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

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| Location: | **Continuing Education Room CE 101** |
| Date: | **Wednesday, March 15, 2017** |
| Time: | **2:00PM-3:30PM** |

**Call to Order:** The Staff Council meeting was called to order at 2:10 p.m. by Staff Council Chair, Melanie Darby.

**Delegates in Attendance:** Cassandra Boger-Jones (IT), Teressa Bolt (IT), Andrea Clark (Provost), Sasha Cokuslu (Provost), Melanie Darby (President’s Office), Lance Egnatz (Athletics), Priscilla Foster (Provost), Ciji Fox (Advancement) Trinelle Gillespie (Budget & Operations), John Haynes (IT), Sara Holmes (President’s Office), Anthony Jenkins (IT), Dawn Krieger (IT), Mike Montgomery (Student Affairs), Wanda Polite (IT), Clint Putnam (Budget & Operations), Felisha Shepard-White (Provost, Academic Affairs)

**Other Staff in Attendance:** Heidi Benford (ex officio), Joanne Maples (Spivey Hall), Karen LaMarsh (ConEd), Wendy Quattlebaum (ConEd)

**Prior Meeting Minutes:** Minutes from the January 25, 2016 meeting were approved with minor revisions via staff delegate email communication.

## **INSTITUTIONAL NEWS AND ADVISEMENTS**

### A 2% merit increases were approved by the University System of Georgia Board of Regents. System wide budget cuts may still occur, but there is no confirmation on when and in what areas.

### The Give for Dreams Annual Fundraising event reached 110% of its goal during the March 1st Give 4 Dreams 24-hour campaign. This was the 2nd annual event and the fundraiser topped its goals raising $143, 641.

### Making Things Better Awards-Awardees have been announced for the following Staff:

### Staff Awards – Congratulations to Sandra Starr and Dolores Cox on receiving the awards for their contributions to the institution.

### Bridgette McDonald, Director of Career Services, sends thanks for staff participation in the Career Services Closet. Donations were received from several departments and staff.

### Dr. Hynes is being honored by the Good Shepherd’s Clinic during their annual Pillars Luncheon. The Good Shepherd’s Clinic is an organization that gives no cost primary medical care to uninsured residents of Clayton County with limited financial resources.

### The Clayton State Library is hosting an installation of the traveling exhibit, Harry Potter’s World: Renaissance Science, Magic, and Medicine, developed and produced by the Exhibition Program at the National Library of Medicine. Harry Potter’s World will be on exhibit beginning

March 20th – April 28th: Exhibit available in the University Archives

March 23rd: Opening celebration from 1pm – 3pm in the Upper Level Library

This exhibition is brought to you by the National Library of Medicine, National Institutes of Health. For more information, please contact Erin Nagel **ErinNagel@clayton.edu**, 678-466-4030

## **PRESIDENTIAL UPDATES**

### Strategic Planning – The strategic planning process continues with the various implementation teams working to move the process forward. There will be a round of meetings across campus in the coming months. The president also highlighted continued efforts to strengthen enrollment management activities across the various units across campus.

### The HealthTrails HeartWalk Challenge is scheduled to begin March 16th at 2 p.m. This is a 6-week wellness program coordinated by the University System of Georgia. Dr. Hynes will lead the Heart Walk and plans to take part on several other dates. He encourages everyone to come out and WALK!.

### Dr. Hynes thanks everyone who participated in the Give4Dreams Campaign. The contributions made contribute t scholarships, faculty support and general department activities.

### Financial Discussions with the Board of Regents continue and CSU is scheduled to speak on Wednesday to outline current strategies in financial reporting and other progress and changes. Dr. Hynes will share the PowerPoints with the campus following the presentations.

## **COUNCIL UPDATES**

### **USG Staff Council Update-Heidi Benford**

### Heidi Benford gave an update from the University System of Georgia (USG) Staff Council Meeting that was held on February 8th from 9am to noon at Georgia College and State University in Macon. Vice Chancellor Fredrick, who was scheduled to give an update on merit raises and other staff related news, was not present; but information will be sent out to the Staff Council once received.

### Heidi thanked staff for their participation in collection of items to donate to fellow staffers at Albany State following the several storms at the end of January. Several items were donated and distributed to the Albany State campus community. If staffers would like to donate any other items, please contact Heidi for more information.

Several USG Staff Council Executive team positions will be open and elections will be held shortly. Heidi’s position and the Chair Elect and Treasurer will be open. If you are interested, please contact Heidi.

Heidi is also assisting with coordination of the Service Awards Ceremony that will be held on May 2nd in the SAC Ballroom. This is a new location for the Service Awards, but please plan to attend.

The USG Staff Council meets quarterly in February, May, July and October. The October meeting is a statewide annual staff conference which is open to all staff of the University System.

The 2017 USG Staff Council Conference will be held October 19-20th at Georgia Southern University.

For those that wish to attend the meeting online, please use this link: <http://connect.georgiasouthern.edu/r1cx0fomc4q/>

Firefox is the recommended browser for Adobe Connect.

For more information on the USG Staff Council go to: <http://www.usg.edu/staff_council/>.

### Heidi may be contacted at HeidiBenford@clayton.edu/ hbenford@clayton.edu /(678) 466-4328.

### **Delegates Photo Shoot**

### Postponed

## **COMMITTEE UPDATES**

### **Special Events Committees**:

#### **New Staff Welcome Committee** – Wanda Polite, Committee Chair, Cassandra Boger-Jones, Deb Carey, Ciji Fox, Allie Reece, Haley Davis

#### The committee has met twice thus far this year. The committee is working with Human Resources to develop a comprehensive Staff Welcome program. The most recent meeting provided members with a demo of the ServiceNow-HR Portal and the workflow process initiated by HR.

#### The committee will be working with Tom Gausvik to make sure the process is in line with current HR policies. The committee is hoping to have the process finalized by end of July.

#### **The Alice J. Smith Staff Awards Committee** - Priscilla Foster, Joanne Maples (Co-Chairs), Andrea Clark, Sasha Cokuslu

#### Priscilla Foster, committee co-chair provided an update for this group. The committee is comprised of Andrea Clark (Registrar’s Office), Norman Grizzell (Auxiliary Services), Joanne Maples (Spivey Hall), and Mike Mead (Athletics).

#### The nominations process closed on Monday February 13th. There were 15 nominations from across various campus units. The 5 finalists were:

#### Corlis Cummings, Vice President, Business and Operations

#### Billy Evans, System Support Specialist, Financial Aid

#### Stephen Jenkins, Director, Undergraduate Recruitment and Admissions

#### Boey Kheem Tan, Laboratory Manager, Biology

#### Terri Taylor-Hamrick, Director of Advancement Services/Ombudsman

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#### The award will be presented on Tuesday, May 2, 2017 at 2 p.m.

#### Voting for the 5 finalists is currently underway with a closing date of March 24, 2017. All staff are encouraged to vote.

### **Election Committee-**Wanda Polite, Committee Chair, John Haynes, Cassandra Boger-Jones, Andrea Clark, Valerie Baker, Donnie Collins

The committee met in Jan and Feb. There are currently 3 delegate spots that must be filled and the group is identifying alternates. The committee will meet again soon and asks that if there are under-represented areas, please let them know.

### **Communications****Committee** – Sasha Cokuslu

Sasha continues to work on the webpage and work with Marketing and Communications regarding Council Communications with staff campus wide.

### **At-Large Committee Updates**

**Administrative Council** - Melanie Darby (Wanda Polite, alternate)

There was no information pertinent to staff to share from recent meetings.

**Faculty Senate -** Melanie Darby (Wanda Polite, alternate) – There was no information pertinent to staff to share from recent meetings.

**Parking Committee –** Dawn Kreiger - There was no information pertinent to staff to share from recent meetings.

**Security Enhancement Committee –** Wanda Polite, Dawn Krieger and James Hall

Discussions continued regarding the use of panic buttons and plans to coordinate training for university areas.

**Information Technology Council –** Wanda Polite and Dawn Krieger

SWAN 2.0 went live on March 3rd. Staff should now be utilizing this interface. As mentioned in the previous meeting the Hub Help Desk page is being branded as the HUB Now, so look for these changes when you log into the web.

**Institutional Review Board –** Felisha Shepard-White and Keesha White

This committee has not yet met.

**University System of Georgia Staff Council (USGSC) System –** Heidi Benford (As above)

### **Professional Development Committee**- Nicole Harris, Committee Chair, Dawn Krieger, Sarah Holmes, Ciji Fox, ex officio

### The committee continues to work on this process and are coordinating procedures to ensure that correct information is consistently presented. A full report will be presented at next meeting.

## **PROFESSIONAL DEVELOPMENT SPOTLIGHT**

### **Center for Continuing and Professional Education –** Karen LaMarsh, Director of Continuing Education, presented an informational session on the role and purpose of the Center along with an overview of the continuing education courses that are available for staff.

Sara Holmes provided information regarding the faculty and staff development opportunities available via the Center including a deferment of course fees similar to TAP.

Wendy Quattlebaum provided an overview of the services devoted to Veterans through the Continuing Education Veterans Education Center.

Joanee Buffaloe leads the University Conference Services component of the Continuing and Professional Education Center. The conferences services site is located at

<http://www.clayton.edu/conference-services>

## **NEW BUSINESS**

There was no new business.

## **STAFF SHARE**

* The Department of Information Technology has updated and streamlined the Swan Interface to SWAN 2.0. You may connect to this in the same way as before by linking to Swan.clayton.edu
* March 21st 12:00 to 1:30 – The Women in Leadership Series Forum is scheduled this month. Please check your email as well as the Campus New & Updates email that is distributed by Marketing and Communications.
* The University has several Recruiters that are in the process of international recruiting . They are also available to assist with translations with international or foreign speaking students. Contact Jacqueline Sims, Freshman Admissions Coordinator (jacquelinesims@clalyton.edu) or Theodora Riley, Associate Director of Recruitment 678-466-4137 (theodorariley@clayton.edu) in the admissions office for assistance.
* Charles Phipps has joined Clayton State as the new IEP/ESL Coordinator in the ESL Department. He is coordinating the launch of the Intensive English Program and is also available to offer translation for ESL learners.
* Dinning Services is offering 1 meal with the purchase of a meal plan. Stop by the LakeCard Center to take advantage of this promotion.
* Spivey Hall is presenting a World Music Festival June 27, 28, & 29. Concerts take place daily at 10:30am and 12:30pm. The three-day festival is part of Spivey Hall’s Young People’s Concerts will feature music from South America, Ireland, and Africa. Globally-inspired food that coincides with each day’s region will be sold at the Baker University Center. Visit spiveyhall.org/education for more information.

## **NEXT GENERAL STAFF COUNCIL MEETING**

## This meeting is scheduled for April 19th at 2:00 pm. The location will be distributed with the email reminder.

## **ADJOURNMENT**

## The March 2017 Staff Council meeting was adjourned at 3:25 pm.