<table>
<thead>
<tr>
<th><strong>AGENDA ITEM</strong></th>
<th><strong>SUMMARY OF DISCUSSION</strong> (E.G. KEY TOPICS, PRESENTER):</th>
<th><strong>ACTION ITEMS</strong></th>
</tr>
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<tbody>
<tr>
<td>1) Printable Directory</td>
<td>It was determined that not much progress has been made towards a printable directory. IS&amp;T administers the software and HR houses the data. The committee would like to find out what steps can be taken to have an online (possibly, PDF) directory that is accessible to staff. The reason that this is so critical is that even with our current resources, it is still difficult to find people/departments within the university. The printable directory would help to resolve this problem.</td>
<td>Melody Harris will talk to Felecia Donald (HRIS) to find out how we may move forward with this goal.</td>
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<td>2) Emergency Contact Information</td>
<td>Mike Raidersdorf is the Emergency Contact Director for the university and can provide information regarding this subject. He is scheduled to speak at an upcoming meeting.</td>
<td>We will wait to hear what Mike has to say on the issue.</td>
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<tr>
<td>3) Staff Development &amp; Retention Presentation</td>
<td>Fred Childs of the Staff Development &amp; Retention Committee presented comparative information on Staff Advancement Initiatives across several universities. He is in the process of presenting his findings in order to build a team to work towards more staff advancement initiatives within Georgia State University. Fred also informed us of an Employment Roundtable Discussion on April 15th.</td>
<td>Fred will keep us posted.</td>
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Action Items: