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## Staff Council Meeting Minutes General Meeting

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Location:       **Lecture Hall B12**  
Date:            **Wednesday, January 25, 2017**  
Time:            **2:00PM-3:30PM**

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**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:** Valerie Baker (Provost), Cassandra Boger-Jones (IT), Joanee Buffaloe (President's Office), Andrea Clark (Provost), Sasha Cokuslu (Provost), Amber Cutter (Student Affairs), Melanie Darby (President's Office), Priscilla Foster (Provost), Trinelle Gillespie (Budget & Operations), James Hall (Budget & Operations), Nicole Harris (Budget & Operations), John Haynes (IT), Anthony Jenkins (IT), Dawn Krieger (IT), Mike Montgomery (Student Affairs), Wanda Polite (IT), Felisha Shepard-White (Provost, Academic Affairs)

**Other Staff in Attendance:** Carolina Amero (Auxiliary Services), Heidi Benford (ex officio), Barbara Dantzler (Library), Deb Carey (English), Anthony Jenkins (IT), Angela Jenkins (Continuing Education), Joanne Maples (Spivey Hall), Diana Peters (CAS), Christina Hung (Admissions/Recruitment), Julie Cole (Auxiliary Services), Joyce Sandusky (IT)

**Prior Meeting Minutes:** Minutes from the December 7, 2016 meeting were approved with minor revisions via staff delegate email communication.

### **I. INSTITUTIONAL NEWS AND ADVISEMENTS**

#### **a. Enrollment Update presentation from Stephen Schultheis**

Stephen Schultheis, the Assistant Vice President for Enrollment Management was unable to attend this meeting and his presentation will be rescheduled.

### **II. President's Notes**

President Hynes spoke briefly regarding "The Presidential Making Things Better Awards" and encouraged nominations pointing out that recognition alone would be positive for those who do not win the actual award. The Awards recognize great work by our university colleagues and include both a certificate and monetary award of \$500. There will be six awards and the deadline for nominations is January 27<sup>th</sup>.

Dr. Hynes also noted the number of participants at this meeting and encouraged continued participation at the Staff Council Meetings.

### **III. COUNCIL NEWS**

#### **a. Delegate Changes**

There is a delegate vacancy following the departure of Michelle Harold from the Student Affairs Disability Resources Center. A new delegate will be found to fill this spot.

## **b. Delegates Photo Shoot**

As part of the Council's efforts to "freshen up" the website, Erin Fender from Communications and Marketing was present and was able to take individual photos of each delegate.

## **IV. COMMITTEE UPDATES**

### **a. Special Events Committees:**

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

The first meeting of the New Staff Welcome Committee convened on Wednesday, January 18, 2017 at 10AM. Members, Wanda Polite, Cassandra Boger-Jones, Deb Carey, Ciji Fox, Allie Reece, and Haley Davis, discussed the new hire process and ways to welcome new hires on their first day at CSU followed by orientation sessions throughout the year. Committee members are working on activities for new hires and on creating an informative and useful introduction to key areas within the university. This information will be shared soon.

- ii.* **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 committee met at the first of the month and reviewed the next steps for the award process and identified dates to establish a timeline for implementation.

Qualtrics Survey along with a paper survey will be sent out January 20th with nominations due on Monday February 13th. The sub committee met at beginning of last month and reviewed the process, requirements and deadlines. The Qualtrics survey used to gather nominations will be tested and available the week of January 30th. A paper version will also be available for those who do not have access to a computer. The nominations process will close on Monday February 13th.

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

The first meeting of the Elections Committee convened on Thursday, January 19, 2017 at 11AM. Members, Wanda Polite, John Haynes, Cassandra Boger-Jones, Andrea Clark, Valerie Baker, and Donnie Collins, reviewed and discussed the Bylaws, staff eligibility, and the overall elections process. In regards to the terms of service, as noted in the Bylaws, Section D, all delegates serve two-year terms beginning August 1. Currently, we are in our first year, first term with one (1) vacancy on record to fill. If a delegate fulfills an unexpired term vacated by another

representative, the individual may serve up to one (1) year in that capacity and be elected to two additional consecutive terms. If there are actions requiring delegate changes, the council will act accordingly based on the Bylaws (Section F: Vacancy/Removal of Delegates). Section E of the Bylaws outlines the election of delegates. The committee will be preparing for the annual elections process in April. Communications will be sent to staff in May requesting nominations, and final votes will be tallied in June for completion by August 1 (start of new semester).

The elections committee is actively seeking one to three more committee members and encourage anyone interested to join us!

**c. Communications Committee – Sasha Cokuslu**

Sasha provided an update and preview of the Staff Council Webpage. The url is <http://www.clayton.edu/staff-council>. The page has been updated with a new home page and links to the meeting calendar and a list of elected delegates and their areas. The updated Staff Council Bylaws, meeting minutes and agenda are also included. The delegate and executive team photos taken by Erin Fender will also be uploaded. Melanie Darby will contact the president's office to determine if there are any additional steps required prior to moving the page to the president's page.

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

The Professional Development budget for the remainder of the year is \$919.95. Those individuals approved for PDC funding must submit their travel expense reports so that all reconciliations are complete. This will ensure that there are no discrepancies between what has been approved and what has been reported in PS.

Given the low balance, approvals will be reviewed and discussed extensively amongst the committee. We will not be able to fund all requests at 100%

Requests should be sent to the Professional Development (new) email address: [professionaldev@clayton.edu](mailto:professionaldev@clayton.edu).

The committee will also be working on revising the PDC policy and procedures and creating some form of documentation that can be shared when there is a transition in the committee membership. The group is also working with HR to update the sections within the HR Handbook related to professional development as well as working to developing new professional development opportunities (possibly in conjunction with Continuing Education). The committee will begin developing a survey to determine the professional development needs of the campus and will launch this during the spring semester.

**e. At-Large Committee Updates**

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

Chair Darby provided a brief update on relevant information shared at Administrative Council. Specifically, the requirement for updates to faculty/staff parking permits. An email was previously

distributed from Chief Hamil with instructions on renewal of the parking decals. The deadline is Wednesday, February 1<sup>st</sup>.

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

**Parking Committee** - Michelle Harold is replaced by Dawn Krieger (IT) and will be reporting on this committee.

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

Sgt. Hall (x5545) presented a brief overview of the purpose and charge of the Security Enhancement Committee. The committee was formed in 2014 and was tasked with addressing several campus security processes and procedures including identifying issues and areas for management. One issue addressed by the committee focused on department panic buttons and management of the various cameras placed around campus. There were numerous cameras purchased and installed by individual departments; however, the cameras were not linked to Public Safety. The committee is now working to help manage these various systems in a more efficient and useful way. Sgt. Hall asks that you contact him if you feel you are in an area that requires a panic button. A committee member suggested that there be some sort of process that would allow the appropriate transition of security information when department personnel change.

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

There are no reports for this council.

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

This committee has not met yet.

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

The next University System of Georgia (USG) Staff Council meeting is set for February 8th from 9am to noon at Georgia College and State University in Macon. Vice Chancellor Fredrick will be present at the meeting and discussing issues related to system-wide raises.

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.

You may begin to login at 9:50am on Wednesday, February 8th.

Heidi also reminded council members and staff to submit staff development requests to the appropriate email at [professionaldev@clayton.edu](mailto:professionaldev@clayton.edu) or to the [staffcouncil@clayton.edu](mailto:staffcouncil@clayton.edu) email.

The USGSC 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 19-20<sup>th</sup> at Georgia Southern University.

For more information on the USG Staff Council go to: [http://www.usg.edu/staff\\_council/](http://www.usg.edu/staff_council/).

## V. PROFESSIONAL DEVELOPMENT SPOTLIGHT

- a. **SkillSoft** Joyce Sandusky, Assistant Director of Software Support & Training, provided a brief highlight of the following features within SkillSoft. Faculty, staff and students have access to this system and training is available for individuals, department or group. There is an extensive library of training modules, videos, online training and examinations available within the software as well as a free online library of books. In addition, you can establish a personal learning schedule to include a calendar and reminders on upcoming training.



You may access the system via <https://claytonstate.skillport.com> or via your Outlook 365 email. In the left-hand menu bar select the “All” tab. Then at the bottom of the list, under “Other”, you should see SkillSoft.

## VI. INSTITUTIONAL NEWS AND ADVISEMENTS (continued)

***Did You Know...?*** Julie Coile from Auxiliary Services and Operations provided a summary of several new features being offered through Auxiliary Services which encompasses the Campus Stores (the Loch Shop and Loch’s Nest) and Vending Services, Dining Services, and the Laker Card Office. Some of the new or less known services and features being offered include:

- Credit Cards are now being accepted at the vending machines
- Gift Certificates can be purchased at the LakerCard Center and you can make deposits on someone else’s LakerBucks.
- A free mobile app that allows you to manage your Laker Card is now available. This app allows you to see your meal balance, add money to your card, and report your card lost or stolen; the app is ***Blackboard Transact Mobile E-Accounts*** and is available via the Apple or Google Play Store

- The dining hall also offers “[To Go Dining](#)” (click on the link to review these services) which allows you to purchase a reusable container for \$5.30 or a recyclable container for \$0.50 (plus the price of a meal or swipe). While this feature is not new, Auxiliary Services is encouraging staff to participate.
- Fried Chicken Thursday with a Twist – The traditional Fried Chicken Thursday at the Dining Hall now has a twist. Every Thursday there will be a new dish or side offered along with the main dish of chicken.
- The Loch’s Nest: The Loch’s Nest is located on the second floor of the University Center. The store offers greeting cards, CSU monogramed items, school supplies drinks, snacks, over the counter medicine, and toiletry items.
- The Lakeside Food Court/Lakeside Express is now available. This “mobile” dining option is located in the atrium of the UC, on the first floor. The lunch offerings rotate daily and have included a variety of such as buffalo wings, shrimp po’ boys, gumbo, and Asian stir fry.
- Most recent deal: “Buy a Meal, Get a meal Free”; This promotion allows you to purchase a block of 5 meals at \$34.67 and receive 1 additional meal at no cost. You can also buy 2 meal plans (i.e., 12 meals for the price of 10). Friday, February 3<sup>rd</sup> is the last day of the promotion.
- Other meal offerings and choices include:
  - Pizza Hut Express also now offers personal pan pasta dishes
  - The CSU Subconnection also offers “F’Real Milkshakes”
  - All You Can Eat Yogurt Bar during the Dining Hall Breakfast hours
- If you are interested in receiving updates on services, deals and promotions being offered through Auxiliary Services, you may “opt-in’ to Julie’s email subscription. Simply email Julie at [juliecoile@clayton.edu](mailto:juliecoile@clayton.edu).
- You may also text “DineCSU” to 82257 to get notifications of coupons, discounts and special events. The notifications occur about once a month.
- CSU will also be tailgating during Homecoming. The tailgating festivities will be held in the athletic building’s parking lot on February 11<sup>th</sup>.
- All employees are eligible for a 15% discount in both the Loch’s Nest and the Loch Shop. \*\*The discount excludes textbooks, electronics, food and drinks, and sale/clearance merchandise.

## VII. NEW BUSINESS

There was no new business.

## VIII. STAFF SHARE:

Registrar’s Office: Electronic transcripts are now available for students. The fee for these orders has increased slightly, but is in line with fees at other institutions.

Spivey Hall: On Feb 25<sup>th</sup> – Spivey Hall will present *Funny Bone: The Comedy of Charlie Chaplin*. With Dan Kamin. Faculty/staff receive a discount on these shows.

University Conference Services: University Conference Services has published a Summer Camp Booklet (which provides a list of the various camps occurring on campus during the summer). Not all

departments participated, but the goal is to have a comprehensive list. The booklet will be available on the Marketing and Communications website.

Public Safety Department: The student's Citizen's Police Academy was completed in the fall. The department received positive feedback and will be offering this training to faculty/staff academy.

**IX. NEXT GENERAL STAFF COUNCIL MEETING**

Joanee Buffaloe (President's Office) has offered to host the next Staff Council Meeting in the Continuing Education Building CE 101.

This meeting is scheduled for Wednesday, March 15<sup>th</sup> at 2:00 pm.

**X. ADJOURNMENT**

The January 2017 Staff Council meeting was adjourned at 3:29 pm.