

**Columbus State University  
Staff Council Meeting  
Minutes-September 2015**

Attendees: Potiphar Alexander, Theresa Conklin, Kaylen Deal, Amber Dees, Keith Grier, Crystal Jones, Laurie Jones, Britney Kelley, Karen Kinard, Debby Mayo, Jennifer McCollough, David Mitchell, Sherri Nagamatsu, Christa Robbins, Danielle Roper, Kim Rozycki, Michele Scott, Lashica Thomas, Eric VanBibber, Guest: Kimberly Shaw, Faculty Senate

I. **Call to Order** Meeting called to order at 10:04 a.m.

II. **Approval of minutes from July and August meetings**

- Minutes for July-motion made for approval. Seconded. All approved.
- Minutes for August-motion made to change "June" to "July." Seconded. All approved.

III. **Financial Report**

- a. State Agency Account : **\$2,152.56**
  - b. Foundation Account: **\$208.35**
- Foundation money was transferred to the state account.
  - Book scholarship money was deducted since the last report
  - Annual dues to USG also paid
  - Additional funds will come out in spring, but otherwise this total reflects all outstanding charges

IV. **President's Council Report** (Lashica Thomas attended in Debby's absence)

- Parking recap-complaints are low, and UPD presence is helping
- HR spoke about Health Care changes and salary studies
- John Lester wants videos and clips sent to his office for the CSU YouTube channel. Making it a "one stop shop" for CSU promotion.
- Budget meeting coming up in November-earlier than previous years
- UITS spoke about the Georgia Summit Conference - an open conference held in Augusta, GA. Not just for UITS. Banner, PeopleSoft and other programs to be covered in session.
- Athletics will be starting to have more of a presence on campus - showing up in red.

V. **Old Business**

A. **Revisiting Staff Council Goals**

1. Staff Moral
  - Suggestions: t-shirt days, monthly events, should be little to no cost, UPD hosting some fun trainings: drunk goggles, etc., cookout and/or pot lucks. Motion made to approve this as a staff council goal. Seconded. All approved.
2. Recycling
  - Eric VanBibber is looking to have a meeting with key players to discuss recycling initiatives. Suggestions include: electronics recycling drives, central locations for recycling-with pick up.
  - Recycling sub-committee is looking to bring in Byron Harris to a meeting
  - Staff Council is agreeing to back any campus recycling goals

## **B. State Wide Conference Update-Amber Dees**

- Conference will be held September 30-October 1.
- Looking into staff members' registration. Sign up is up for Staff Council Members. Wednesday breakout sessions and panel sessions on a variety of different leadership topics are free to staff. Full list of session information will be sent by Amber Dees.
- Dinner is at the Coca Cola Space and Science Center-for registered attendees only.
- USG will be sending out e-mails regularly to staff councils state-wide.
- There will be a Staff Council round table on Thursday morning with representatives from staff councils around the state to discuss issues and challenges they have faced, and share ideas with one another.
- HR will help market open breakout sessions to staff.
- Departmental professional development funds can be used if it is available
- If any departments are willing to donate freebies for the raffle, let Amber know.

## **C. Team Building**

- Will be added to October Agenda
- Bring ideas to October Meeting

## **VI. New Business**

### **A. Committee Sign Ups**

Committee sign ups passed around again.

David Mitchell – new Chair for Fundraising Committee. Request that everyone be involved in fundraising by supporting efforts. First effort will be selling t-shirts.

### **B. QEP-Dr. Kimberly McElveen**

Not present. An invitation will be extended for October's meeting.

### **C. Updates by Human Resources: Laurie Jones and Annette Brown**

Benefit Changes:

- Open Enrollment will be November 2-14. If you do not want to make changes, you do not have to complete anything this year.
- Training Workshops will be held on both campuses. Dates to be sent out by HR.
- Early October, new benefit workbooks will be sent out.
- Looking at an 8 percent average rate increase in coverage charges.
- Recommended to go in and revisit your current options, even if you don't think you want to make changes to your benefits.
- Rate increase on Dental Coverage as well as Short Term Disability
- October 12-Wellness Fair--vendors from BOR policies will be in attendance from 1 p.m. – 4 p.m. in the Multipurpose Room. This will give everyone the opportunity to talk one on one with insurance representatives.

Lunch and Learns and Professional Development:

- Next event is September 21-Valerie Alexander Spicer to speak about Banner.
- October 16 - Bridget Markwood to facilitate Conflict Management.

- Participation is not high or diverse. Encourage departments to attend. Invitations are sent to administrative assistants and should be sent out to the staff in their offices. Request made for Staff Council members to be added to invitation listserv. Suggestion to be able to track Lunch and Learn as Professional Development opportunities. Goal within HR to track and list all Professional Development opportunities on the website.

**TAP:**

- TAP Policy has always required employees to pay their own fees. After an audit, it was discovered that more was being waived than is permitted. Coverage from TAP will be more closely monitored looking forward, though this is NOT a change in policy.

**Exempt vs. Non-Exempt Employee Changes:**

- Exempt employees are in professional or managerial positions, paid monthly, and exempt from overtime, no matter the salary. Non-Exempt employees are not exempt from overtime and are on a bi-weekly pay schedule.
- A resolution has been offered that will change the salary test determining non-exempt vs. exempt employees setting the salary cap at \$50,000 or less. If the resolution passes, employees earning the cap salary, or less, will be changed to bi-weekly employees.
- The resolution could be passed and go into effect as early as January 2016.
- There will be no change in status or benefits if this is passed.
- Currently 194 employees will be impacted if the salary cap stays at \$50,000. 128 will be impacted if the cap is moved to \$35,000.

**D. Homecoming-Staff Council Participation**

- Door decorations with staff council backing, participation in the parade as a council, long sleeve t-shirts for staff, sign up for participation will be at October meeting.

**E. Committee Updates:**

- Welcoming Committee: Sept. 23-Welcome Tour for employees hired since January 2015
- Recycling Committee: \$365 received so far from recycling

**VII. Division Reports**

**VIII. Announcements:** No additional announcements

**IX. Adjournment:** Meeting adjourned at 11:44 a.m.