

---

# Staff Council Meeting Minutes

## General Meeting

---

Location: University Center U327  
Date: Wednesday, December 7, 2016  
Time: 2:00PM-3:30PM

---

**Call to Order:** The Staff Council meeting was called to order at 2:04 p.m. by Staff Council Chair, Melanie Darby.

**Delegates in Attendance:** Cassie Boger-Jones (IT), Joanee Buffaloe (President's Office), Andrea Clark (Provost), Sasha Cokuslu (Provost), Priscilla Foster (Provost), Ciji Fox (University Advancement), Trinelle Gillespie (Budget & Operations), John Haynes (IT), Sara Holmes (President's Office), Dawn Krieger (IT), Mike Montgomery (Student Affairs), Joanee Buffaloe (Provost, Extended Programs), Felisha Shepard-White (Provost, Academic Affairs)

**Other Staff in Attendance:** Heidi Benford (ex officio), Deborah Jones (Career Services), Joanne Maples (Spivey Hall/Education), Randall Gooden (Faculty Senate), Traci Gragg (Financial Aid), Brian Roberts (CID)

**Prior Meeting Minutes:** Minutes from the October 26, 2016 meeting were approved with minor revisions via staff delegate email communication.

## I. INSTITUTIONAL NEWS AND ADVISEMENTS

### a. Making Things Better Nominations

President Hynes' "Making Things Better" Awards recognize individuals whose exceptional work has made a difference in the Clayton State University community. The annual nomination process is under way and the committee charged with this process will be meeting to determine the timeline and launch. The previous launch began in January with awards being distributed in February. There are up to six \$500 cash awards given each year.

### b. Recognition of Ms. Heidi Benford, outgoing Staff Council Chair

President Hynes presented Heidi Benford with a certificate and plaque recognizing her years of service (9 yrs.) as the Staff Council Chair. The president thanked Heidi and acknowledged her dedication and hard work for the college.

### c. Staff Parking

The Parking Committee representative was unable to attend today, so updates on this committee will be given next meeting. However, staff should have received an email in November from Chief Hamil that outlined the parking changes for the upcoming semester. The email included a link to the parking website and identified the forms that must be completed. Per the email, fees are to be paid to Public Safety with these options: cash, check, credit or debit card, or by payroll deduction. The form can be obtained from Public Safety in Edgewater Hall or online at the Public Safety website <http://www.clayton.edu/public-safety> under the Parking Services link (Vehicle Registration). The forms can be completed and scanned back by email to Parking Services Supervisor Wanda Zellars at [wandazellars@clayton.edu](mailto:wandazellars@clayton.edu) or completed and hand carried to Public Safety customer service window.

#### **d. FSLA**

There have been no additional updates other than those communicated via email. A federal injunction was entered by the state of Texas regarding the new mandate. With this pending litigation and change of US administration there may be some delay in any resolution. The USG, therefore, decided to move forward with the federal mandate until any further rulings.

#### **e. Campus Safety Application**

The RAVE Guardian Mobile Application

The president recommended downloading the RAVE Guardian Mobile application, a new personal safety tool available for the campus community. This new emergency communication network is available in both the Google and the Apple App stores and is free for faculty, staff and students. President Hynes reemphasized the importance of having such a tool on campus.

## **II. COUNCIL NEWS**

### **a. Delegate Changes**

Mike Lustri in Budget and Operations has stepped out of his position as delegate for Budget and Operations. Ashley Ayuso, the area alternate, will assume full delegate role for this area in January. Ashley works in Facilities Management and we look forward to her joining Staff Council as a full delegate.

### **b. Staff Delegates and Campus Representation**

Deb Carey, the Administrative Assistant for the Department of English, raised concerns regarding appropriate representation in her area. The council's executive team will review the various colleges and discuss delegate representation within the academic areas; any necessary assignments will be made.

## **III. PROFESSIONAL DEVELOPMENT SPOTLIGHT**

### **a. Outlook Spotlight** – Melanie Darby provided a brief highlight of the following features within MS Outlook (PC):

Access to calendar mail, contacts and tasks from every tool bar

Delivery Notifications: Read Receipts

Delayed Delivery

Email Recall – will not work if someone has already opened it and not possible in Mac Operating Systems

Scheduling Assistant

Calendar Sharing

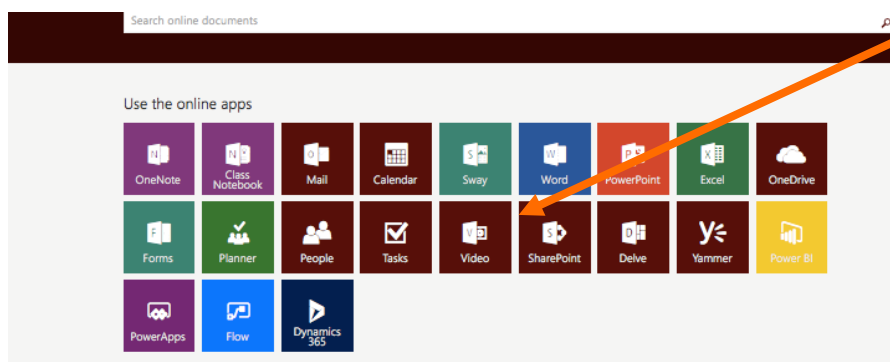
Delegating Tasks

Out of Office Messaging – setting end date

Event Schedule – you can drag and drop an email communication into your calendar to automatically establish an event

<https://www.microsoft.com/en-us/outlook-com/>

An Outlook Training Session will be offered on December 8th. The audio/video of this session will be available following the session. There are other videos also available via the Outlook 365 platform, under the Video icon.



#### IV. COMMITTEE UPDATES

There were no new updates to the standing committees. Most committees will have their initial meeting in January.

- a. **New Staff Welcome Committee** – Casandra Boger-Jones Ciji Fox, Deb Carey Wanda Polite
- b. Communications Committee – Sasha Cokuslu
- c. **Professional Development Committee**- Nicole Harris, Subcommittee Chair, Dawn Krieger, Sarah Holmes, Ciji Fox, ex officio
- d. **Special Events Committees:**
  - The Alice J. Smith Staff Awards Committee - Priscilla Foster, Joanne Maples, Andrea Clark, Sasha Cokuslu
- e. **Election Committee**-Wanda Polite, Sub-committee Chair, John Haynes, Cassandra Boger-Jones, Sandra Star
- f. **At-Large Committee Service Delegates**
  - Administrative Council* - Melanie Darby (Wanda Polite, alternate)
  - Faculty Senate* - Melanie Darby (Wanda Polite, alternate)
  - Parking Committee* - Michelle Harold
  - Security Enhancement Committee* – Wanda Polite, Dawn Krieger and James Hall
  - Information Technology Council* – Wanda Polite and Dawn Krieger
  - Institutional Review Board* – Felisha Shepard-White and Keesha White

#### V. NEW BUSINESS

There is no new business.

#### VI. STAFF SHARE: POT LUCK Festivities

The December 2016 Staff Council meeting was adjourned at 3:25 pm.