# Executive Committee Minutes

**Staff Council, Georgia State University**

**Date:** 4/10/07  
**Recorded by:** John Medlock

### Attending:
Sonda Abernathy, Amber Amari, Gary Longstreet, John Medlock, Phillip Mitchem, Stephanie Mullis, Shantavie Reid, Deborah Rupp, Natasha Stark, Randy Trammell, Anita Webb, Shelly-Ann Williams

### Agenda item: Council Retreat Planning

**Summary of Discussion:** Council chair Shelly-Ann Williams reported on the Board of Officer’s initial discussions of the upcoming Council retreat. The BOO recommended that the event focus on targeted committee planning discussions. The group also came up with a proposed theme: “Communication, Community and Commitment.” The Executive Committee agreed with these plans. Shelly-Ann asked the members to suggest annual goals for each committee by April 30.

The group agreed that an email announcement should go out to members soon. In it, members should be instructed to RSVP to the council email address by April 20. Council chairs should then follow up with the members of their committees. Staff Relations Director John Medlock indicated that he would coordinate production of a flyer for the retreat that could be distributed with the email announcement.

Planning Director Phillip Mitchem asked members to help him identify who might be able to provide giveaway items for the retreat.

**Action Items:**
- Members were asked to suggest annual goals for each committee. The BOO will meet before the retreat to decide on which should be discussed at the event.
- John will distribute a draft flyer to the group by the end of the week.
- Phillip will collect giveaway items.

### Agenda item: Bylaws Issues

**Summary of Discussion:** Several Bylaws issues were raised. The voting rights of senators who are not elected representatives need to be clarified. The Bylaws do not currently indicate that these members can or cannot vote in council elections. The group agreed that they should be able to do so.

The group agreed that the Bylaws should explicitly indicate that the March council meeting is the last one senators are obligated to attend, with the understanding that the senator should attend any committee meetings held from that point until the organizational meetings for the new senate term.

The BOO also suggested that the committee propose a method of filling vacancies. John suggested that the Executive Committee could appoint willing staff members for a one-year term when a vacancy exists in their district.

**Action Items:** The Bylaws committee will begin discussing these issues at the retreat.
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<tr>
<th>Agenda item:</th>
<th>Committee issues</th>
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<tr>
<td><strong>Summary of Discussion:</strong></td>
<td>Committees Directors Amber Amari distributed a list of current committee membership and reported on several committee-related issues. The BOO discussed merging the functions of the Elections and Bylaws committees for the year. Currently, only one member has agreed to serve on the former committee. The activities of each are cyclic, so the workload should not be excessive. Amber is also collecting notebooks from former chairs for redistribution to new chairs. In a related discussion, the group agreed that notebooks should be developed for senate committee that could be passed on when a new senator is assigned. The notebook could include meeting minutes, agendas, and relevant handouts.</td>
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<td><strong>Action Items:</strong></td>
<td>Amber will finalize committee lists by adding those who have not indicated a preference. She will also redistribute updated notebooks to chairs and prepare notebooks for senators.</td>
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<th>Agenda item:</th>
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<td><strong>Summary of Discussion:</strong></td>
<td>Shelly-Ann reported that the council would send out letters of congratulation to new representatives and senators from President Patton. Deborah indicated that Georgia State’s Donated Leave program was being examined by the BOR as they develop a model program for the state. Shelly-Ann plans to explore having the Staff Scholarship program featured more prominently in Campus Campaign materials. Deb announced that a Staff Retention Task Force has been established by the senate executive committee. She and John Medlock will serve, along with Ellen Posey and others with expertise in this topic.</td>
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<td><strong>Action Items:</strong></td>
<td>The group agreed to meet each first Tuesday at 10 in 718 GCB.</td>
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