



**Columbus State University**  
**Staff Council Meeting Minutes**  
**March 2017**

*Attendees: Potiphor Alexander, Dawn Bates, Anne Brown, Kaylen Deal, Talley Dentzau, Farrel Dobbins, Keith Grier, Kristin Griffin, Samantha Gurski, Karla Huie, Tamara Jenkins, Laurie Jones, Crystal Jones, Ruthie Jowers, Karen Kinard, Ashley Lee, Jennifer McCollough, Tamika McKenzie, David Mitchell, Sherri Nagamatsu, Scott Norman, Asmita Piya, Danielle Roper, Kim Rozycki, Bryan Senior, Lashica Thomas, Ryan Todt, Eric VanBibber, Dustin Worsley, Craig Burgess, Jesse Chariton, Jacques Wells*

- I. Call to Order: 10:04 am
- II. Approval of minutes from February meeting – Approved with no amendments
- III. Speakers
  - a. **Ric Barrow**, *Director of Risk Management* – Minors on Campus Policy and Code of Conduct
    - i. Recommended to keep to 10:1 ratio for camps
    - ii. Any volunteer / camp assistants helping in summer camps involving minors will have to get a background check
    - iii. Safety Course – Online training module will be sent out to all faculty and staff
  - b. **Matthew Shiver and Jennifer Davis**, *Purchasing* – P- Card Changes
    - i. Purchasing card changes will take effect starting April 1<sup>st</sup>
    - ii. For any purchases, two approvals will be required (First approval from your supervisor and second approval from Purchasing Department)
    - iii. The spending limit per individual will be limited to \$1000, if spending is expected to exceed, an email needs to be sent to supervisor and then sent to Jennifer Davis for approval.
    - iv. There will be credit check on individual who will apply for new or renew P-Card. This will affect credit score.
    - v. Faculty/ Staff have the option to turn their credit card in by March 27<sup>th</sup> (end of billing cycle).
  - c. **Dr. Chip Reese**, *Assistant Vice President of Student Affairs / Dean of Students* - The DOS: What does and why it Matters to you?
    - i. BART (identify, assess, and reduce threats in order to foster a safe campus environment) – Physical or Emotional Safety or Self or Others, Wellness concern for Another, Violation of Institutional Rules or State and Federal Law
  - d. **Dr. John Finley**, *Department Chair / Associate Professor of Marketing & Management* -Provost Candidate Process
    - i. Narrowed down the list of the applicants to ten
    - ii. Skype interview – Week of March 6<sup>th</sup>, On - Campus Visit – Middle of April
    - iii. Try to attend the forums (April 9-11, April 12-14, April 19-21), videos will be available if you are not able to attend, opportunity to provide feedback via a website
- IV. Financial Report
  - a. State Agency Account: **\$3,929.78**
  - b. Foundation Account: **\$403.10**

- V. President's Council Report
  - a. Faculty Senate News
    - i. CSU Code of Conduct for Protection of Minors on Campus
    - ii. Provost Search and Selection Committee
  - b. USGSSC Quarterly Meeting Update – Feb 8<sup>th</sup>, 2017
    - i. By Laws Committee – Approved and posted on the website
    - ii. Looking for nominations for officer positions – Chair Elect, Secretary, and Treasurer who will start serving July 1<sup>st</sup>
  
- VI. New Business
  - a. Nominations for Staff Council -
  - b. PeopleSoft - **Laurie Jones**, *Executive Director of Human Resources*
    - i. Human Capital Management System – First cohort along with other six schools implementing the program, very user friendly system
    - ii. Leave balances will be on the paychecks
    - iii. Approve timecard via mobile devices
    - iv. Leave will be processed differently. Formal way of requesting leave via the system for all employees.
    - v. Training for new system – Tentative in April
  - c. Office of Diversity Services
    - i. Sign up for Focus Group
    - ii. Diversity Forum 2017 - Staff Council Table?
      - 1. Inclusive -Reveal of the results of the Diversity Climate Survey, Conference, each table will take about the issues and healthy discussion
      - 2. Motion to purchase 1 table for Diversity Forum 2017 and get more table if needed – Passes
  
- VII. Committee Reports
  - a. Fundraising Committee – Deadline to turn in the forms for fundraising today, Delivery of the items March 16 and 17
  - b. Staff Development and Recognition Committee – This month the committee will put out call for nominations for awards in addition to the new ones. Nomination criteria is available on Staff Council website. Each award carries \$1000 prize.
  - c. Public Relations Committee – Still working on the revised pamphlet available for orientation for new staff employees
  - d. Staff Appreciation Committee – No report
  - e. Recycling Committee – No changes in number.
  
- VIII. Division Reports
  - a. Earth and Space Sciences and Biology Department will be moving to Jordan Hall during Spring Break
  - b. Eason Leadership Award - Reward student leadership
  - c. Plant Operations – Driver Authorization (Annual verification of Driver's License – coming soon), Buses and Shuttle will have scanner to verify CSU student, faculty and staff
  - d. Athletics – Team heading to Peach Belt to North Carolina, Women ranked no. 4
  - e. Telescope night – March 11<sup>th</sup>, March 25<sup>th</sup> – Grand opening of Odyssey Theater
  - f. Alumni Association – In beginning stages of CSU mentorship program in August
  - g. Kaleidoscope – April 1<sup>st</sup>
- IX. Campus Wide Initiatives
- X. Group Activity for Staff Council
- XI. Adjournment: 11:33 am

**Next Meeting:** April 6<sup>th</sup> | May 4<sup>th</sup> | June 1<sup>st</sup> |