

USC MINUTES

Meeting Minutes

General Meeting

Location: **University Center U327**
Date: **Wednesday, October 26, 2016**
Time: **2:00PM-3:30PM**

Call to Order: The Staff Council meeting was called to order at 2:00 p.m. by Staff Council Chair, Melanie Darby

Delegates in Attendance: Amber Cutter (Student Affairs), Andrea Clark (Provost), Cassie Boger-Jones (IT), Ciji Fox (University Advancement), Dawn Krieger (IT), Felisha Shepard-White (Provost, Academic Affairs), James Hall (Budget & Operations), Jermaine Sullivan (Provost, CAR), Joanee Buffaloe (Provost, Extended Programs), John Haynes (IT), Lance Egnatz (Athletics), Melanie Darby (President, Spivey Hall), Michelle Harold (Student Affairs), Mike Montgomery (Student Affairs), Sara Holmes (President, Continuing Education), Sasha Cokuslu (Provost, International Programs), Teresa Bolt (IT), Wanda Polite (IT)

Other Staff in Attendance: Deb Carey (Dept. of English), Sandra Starr (Admissions), Donna Taffer (Testing Center), Deborah Jones (Career Services)

I. STAFF COUNCIL OFFICER UPDATE

Recording Secretary

No Recording Secretary was elected at the last general meeting of the Staff Council. Felisha Shepard-White has been nominated to serve as the Staff Council Recording Secretary. Chair Darby called for alternate nominations from the delegates and a vote on assignment of this position. There were no new nominations and the Council voted to instate Felisha as a new executive officer. She will work with Sasha Cokuslu, the Staff Council Communications Secretary, on ensuring that meeting information and USC activities and relevant information are properly disseminated.

II. INSTITUTIONAL NEWS AND ADVISEMENTS

Strategic Plan 2022 Kick Off Party

The invite to the Strategic Plan 2022 Kick Off was distributed by the Marketing and Communications email blast today. The event will occur on **Tuesday, November 15th** from 1:30 to 2:30 pm in the James M. Baker University Center, Commons. There will be lite refreshments, prizes and music.

Recognized Cyber Awareness Month

III. STAFF COUNCIL 2016-2017

a. Proposed Calendar

Vice Chair, Wanda Polite presented the proposed USC 2016-17 calendar. The calendar was coordinated based on the survey responses received from the delegates. Fourteen out of 27 (52%)

of the delegates participated. No objections or questions regarding the meeting schedule were received from the council. The Staff Council 2016-17 Meeting Schedule is as follows:

Staff Council General Meeting Schedule: 2016-17

2:00 p.m. to 3:30 p.m.

Day	Date	Location
Wednesday	October 26, 2016	University Center U327
Wednesday	December 7, 2016	University Center U327
Wednesday	January 25, 2017	Lecture Hall B12
Wednesday	March, 15, 2017	Lecture Hall B12
Wednesday	April 19, 2017	CSU East Arbor Hall Auditorium
Wednesday	May 31, 2017	CSU East Arbor Hall Auditorium
Monday	July 10, 2017	CSU East Arbor Hall Auditorium

b. Proposed Goals & Activities

Per the Staff Council By-Laws (Article III, Section A.) the purpose of the Staff Council is to:

- Promote opportunities for communication and collaboration among members of the staff, and between staff and students, faculty and administrators;
- Provide a forum for discussion of staff-related issues;
- Make recommendations, communicate staff related matters, and serve as a resource concerning staff issues, to the University President, appropriate administrator and/or committee;
- Ensure adequate staff representation on University committees, in University planning, and decision-making that affects the institution as a whole, as requested by the President;
- Ensure recognition of the value of staff contributions both individually and collectively.

With these objectives in mind, the following activities and processes are proposed. As Staff Council committees are open to participation by non-delegates, both delegates and non-delegates are invited to participate.

i. *New Staff Welcome*

The purpose of this new welcome process would be to acclimate new staff to the university and to make sure employees are aware of the USC. Chair Darby made a call for volunteers to assist with this committee. The floor was open to discussion and comments on the validity and need for this committee.

The committee will begin meeting in January 2017.

The following staff members will serve on the New Staff Welcome Committee

Deb Carey

Cassandra Boger-Jones

Ciji Fox

Wanda Polite

ii. *Communications* - Webpages, Broadcast Meetings, Minutes, All Staff Email

Sasha Cokuslu, Staff Council Communications Secretary, discussed the proposed updates to the USC webpages and her role in this process. The USC is also working on a streamlined process for distribution of email communications on meeting dates. These meeting dates can and should be forwarded to other staff by Staff Council delegates. Possible ideas also include posting pictures of the USC members and the implementation of a social media component to make the council meetings more accessible to others across campus. This would include streaming the USC general meetings and uploading them to the webpage. Sasha is also considering using LightBoard video capture to highlight important activities or news blast. Felisha SW, Staff Council Recording Secretary, and Sasha C. will also work to post all Staff Council meeting notes on the web.

Sasha C. is also the ex officio for Special Events and is available to assist with New Staff Welcome and Smith Awards as needed.

Other suggestions and considerations for web upgrades and changes were taken from the council including posting the delegates names and their areas on the web.

Other recommendations included making sure that each area within the university committee received information from and about the council. Non-desk bound staff discussed (ex. Housekeeping, Maintenance & Facility, etc.) Vice Chair, Wanda Polite proposed that communications be disseminated via the area supervisor or department lead.

Staff Council delegates were also reminded that one of their primary duties as delegates is to ensure the dissemination of information to their area. (See Staff Council By-Laws, Article IV, Section B.)

IV. COMMITTEE UPDATES

a. **Professional Development** (Funding Report, Committee)

The executive officers reported on their review of the professional development funds and use of these funds over the past year. Per this most recent review there is approximately \$760.95 remaining. Emails have been sent out to those who requested funds. As noted, funds are limited and once expended will not be available again until the new fiscal year beginning on July 1, 2017.

Nicole Harris, in Budget and Finance, has volunteered to serve as the Professional Development Committee Chair. The committee will be responsible for developing some alternate opportunities for professional development (ideally on campus). This includes providing such things as TechSkills training. Deb Carey suggested use of the SkillSoft training available through our CSU IT Department. The council also discussed the option of providing a central location on the Staff Council web site for such training schedules. The committee should also consider other forms of communication dissemination for training schedules from across campus.

Chair Darby also proposes working more closely with Continuing Education and promoting and utilizing the courses and training opportunities there.

A university-wide professional development seminar or conference was also proposed with the idea that the entire campus would have the opportunity to participate in a series of group training sessions or seminars. The campus could be surveyed regarding what training was most widely sought. A nominal fee would be charged to each participant. The collected monies would be distributed between a possible staff scholarship and the Staff Council funds/budget. This would also serve to increase the USC coffers.

The following staff members will serve on the Professional Development Committee:

Nicole Harris, Subcommittee Chair
Dawn Krieger
Sarah Holmes
Ciji Fox, ex officio

b. Special Events and Committee: (The Alice J. Smith Staff Awards Committee)

The Smith Staff Awards are an annual staff awards process that acknowledges an outstanding staff person. The awards received a revamp in 2015. The committee will be charged with executing the nomination and awards process.

The following staff members will serve on the Smith Staff Awards Committee:

Priscilla Foster
Joanne Maples
Andrea Clark
Sasha Cokuslu

c. Election Committee

As per the USC By-Laws an annual election of delegates is to be completed between May 1st and June 30th of each year. Further details may be found in the By-Laws Article IV, Section E. The committee will need to convene in the new year to discuss the process.

The following staff members will serve on the Elections Committee:

Wanda Polite, Sub-committee Chair
John Haynes
Cassandra Boger-Jones
Sandra Star

d. At-Large Committee Service Delegates

The following Staff Council members have agreed to serve as representatives of the following university committees.

Administrative Council - Melanie Darby (Wanda Polite will serve as an alternate)

Faculty Senate - Melanie Darby (Wanda Polite will serve as an alternate)

Parking Committee - Michelle Harold is currently on this committee and will gladly report back and serve as the Staff Council Representative.

Security Enhancement Committee – Wanda Polite, Dawn Krieger and James Hall (both IT) are currently on this committee and will serve as Staff Council representatives.

Information Technology Council – Wanda Polite and Dawn Krieger are currently participating on this committee.

Institutional Review Board – Felisha Shepard-White and Keesha White are currently serving on this committee.

V. NEW BUSINESS

a. Parking Fees

There were questions and concerns raised regarding the timeframe for and notification of previously approved parking changes. Michelle Harold will provide an update on this process to the council. *FOLLOW UP: Ms. Harold contacted Chief Hamil. He's working with VP Cummings to finalize details and an email will go out in the next couple of weeks.*

b. Staff Meeting Attendance

Delegates are asked to invite their department colleagues to the next general meeting and to please provide the executive officers with ideas on how to effectively push the important staff related information out to others.

c. University System of Georgia (USG) Staff Council Annual Meeting

Delegates Sarah Holmes and Joanee Buffaloe provided an update on the USGSC Annual Conference they attended at Kennesaw State October 6th and 7th.

Of note, the USGSC holds a Staff Council raffle at each of these annual meetings. Each institution provides a gift basket that is raffled off during the session. A basket from Clayton State University will need to be presented next year. It was proposed that prior to the conference, the committee will ask each delegate to solicit small donations (of goods) from each area in order to make up the baskets.

Members at the annual meeting also shared that other staff councils participate in fund raisers that may involve raffles and partner with local businesses to support staff who are furthering their education. A staff council education fund and staff recognition programs will be explored by the committee.

VI. STAFF SHARE

a. What's good in your world?

Shakespeare Festival at the Division of Music

<http://www.spiveyhall.org/concerts/clayton-state-choralevpa-shakespeare-festival>