



Columbus State University
Staff Council Meeting Agenda
July 7, 2016

Attendance: Tamara Jenkins, Amber Dees, Lashica Thomas, Asmita Piya

- I. Call to Order: 10:11am
- II. Approval of minutes from meeting
- III. Financial Report
 - a. State Agency Account: Current **\$3697.22**, Available **\$3397.22** (After balance of \$300 book scholarship)
 - b. Foundation Account: **\$341.35**
- IV. President's Council Report
- V. Old Business
- VI. New Business
 - a. **Review Goals** – Tabled till Lashica meets with Debby Mayo
 - b. **Staff Council Timeline**
 - i. Welcome Back Week – The Faculty/Staff Symposium is on the week of August 8th. Ask Susan Hrach or Laurie Jones to speak in the first staff council meeting in August.
 - ii. The executive board, especially the Chair, will gather speaker each month for Staff Council meeting. We will try to get someone speak on Homecoming during September Staff Council Meeting. In addition, we will try to invited Laurie or Annette from HR to talk about open enrolment in Sept/Oct.
 - iii. Call for applications for Book Scholarship in mid-July for Fall 2016 and end of November for Spring 2017 (Anticipated cost \$900)
 - iv. Call for application for awards – Feb 2017
 - v. We will develop a tracking system to monitor membership term serving in Staff Council.
 - c. **Review Return Nomination list** – Lashica will contact Debby and Departments to review this list.
 - d. **Google Calendar** – Calendar invites will be sent out to all Staff Council members after the member list is updated.
 - e. Update list serve and website with new members and exec board.
 - f. We will try to conduct one Staff Council meeting a semester at RiverPark Campus.
 - g. **Review Committee List and Chairs**
 - i. *Public Relations* – We need to reach out to Jenny to get status on brochures. The printing cost is covered by HR.

- ii. *Staff Development and Recognition*– The President wants 5 awards given to staff and faculty each. He is willing to finance the awards.
- iii. *Staff Appreciation* – Ask Anne to chair it again.
- iv. *Fundraising* – Maybe ask someone else to chair the committee. This committee will need to start working in August.
For recycling, ask Eric on specifications on the boxes he needs to ship toners, get a process in place to collect boxes from warehouse, look at cost of the boxes if needed to be, and maybe ask departments to save boxes when they get office supplies.

VII. Committee Reports – Same as above

VIII. Division Reports- N/A

IX. Announcements- None

X. Adjournment: 12:15pm

Next Meeting:

Fall 2016 – Sept 1st | Oct 6th | Nov 3rd | Dec 1st

Spring 2017- Jan 5th (exec team only) | Jan 12th | Feb 2nd | March 2nd | April 6th | May 4th | June 1st | July 6th (exec team only)