# Executive Committee Minutes
**Staff Council, Georgia State University**

**Date:** 7/9/07  
**Recorded by:** John Medlock

**Attending:** Randall Alberts, Amber Amari, Frederick Childs, Earl Daniels, Sandra Garber, MaryAnne Gaunt, Gary Longstreet, John Medlock, Bill Prigge, Deborah Rupp, Randy Trammell, Susan Vogtner, Shelly-Ann Williams

## Agenda item: Corey Cook Announcement

**Summary of Discussion**  
Shelly-Ann told the group of the recent death of Corey Cook, who served many years on Staff Council as a representative for the University Library. The group agreed to announce his death at the Council meeting with more information.

**Action Items:**  
John Medlock indicated that he was trying to get more information for an announcement at the July Council meeting.

## Agenda item: USGSC Conference

**Summary of Discussion**  
Shelly-Ann shared information about the University System of Georgia Staff Council conference, to be held October 4 and 5 at Southern Polytechnic in Marietta. Chancellor Erroll Davis will be the keynote speaker for the event. Deborah Rupp and Shelly-Ann plan to attend. She invited any others who were interested to take a look at the conference website at http://www.spsu.edu/StaffCouncilConference/index.html.

**Action Items:**  
The conference will be announced at the next Council meeting.

## Agenda item: Telephone Directory

**Summary of Discussion:**  
Following up on discussion at the last Council meeting, the group developed a plan for requesting that a print or electronic phone directory be developed that would include both individual and office numbers. The current online directory is limited in that it only includes numbers for individuals. Many noted the difficulty of providing assistance to students and others when they do not have any means of finding campus phone numbers.

**Action Items:**  
Randall Alberts will draft a resolution from the Benefits Committee and Staff Council requesting the creation of a print or electronic phone directory.

## Agenda item: Ad Hoc committees

**Summary of Discussion:**  
The group welcomed Earl Daniels, who will serve as chair of the ad hoc Green committee. Earl provided a draft of ideas for the committee mission and possible activities. He also provided information about existing environmental efforts underway on campus or in the area. He indicated that the committee could be most productive initially spreading awareness of or by building on such existing efforts.

**Action Items:**  
Shelly-Ann asked that both the Green and Staff Retention and Advancement ad hoc committees meet before the July Council meeting if possible.
### Committee Issues

**Summary of Discussion:**

Amber asked the committee chairs to try to get approval for draft minutes electronically, so that they could be distributed in a timely manner. Approved minutes should be sent to Amber as Committees Director, who will then provide them to Mary Nell Stone for posting on the Council website. John Medlock suggested that this process be codified in the bylaws, which currently indicate that meeting reports be sent to both the Committees Director and Mary Nell.

- **Communication:** continues to work on a communication plan for the Council. They hope to have a draft soon.
- **Elections:** needs to establish a meeting schedule.
- **Events:** will meet this Wednesday to continue planning the Benefits Fair/Staff Information Day.
- **Staff Development:** continues to work on written procedures for the Staff Scholarship award process. The committee has also been gathering information about the implications of establishing an endowment for the fund.
- **Benefits:** had no report.

**Action Items:**

Members will provide Shelly-Ann with names for possible speakers.

### Announcements

**Summary of Discussion:**

- There is no meeting space available for Staff Council in August, so the group agreed to cancel the meeting. This may be fortuitous since this is a very busy time of year for most staff members. Consequently, the BOO and Executive Committee will also not meet in August.
- Shelly-Ann reported David Smart from the School of Music will be the new representative for Arts & Sciences, replacing Stephanie Mullis.
- The group discussed the possibility of inviting speakers to present at the Council meetings with greater regularity. Campus experts could discuss issues of importance to staff such as campus security, the new phone system, Luminis, and the SSN conversion project.

**Action Items:**

The group will meet again on Tuesday, Sept. 11, at 10 a.m. in 718 GCB.