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

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| Location: | **CSU East Arbor Hall Auditorium** |
| Date: | **Monday, July 10, 2017** |
| Time: | **2:00PM-3:30PM** |

**Delegates in Attendance by:** Cassandra Boger-Jones (IT), Teressa Bolt (IT), Joanee Buffaloe (President’s Office), Andrea Clark (Provost), Sasha Cokuslu (Provost), Melanie Darby (President’s Office), Ciji Fox (Advancement), Sara Holmes (President’s Office), Nicole Harris (Budget & Operations), John Haynes (IT), Anthony Jenkins (IT), Dawn Krieger (IT), Wanda Polite (IT), Felisha Shepard-White (Provost)

**Other Staff in Attendance:** Wanda Bunn (AP/Budget & Finance), Deb Carey (English Dept.), Kelly Petty (Marketing & Communications), Danielle Moore (Alumni Relations), Lori Calandra (Development), Deborah Jones (Career Services)

## **INSTITUTIONAL NEWS AND ADVISEMENTS**

### Budget and Finance: The check request process will begin July 13th

### Student Affairs: Housing Walk-through and Orientation begins today

## **COUNCIL UPDATES**

### Fy18 Calendar: Meetings and Events

### A tentative FY18 meeting calendar was distributed. The committee is asked to review the dates and provide any updates on campus wide events that might impact scheduling or attendance.

### Council members are also reminded that the meeting locations are open and each area has the opportunity to host the meeting. If delegates are interested in hosting, they are to email Chair Darby.

### FY17 Round Up: Chair Darby provided a brief overview of the staff council accomplishments and goals that were met this past year.

### Attendance at the Staff Council general meetings has greatly improved; Attendance has been fairly consistent and has included not only the assigned delegates but a few other staff attendees

### Staff Council delegate positions were filled and an additional process to ensure that staff across the campus receive staff information was put into place. As above, more than a majority of the delegates have consistently been attending. There have only been 5 delegates to either leave the institution or resign their position due to work requirements.

### The website has been updated and refreshed and includes the updated Bylaws, a list of standing delegates, links to the meeting minutes and committee lists.

### The Staff Council elections process has been refined and is underway. There are 4 delegate positions that are currently open and must be filled. A survey was distributed to gather votes on replacements.

### The Professional Development Committee that was recently formed has made great improvements to the request, approval and award process and continues to manage the budget for this Staff Council service. The committee continues to meet and provide feedback and updates to the group.

### FY 18 Strategic Goals: The committee discussed potential goals for the upcoming fiscal year. Some of these include:

### Continuation of the professional development and resources spotlight.

### Nicole Harris suggested identifying funding to participate in the statewide USG Staff Council events. The committee will reach out to the USG listserv to identify how other USG staff councils are going about raising funds.

### Committee members were encouraged to submit additional ideas and suggestions for goals for the upcoming year. Chair Darby also sought volunteers to form a committee to identify other possible strategic goals

## **COMMITTEE UPDATES**

### **Elections – Wanda Polite provided an update.** Staff Council began with 29 delegates and only 4 positions are now open. The committee continues to work to organize the upcoming elections and get the 5 positions filled.

### **Special Events-**Workplace Celebration –The committee update is tabled until next meeting.

### **At Large Committee Service**

### **Professional Development – see below**

### **Campus** **Carry Law** – Andrea Clark is representing the Council during the meetings of the Campus Carry Committee. She provided an update on the Campus Carry Law and its impact on the university. The president emphasized that the ownership of reporting will be on the individual carrier. Information is available on the Public Safety website and provides links to both the USG site and the Code of Georgia site listing the specific rules and restrictions related to this new law. Several questions were posed during the conversation, including whether new police officers would be hired. Chief Hamil indicated at the last town hall meeting, that there were no funds available for the addition of new officers. Wanda Polite, the Vice Chair, suggested that the Active Shooter Training (previously presented by Public Safety) be offered again. Dawn Krieger also advised that efforts should be made to further educate the campus community. Melanie Darby also suggested that Chief Hamil should present at a Staff Council meeting.

### Information is available at <http://www.clayton.edu/public-safety/Safety-Security/Weapons>.

## **PROFESSIONAL DEVELOPMENT SPOTLIGHT**

Nicole Harris provided an update on the work of the Professional Development Committee:

* The committee recommends that the staff development approval amount be reduced to $200.o0. Previous award amount was $400.00.
* Because the funds for professional development are allocated from the BOR, there are specific guidelines that determine what and how these funds may be used. As a result, there have been some recent denials of funds.
* The committee is working on providing information on alternative resources to support staff professional development activities (especially when such denials occur). This information will be posted on the website.
* The Professional Development website is also being updated. There is reference to a book library being available. This has not been used/record of existence was not found. This item will be removed.
* Goal: To have the website up by end of July.
* The committee also advised that there need to be limitations on the approval of large numbers of individuals from a single department. This requirement has been implemented to reduce the distribution of large portions of the staff development funds to one area or college department. This will encourage a more even and equitable distribution of funds to more individuals.

## **NEW BUSINESS**

**Budget and Finance:** Budget and Finance asks departments that submit check requests or travel reimbursements ensure they have the funds available in that line item prior to submitting the requests. This reduces any confusion and discord.

Budgets have also been distributed to departments.

**Staff Council Budget:** Coffers – The committee discussed fund raising options for the staff council. Suggestions included: speaking with Dr. Hynes regarding receiving support from his office and then convening an ad hoc committee to identify other options.

**Marketing and Communications:** Marketing and Communications has a new system for updating calendar entries. The request is now available on the main website in the top right under the Calendar link.

## **STAFF SHARE**

**International Programs, Sasha Cokuslu:** Seven faculty and staff from India are on campus to participate in the Political Science course taught by Professor Maddaugh. The International Office is also open to receiving sponsors for their International Coffee Hour. If departments are interested in hosting, please contact Sasha Cokuslu.

**Spivey Hall, Melanie Darby:** Spivey Hall’s International Festival was a success with an extremely large turnout. On Friday, Spivey Hall will host Sacred Heart Singing. The group will offer a session on hymnal singing; on Friday there will also be a potluck. Also of note, Spivey Hall’s organ is being dismantled for cleaning.

**Marketing and Communications, Kelly Petty:** Marketing and Communications asks that if staff see or know of any great stories that they feel are interesting or impactful to share this information with the department. They are focusing on showcasing stories and events that may be of interest to potential students.

**Continuing & Professional Education, Joanee Buffaloe:** Continuing Education will be hosting open house on Saturday at 9 to noon. Open house at the Jonesboro film studio will also be occurring at the same time. There have been some staff changes. Sarah Holmes has been promoted to Office Manager and Joanee Buffaloe has been promoted to the Operations Manager. **Congratulations to both Sara and Joanee!!**

## **ADJOURNMENT**

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