Kat circulated a print out from the staff council website with a listing of current committees, chairs and members as well as a listing of academic and administrative departments with the purpose of finding out what staff we are missing to represent for their area.

**2. Current colleges and departments as a result of organizational restructuring.**

**College of Arts (C.O.A.):** Art Dept., Communication Dept., Schwob School of Music, Theatre Dept.

**D. Abbott Turner College of Business and Computer Science:** Accounting & Finance Dept., Management and Marketing Department, TSYS School of Computer Science; **Centers and Outreach:** Center for Regional Economic Development.

**College of Letters and Sciences:** Biology, Chemistry, Criminal Justice and Sociology, Earth & Space Science, English, History and Geography, Mathematics and Philosophy, Modern & Classical Languages, Political Science & MPA Program, Psychology, Centers and Outreach: Command College, McCullers Center for Writers & Musicians, S.T.E.M. Initiative

**College of Education and Health Professions:** Counseling, Foundations & Leadership, Health, Physical Education, and Exercise Science, School of Nursing, Teacher Education; Centers and Outreach: Center for Quality Teaching & Coca-Cola Space Science Center, Columbus Regional Math Collaborative, CSU Internet Mathematics Contests, Oxbow Meadows, Partner School Network Learning, Center for Assessment & Reading Education.

**VPAA Services to include Auxiliary Services and Support Staff:** Basic Studies, Honors Program, Center for International Education, Servant Leadership Program, Military Science Department, Office of Sponsored Research, Office of Institutional Research, Academic Center for Excellence, UITS, Plant Operations, Student Affairs and Student Services to include Student Life and Enrollment Services, Business and Finance, Foundation.

**3. Determine what departments we need to recruit representation from.**

Right now we are taking a look at the current membership and figuring out what departments are not represented. Instead of going through each degree program to find representatives, it was talked about perhaps, requesting a certain number of people representing each college instead of each department. General consensus of the group was to have representation by college in lieu of departments. A notice will be sent out to all college deans requesting 3-5 representatives from their college which could be from any department from within the college. We will try to encourage an interdisciplinary representation; however, if for example, the College of Arts sends all five folks from the Music Dept. then at least they can communicate information from each meeting to their other fellow staff members within their college. This will require a change in our by-laws. We will write an amendment, bring it to the council by a 2/3rds majority vote and then amendments submitted to staff council members campus wide for approval by a simple majority of the staff members voting. What we can do is write our amendment and let attendees of the next staff council meeting in August approve it. Once approved, it will be sent out via email to staff and faculty and have a period for comments. If there is no dissention

after that then we can also post a survey on the notice board on the CSU website. If anyone disagrees they can let us know and we can consider it.

#### **4. How many staff representatives are sufficient?**

##### **Academic Staff**

College of Art: 2-3 representatives – all in favor.

College of Business: 1-2 representatives – all in favor.

College of Letters and Science: 5-7 representatives – all in favor.

College of Education & Health Professions: 2-3 representatives – all in favor.

VPAA Services to include Auxiliary Services and Academic Staff: 4-5 representatives – all in favor.

##### **Support Staff**

Plant Operations and various fields: 3-5 representatives – all in favor.

UIITS: 2-3 representatives – all in favor.

Student Affairs Services to include Student Life and Enrollment Services: 4-5 representatives – all in favor.

Business and Finance: 1-2 representatives – all in favor.

Foundation: 1-2 representatives – all in favor.

Before the next meeting Dana will type out a list of colleges and each department under each college on the academic side and on the support side. This list will be presented at the next staff council meeting and if approved, the list will be sent out to staff campus wide for dissention. This will also let staff know which category they fall under incase they would like to volunteer to be a staff council representative for their area. Dana will use the online campus directory as a source for this information.

Kat ask for 1-2 people to volunteer to re-write the text and by-laws regarding member representation. Waite until Dana is finished with the updated list so that it can be used as a guide but we will need to amend the by-laws.

#### **C. COMMITTEES**

Kat stated that we are not staffing the committees right now because we are staffing our council. A discussion was held to find out if the current committees are still current and viable and all current committees were voted in to continue. Kat also would like to have all committees to present their goals for the next 12 months with at least one pet project. No new committees were suggested.

#### **D. PLANNING**

##### **1. USG/CSU FY 2011 Budget Review**

Kat attended the President's Cabinet Meeting held in June and gave a recap of the meeting. Budget cuts were discussed at the USG level and there were very last minute cuts. This has never happened this late into the budget year and with ten days to go, they cut another 10%. Kat sent an email out to her department as well as to the staff council officers recapping the type of cuts we can expect to see at CSU and what kind of preplanning we at CSU can do this late in the game to avoid additional cuts to include what we can expect in the next fiscal year. The picture is still pretty grim but we have done our part as far as planning for the future, making sure that our budget is a truer reflection of our actual cost. Our kind of rainy day fund at the University level is very small for fiscal year 2011. They were talking about an approximate 80 million dollar budget and our safety net is something like fewer than 2 million which is very small should tax revenues continue to fall or power rates go up. On the upside, after fiscal year 2011, things hopefully should look up again. We will have repaid stimulus money back to the government and hopefully tax revenues should increase by then. The economy is turning around somewhat but we have another year of keeping our belts tightened. Overall all they are actively managing our budget and trying to plan appropriately.

##### **2. Establish goals for FY 2011 – What do we want to achieve as staff council?**

Kat would like to see increased awareness of staff council to let people know what staff council is. She would also like to commit to providing at least three staff appreciation events a year during fall, spring and summer semester, commit to hosting three fund raising events a year during fall, spring and summer semester, increase the awareness of our book scholarships and give out all of our scholarships that we will fund this year and educate our membership on how they can be good messengers by transmitting information back to their departments and understand what their role as a staff council representative is.

**3. Standing projects**

- Nicole suggested creating and maintaining an online monthly newsletter to increase awareness on campus of our organization. The main page of the newsletter will contain a letter from the chair discussing our mission, goals and objectives. The newsletter will also include a summary of the minutes for each month and the actual minutes to be linked to the newsletter as well as other staff council related events. Nicole has agreed to create the newsletter and spearhead this project.
- Partner with St. Francis for the Hearts for Heart Campaign in February. This campaign will provide the CSU community and local community of cancer awareness and general education.
- Continue staff appreciation events, garage sale, boston butt sale, etc.

**4. Ad Hoc Committee (GREAT)**

Nicole reported that she received positive feed back from the last presentation which was fine tuned when Liza was chair. Nicole suggested that we list our objectives in alignment with Present Mescon's strategic goals creating a larger desire for more people to become involved with the mission. Kat will work on the incorporation of what the committee came up with into our mission statement and bylaws. We want to have this ready for presentation approval by August.

**III. ADJOURNMENT**

Meeting adjourned at 10:56am

Respectfully submitted by  
Dana McGlou