

**Columbus State University
Staff Council
Meeting Agenda-October 2015**

Attendees: Potiphar Alexander, Theresa Conklin, Kaylen Deal, Amber Dees, Talley Dentzau, Laurie Jones, Jennifer Joyner, Britney Kelley, Karen Kinard, Debby Mayo, Jennifer McCollough, David Mitchell, Asmita Piya, Christa Robbins, Danielle Roper, Kim Rozycki, Michele Scott, Dee Spivey, Louise Stinson, Eric VanBibber, Guests: Annette Brown, HR; Brian Tyo, faculty

- I. Call to Order: 10:07 a.m.
- II. Approval of minutes from September meeting
Change of "moral" to "morale". Motion to approve: Amber Dees. Seconded: Eric VanBibber. All approved, no opposed.
- III. Financial Report: State Agency Account : **\$2,302.56**, Foundation Account: **\$227.35**
- IV. President's Council Report: Several updates from University Relations: New CSU app to hopefully be released by the end of October; Virtual Tour on the CSU website; SGA updates: Making changes to constitution, Parking appeals update; Dr. Chip Reese shared about changes with "Free Speech" policies on public institutions; UITS presented on the required password update, and campus wide quality of services survey
- V. Old Business
 - A. USG State Wide Conference Update: Conference went well. Approximately 50 staff members in attendance from around the state. Top 4 concerns of staff councils state wide include: Merit raises, Staff development opportunities, TAP for online classes, controlling health care costs. Sessions were facilitated by CSU faculty and staff (3 sessions times, 2-3 offerings per slot). Evening activities and keynote speaker were at the Coca Cola Space and Science Center.
 - B. Homecoming: Door decorating for departments-sign-up sheet going out; Cougar Madness soccer game on Wednesday: Doughboy Football Game--Thursday: Memorial Stadium downtown, Tailgating starts at 5pm, No charge for attending; Staff invited to attend alumni and friends lunch on Friday; Parade on Friday evening; Volunteer Service Project on Saturday; Evening on the Top--all faculty and staff invited; HR will be sponsoring a float for faculty and staff for the parade; Spirit Day for faculty and staff on Thursday--wear CSU spirit clothes; Faculty and Staff can sponsor up to 5 students for Parent and Family Day for students that do not have parents that live locally.
- VI. New Business
 - A. QEP and SACS--Dr. Kimberly McElveen
 1. First SACS visit is in November, with follow-up visit in the spring to assess weak areas
 2. QEP is what the university determines as their focus to improve student learning
 - a. QEP must now be assessed and reported to SACS
 - b. sacs.columbusstate.edu has the details of the QEP as well as the timeline for implementation
 - c. QEP process has happened in 4 phases. For Phases 1-3--students, faculty and staff met to determine weaknesses for student-learning at the university, which they then narrowed down to a top 5.
 - d. QEP topic was decided with the focus statement--"To produce students who demonstrate the ability to solve real world problems"
 - e. Currently, feedback is being requested of faculty and staff in order to help determine solutions for the focus of the QEP.

- f. Faculty and Staff incentives available for participation-descriptions for these incentives can also be found on the CSU SACS website.
- g. Implementation will be in 2016
- h. A QEP director will be hired to oversee the projects for QEP implementation

B. Free Speech policies -Free Speech policies and BART-Dr. Chip Reese

- 1. In order to balance the idea of free speech and maintain a civil dialogue, we must assess our policies on Free Speech. Old policy stated that institutions could determine time, space, and manner of "Free Speech." New policy states that as long as the speech is not interrupting academic progress, or severely obstructing student learning, we may not interfere. Reservations are still requested, but we may not require it. If the speech is "abusive" to other individuals, we must protect those individuals, but we must also defend those that are exercising their right.
- 2. BART-Dr. Chip Reese: Reminder to report issues and incidents to BART; BART's purpose is to help "Prevent the Preventable;" pay attention to policies affecting students

C. Password Update-Dee Spivey speaking for Mary Covington: Password reset required on October 12, Reset is mandated by the USG, Password must be at least 10 characters, and must include a variety of different characters. There will be a special helpdesk set up on Monday, October 12 to assist individuals with issues. Mobile devices will also have to be resynced following the reset.

D. Salary Increase and Salary Study Update-Laurie Jones: 532 employees got merit increases for FY 16, 91 faculty and staff got equity increases, 17 employees received promotions. Those not impacted were those that were new hires or had received a salary increase or promotion prior. 65% of employees are not receiving median salary. 30% of employees are receiving over their median salary. It would require \$3 million to bring us to 100% at median salary. For questions regarding the salary study findings, employees can contact Laurie Jones or Annette Brown in Human Resources

VII. Committee Reports

- A. Public Relations: If you are interested in serving, contact Christa Robbins. New brochure in the works. Want to promote at large campus events.
- B. Staff Development Recognition Committee: Meetings set for December to look over applications for book scholarships for spring term
- C. Fundraising Committee: T-shirt sales going on now-orders due next Friday, October 16. Email order forms to David Mitchell.
- D. October 22-Faculty Staff Tailgating event-food will be sold as a fundraiser to all attendees to the Doughboy Game
- E. Recycling Committee: \$517 raised from recycling, Updated graph on the Staff Council website

VIII. Division Reports: Emailed to Britney to be sent out, Announcements: Benefits Fair with the majority of USG vendors on October 14, Workshops for open enrollment starting on October 27, Email staff morale suggestions to Debby.

IX. Adjournment: 11:55am