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| Staff Council Meeting Minutes**General Meeting** |

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| Location: | **University Center Room, 260**  |
| Date: | **Wednesday, September 6, 2017** |
| Time: | **2:00 PM-3:30 PM** |

**Delegates in Attendance by:** Teressa Bolt (IT), Joanee Buffaloe (President’s Office), Deb Carey (Provost), Andrea Clark (Provost), Terri Cleveland for Heather Chaney (Provost), Melanie Darby (President’s Office), Trinelle Gillespie (Budge & Operations), Ciji Fox (Advancement), Nicole Harris (Budget & Operations), Sara Holmes (President’s Office), John Haynes (IT), Anthony Jenkins (IT), Deborah Jones (Student Affairs), Mike Montgomery (Student Affairs), Diana Peters (Student Affairs), Clint Putman (Budget & Finance), Mary Riley (IT), Felisha Shepard-White (Provost)

**Other Staff in Attendance:** Melody Carter (President’s Office), Corlis Cummings (Business & Operations), Erin Fender (Marketing and Communications), Norman Grizell (Auxiliary Services), Bobby Hamil (Public Safety), Cyderria Holmes (Chemistry/Physics), Maisie Kocher (Human Resources), Kelly Petty (Marketing and Communications), Kelly Pike (Human Resources), Vicky Smith (COB), Sandra Starr (Enrollment Management), Nikia Yallah (Budget & Operations, Ex Officio)

Chair Darby welcomed the committee back for the upcoming year (2017-2018)

## **INSTITUTIONAL NEWS AND ADVISEMENTS**

### **Marketing and Communications Updates**– Erin Fender

University Event Calendar - There is a new feature being offered that will allow faculty and staff to submit any University activities or events to the Marketing and Communications Master – The link is ([http://www.clayton.edu/calendar)](http://www.clayton.edu/calendar%29).

Once at this site, you will select the “Submit an Event” option and entered the required information.

The University Web Project - is currently underway. They are completing third party accessibility testing and preparing to enter into HTML development phase. They are continuing to work with groups across campus to review content. Scheduled to complete by end of 2017.

University Branded Advertising Campaign- This is a new Marketing and Communications strategic initiative that focuses creating a full-fledged multi-media marketing campaign (includes digital (ex. Pandora, social media outlets, Billboards, etc.). This is the University’s first comprehensive marketing campaign. They are entering into the second phase of market research. Maritza Ferreira, (AVP of Marketing) may have more insight as the project progresses and the department will provide follow-up with the Staff Council. This will launch in early 2018.

Exploration Tour- This marketing component will include efforts to showcase the positive connections and experience made here at the university. The department plans to capitalize and promote the “newsworthy” experiences of faculty, staff and students. The department will be contacting both administrative and academic departments for information.

**Mark YOUR CALENDARS**

**Faculty/Staff Fund Drive**-kicks off **September 11th**

**Give4Dreams is** scheduled for **March 1st**

**The Annual Hot Dog Rally** supporting the Faculty/Staff Fund Drive is scheduled for **September 26th**

### **Human Resources Updates** - Corlis Cummings, VP, Budget & Operations and Nikia Yallah, Assistant Director, Employee Relations

* HR Director Interviews - The first set of interviews for the HR Director have been completed. There will be an additional set of interviews and everyone is encouraged to attend.
* OneUSG is a system-wide initiative to coordinate and streamline processes and policies concerning human resources, payroll and technology functions. The initiative is currently underway and the OneUSG Benefits connect was completed on June 26th. Every employee will receive information regarding OneUSG including employee obligations and expectations. There will be additional changes and requirements forthcoming. Information is available at; http://www.clayton.edu/human-resources/OneUSG-Implementation . <http://www.clayton.edu/human-resources/OneUSG-Implementation>.
* Mandatory Training – With the roll out of OneUSG expected to occur in the Spring of 2018 and the anticipation of additional training surrounding this initiative, Clayton State’s annual mandatory required training is being issued in September 2017. Please do not procrastinate on completing this mandatory annual training. The deadline for completion is January 2018.
* Title IX Reminders – There are new policy provisions implemented by the USG; Nikia Yallah is serving as the interim Title IX Coordinator. Please report any suspected Title IX situations to Nikia (“when in doubt reach out”).
* New Benefit Providers:

Alliance replaces Aeon as benefits administration

ESPIRE now administers the USG Employee Assistance Program (EAP)

* The Annual Benefits Fair will be held on Thursday, November 2nd at CSU East, Arbor Hall, from 12 noon to 3:00 pm. Additional information will be sent out via email.
* A new employment verification system called, The Work Number, is also being implemented. This system will allow easier verification of employment via third-party employment verification or income verification online.
* Please reach out to Corlis Cummings, Nikia Yallah, Angela Free or any of the other Human Resources team members with questions regarding any of these items or other HR related issues.
* Human Resources also has welcomed several new members
	+ Kelly Pike, Return from leave
	+ Davion Short, HRIS Analyst
	+ Maisie Kocher, HR Assistant
	+ Harriett Houston, HR Assistant

### **Summary of HB280 “campus carry” legislation** – Bobby Hamil, Director of Public Safety

* Chief Hamil presented information regarding the campus carry legislation.

Visit the USG Website at: <http://www.usg.edu/hb280>

The USG YouTube video: <https://www.youtube.com/watch?v=SV5cIgTCSGY>

Several important issues related to the regulations and restrictions pertaining to the HB280 legislation and the various policies associated with this law were covered including:

* How you may carry a concealed weapon on campus
* Where you can carry a weapon
* Reciprocity laws at other institutions in other states
* Prohibited Areas include:
	+ Buildings or properties where athletic sporting events are held-tennis courts, soccer field, the Athletics Building; this applies at all times and not only when athletic events are being held
	+ Housing facilities (with some exceptions) student housing, fraternity or sorority housing
	+ Offices for faculty, staff, or administrative offices, to include office suites
	+ Faculty offices

**THIS LIST is not exclusive or exhaustive**.

* Public Safety has also been trained to address calls received regarding an individual with a handgun that may be violating the statute. Some of these policies help to prevent unlawful detention as a result of such calls or reporting.

Please refer to the USG policy or contact the CSU Department of Public Safety at 678-466-4050 or <http://www.clayton.edu/public-safety>

Chief Hamil (BobbyHamil@clayton.edu) for more information or for specific questions.

## **COUNCIL UPDATES**

### Staff Council Budget Report – Ciji Fox –No updates at the moment

### USG Staff Council Annual Conference - October 19-20, 2017 at GA Southern University; Registration is $75; Delegates and staff are encouraged to attend.

### FY18 Agenda Topics –Delegates and staff are encouraged to submit topics for the upcoming FY18 meetings. One topic for the upcoming year address services and discounts that are available to staff members.

## **COMMITTEE UPDATES**

### Elections – Welcome New Delegates.

Debra Jones

Heather Chaney

Diana Peters

Deb Carey

### Special Events

### *Top Workplace Celebration* – M. Darby on behalf of Heidi Benford

The Top Workplace Celebration is scheduled for Wednesday, October 4th, 2017 from 11:00 am to 1:00 pm in the Student Activity Center Ballroom

### At Large Committee Service

### Professional Development – Nicole Harris

Professional Staff Development funding as of 8/31/17:

Budgeted: 14,475

Expensed: 319.00

Remaining: 14,156

The committee has limited the award amount (compared to previous years) to ensure that funds will not run out too quickly, more individuals may receive awards, and that there is a more equal chance of several different people receiving awards.

There are also openings for this staff committee. Please contact Nicole Harris.

1. **SPOTLIGHT TOPIC:**

***How to Access Special Discounts for Clayton State University Staff****: on campus, off campus, and online! -* with Norman Grizzell

Auxiliary Services

* 15% Discount every day to CSU Employees at Laker Loch Nest or the Bookstore
* Current Auxiliary Services Promotion: Enter to win a free mini fridge! Purchase 5 (20 oz.) Coke products and you get one FREE (continues through October 6th when the final drawing occurs.
* Buy a Meal Plan, Get a Free Meal Promotion goes through Sept. 8th
* CSU Meal Share allows meal plan holders the opportunity to donate meal swipes for use by students in need of a meal; Faculty and staff can make donations to a pool of meal swipes to which students can apply.
* Staff are encouraged to donate.
* If you would like to receive updates regarding services or events sponsored by Auxiliary Services email JulieColie@clayton.edu

Businesses & Vendors

* As state of Georgia employees, staff are eligible for other discounts; Visit [*http://team.georgia.gov/discounts/*](http://team.georgia.gov/discounts/)
* Sparkfly at [*http://www.clayton.edu/Laker-Lines-Blog/Post/119169/Sparkfly-Discount-Program*](http://www.clayton.edu/Laker-Lines-Blog/Post/119169/Sparkfly-Discount-Program)
* USG Perks at Work [*http://www.usg.edu/hr/benefits/2017\_benefits/usg\_perks\_at\_work*](http://www.usg.edu/hr/benefits/2017_benefits/usg_perks_at_work)
* Software Resources link – This link is available from the Inside Clayton State for Faculty/Staff page at: [*http://www.clayton.edu/faculty-staff*](http://www.clayton.edu/faculty-staff)*.*

## **NEW BUSINESS**

## **STAFF SHARE**

* Academic Core- Several upgrades are planned for the campus including the addition of bathrooms in Lecture Hall. This will begin in January and will be a milestone since this particular building was never designed with restroom facilities.
* LochShop – The LochShop is excited to be finishing up with the final student book orders.
* Continuing Education is in need of 100 Loch Dolls; Any donations are welcomed. Please contact Joanne Buffaloe in Continuing Education at joaneebuffaloe@clayton.edu.

## **ADJOURNMENT**

## The September 2017 Staff Council meeting was adjourned at 3:00 pm.