Staff Council Executive Meeting Minutes
August 9, 2005
1002 One Park Place

Members Present: Carolyn Alexander, Amber Amari, Renee Bazemore, Melissa Brenneman, Jean Miller, Debbie Rupp, and B.J. Yergens.

Executive Meeting Discussion

Work Life Alternative Project

- Amber Amari from the benefits committee expressed an interest in spear heading the Work Life Alternatives project for Staff Council.

- The flexible work schedule portion of the project will be presented to Dr. Patton first. The benefits committee will put together a compressed presentation – straight forward and to the facts. Deb & B.J. will go to Dr. Patton and determine the next step in the process.

- Teleworking needs more research before presenting to Dr. Patton. Some of the issues that need further clarification are:
  - Liability issues for the university – work place (home) has to be inspected for safety violations
  - How to implement program?
  - What are peer universities doing and how?
  - Some employees are already teleworking – this needs to be addressed

- A survey will be conducted on campus with the objective of exploring current employee alternative work practices - with no written policies
  - Survey’s target audience and purpose should be very clear
  - What are the concerns of management?
  - How to manage productivity and supervision from afar?

- The survey questions will go to Office of Institutional Research for design and to get on the calendar for discussion. The survey should not appear to come from OIR but from Staff Council. The title should be “catchy” to generate interest and participation.
  - There will be two versions of the survey
  - It was suggested to have focus group meetings in addition to the surveys. B.J. will coordinate with Julie Bannerman to set-up.

Staff Development

- The staff scholarship pamphlet has been distributed
  - A template for scoring will be designed
  - Linda Nelson will designate a HR rep to serve on the committee
• B.J. & Deb met with Victor to discuss the shortfall in employee training which is resulting in turnover especially in I.T. and other non-facility areas. Victor will meet with Julie Bannerman and Dr. Carson to discuss training opportunities and skills of internal workforce.

• It was suggested to include photos and testimonials from past recipients on staff scholarship brochures. Encourage employees to donate to staff scholarship during annual fund campaign. B.J. will contact Connie Hawkins or Martina to discuss procedures.

Communications
• Developed short sample template for reps to use when communicating with constituents.
  o Tagline - “Pounce on News you can Use”

Bylaws
• Mary Nell making an editorial

Events
• The Benefits/Employee Information Fair will be “benefits” focused. Deb met with Leslie Cotton from HR and Carmen Milton from purchasing to discuss inviting outside vendors to the purchasing fair.

• Staff Council would like to a nice display for the fair. Deb will talk to Mary Nell regarding purchasing the display board.

• Elections will also have a table to promote staff council elections and encourage staff to vote. General Staff Council information on elections will also be available.

Elections
• Next election will be February 2006. The committee will post signs in Student/University Center, include a message on Robinson College of Business kiosk. The committee will solicit Tracy Van Voris to help fill the development slot.
  o Committee can email manager and ask for someone to be assigned
  o There are facility night shift and police positions open
  o Nominations will take place first two weeks of February and elections the following two weeks
  o election of officers and senators will take place in March

General
• B.J. is working on developing a simple standard website template for the Staff Council website. Mary Nell will be able to make changes. B.J. will contact University Career Services to find a student assistant to help work on website.

• Deb met with Dr. Henry to discuss strategic planning.

• Staff Council has been asked for representatives to serve on committees outside of Staff Council. Carolyn Alexander will serve on transportation, the student center and recreation center committees are open.

• Kaiser Corporate 3.1 mile Run/Walk is 9/15/05 at 7 p.m. Entry fee is $15. 50% of participants are walkers. The event will promote a sense of community at Georgia State. B.J. will work on flyer to have available at Staff Council meeting in August. Judy Moss is working on the logo. Deb is asking vice presidents to help support the GSU Team with t-shirts.

Minutes prepared by: Renee Bazemore, please send any additions or corrections to rbazemore@gsu.edu or call 404/651-3979.