2004-2005 Staff Council Officers
President: Deborah Rupp
Vice President: B J Yergens
Secretary: San Miller
Parliamentarian: Charlotte Petrek

STAFF COUNCIL MINUTES
Wednesday, March 16, 2005


SC Members Excused: Carolyn Alexander, David Bledsoe, Melissa Buchheit, and Yvonne Mangiarancina.

SC Members Absent: Cliveita Caesar, Vernessia Callahan, Carolyn Codamo, Corey Cook, Danny Darby, Patricia Early, Greg George, Frank Hall, Kim Harris, Thomas Kersey, Jerry Knox, Gwendolyn Maddox, Larry Pankey, Maria Trejo, and Henry Winston.

Staff Senators: Kyle Bruner, Carolyn Codamo, Sally Fowler, Sandra Garber, MaryAnne Gaunt, John Medlock, Jean Miller, Sandra Miller, Charlotte Petrek, and Debbie Rupp.

Guests: Dr. Patton, Joyce Barnhill, Suzanne Jernigan, Beth Jones, and Dara Ramspersad.

Call to Order and Minutes: The meeting was called to order by SC President, Debbie Rupp. With requested corrections to the February 2005 minutes, the Staff Council meeting minutes were approved.
Speakers:
The following is an overview of Dr. Patton’s discussion including SC comments and questions.

Dr. Carl Patton spoke regarding the Fulton County Court House event on Friday, the University’s response and its policies as well as the specific incident. Dr. Patton stated that when he has attended previous conferences, the agendas were confined to student unrest. Now the post 9-11 agendas incorporate external events with the best practice discussions including: to evacuate the building if a direct hit, and to have individuals stay put to avoid collateral damage or a second wave when if individuals are evacuated. Most best practices do not include the scenario to send people home nor do they lock down the campus.

If communicating, the key is to avoid panic with communication to be calm, and to communicate when you have verifiable and credible data from police. The decisions for any such University actions come from the President, Provost, and/or the Vice President for Finance and Administration, and can be made by one or all three unless the Administrative Council is convened and University Relations communicates the decision.

On that Friday, the Provost and the Vice President for Finance and Administration were on campus. The University Police has an inter-office agreement with the Atlanta Police to back each police units effort when needed; hence, the University police were involved with working the case, and would alert the University if necessary, and acted appropriately.

The Provost had been told that the suspect was in a green Honda and had moved from the area. The decision was that it was not likely to send people home nor would it be likely the University would lock down since people are out and about and not necessarily in their offices. Individuals need to take appropriate action.

The conclusion is that we can prepare, but we cannot anticipate every scenario. The University will review is actions and policies. The Departments and the Deans will need to discuss local responsibilities.

Dara Rampersad from FASA began his opening remarks with a reminder that FASA is there is anyone needs to talk about Friday’s event or needs counseling. Flyers were distributed for Weight Watchers and Yoga Meditation.

Beth Jones updated the SC Representatives on the status of PeopleSoft HR and credited Dawn Davis and Melissa Brennanman for a job well done. Payroll was completed on schedule with the next hurdle of the faculty payroll. Forms are available on-line for new queries and to assign access to the system. The access forms should be sent to HR where they will be reviewed and processed through Spectrum. Frequently asked questions and answers are also on-line at the website. Thank you for your patience and support during the rollout of the new HR system.

Dawn also interjected a thank you to everyone for his or her support and she hoped that everyone would enjoy the system. In the future, e enhancements will be added to the system.

General Information:
Debbie’s Election Year Closeout speech integrated her thoughts as to this year. Debbie said, “...It was an honor to work with all of you. And I hope you all realize what you’ve accomplished” this year:

- The SC members of the Leadership Academy for Women.
- The first SC Representative and Staff Senator on the University on the University Senate Executive Committee.
- The Benefits Committee and thanks to Jean and the Committee charged with and getting a pilot Donated Leave Pool (8 hour minimum donation).
• Staff Scholarship improvements thanks to Karlease and the Staff Development Committee.
• Melody and the Communication Committee and the great job they did with Benefits Employee Information Day.
• Policy and Procedure Committee changing to the Event Committee and taking on the responsibilities of the Benefits Employee Information Day to allow the Communication Committee to take on the charge of communicating to staff.
• Thank you to BJ for stepping in as an SC Officer, and congratulations to her for being honored as a go-getter for her extraordinary efforts for the Annual Campaign.
• Renee Bazemore for her recognition in the top seven for the Georgia 100 Mentoring Program.
• Thanks to Melissa, who with Shelia’s input, finalized the change in districting for the SC Elections.
• By Laws Committee and Tracy for all she does.
• Congratulation to Mary Nell Stone and Katie Lowry as winners of the 2005 Sparks Awards.
• Thank you to the Staff Senators for all they do.
• Thank you to Charlie and San for their contributions to SC.

The earlier election of SC will allow us to be in sync with the University Senate FY06 year and to be included in the beginning of the year process.

Remember to “Invest in the Best!” with a participation as small as $1.00 total or $1.00 each paycheck. The value of your participation make a difference. We would like to see all of the Staff Council Representatives donate and especially to the SC Scholarship Code 02965.

New Business:

Committee Reports:
Oral reports are presented at the monthly Staff Council meeting and included in the Meeting Notes. More detailed written Committee and Senator Reports, if applicable, are sent to the Staff Council for publication as actual summary texts and available on-line at the Staff Council website.

Staff Senator and Staff Council Committee Reports:
Kyle Bruner: Cultural Diversity; Athletics
No report for Athletics.

Carolyn Codamo: IS&T
No report.

Sally Fowler: APACE (Academic Programs and Continuing Education); Cultural Diversity
Cultural Diversity Committee met and received an update from the Cultural Climate Survey subcommittee chairs. The University has changed the dates the survey will be administered to students from this April to September. The subcommittee chairs felt strongly that this will severely impair the ability to do a thorough analysis of the survey data unless they receive prompt and significant support in analyzing the data from the Office of Institutional Research. The Provost has committed their support and believes there will be sufficient human resources to assist in the data collection and analysis. The final LGBT (Lesbian, Gay, Bisexual and Transgendered) Climate Attitudes Survey Committee report was received with Committee members charged with reading and approving the report at the next Committee meeting. A working group has been appointed to study the need for a Committee on Campus Environment in
response to new campus racial graffiti in classrooms and at the Village. The Judicial Tracking Subcommittee reported their findings from the recent study of racial distribution of students charged with violation and the resulting sanctions. The good news from this latter study is there does not appear to be discrimination in the form of different sanctions applied by different ethnic categories. The data does suggest additional studies may be needed and this will be a recommendation put forth by the subcommittee.

Sandra Garber: Planning and Development, CBSAPC (Capital Budget and Space Allocation), Strategic Planning
No report.

John Medlock: Research; Budget
The Budget Committee is looking at numbers with the budget discussions including the mission, general statements to reference the process, discussions of the different FY06 budget models, joint committee on salary compression including adding staff to the discussion with the latter being brought forth with Charlotte and BJ on the committee and charged by the SC to bring forth staff data.

Jean Miller: Admissions and Standards
No report.

Sandra Miller: Commencement, Student Life and Development
No report.

Charlotte Petrek: Faculty Affairs
The Committee is in discussion as to the Grievance Policy regarding the rights as to the notice and response when someone is being investigated. The Provost had charged the Committee as to reviewing the exceptions of rights to when and how faculty and staff are notified. For instance, if the Ombudsman is notified, when is the individual notified about the complaint? The Committee was concerned of when the notification becomes formal and the line that breaks the informal discussion and become the formal notice. BJ noted that the Grievance website is going up and will include some definitions and instructions.

Debbie Rupp: CBSAPC, FACP (Fiscal Advisory Committee to the President), Senate Executive Committee, Budget
FACP began hearing budget requests today.

MaryAnne Gaunt Library
No report.

**SC Committee Reports:**

**March**

Standing Committees

**BENEFITS COMMITTEE:**
Standing Committee Chair- Jean Miller
Secretary- Heather Blevins
The next project will be alternative work life issues and options (i.e., telecommuting and flex time) with the Women Leadership Academy group doing a position paper by May and forwarding this document to the Benefits Committee.

**BYLAWS COMMITTEE:**
Standing Committee Chair- Tracy Van Voris
Secretary- Sue Fagan
Next project will be enumerating the rights and responsibilities of University Senators.
COMMUNICATION COMMITTEE:
Standing Committee Chair- Melody Harris
Secretary- Katie Lowry
At the Committee’s last two meetings, members brainstormed a message board – ongoing blurbs about SC for Villager, e-mails, and gathering facts to advise staff as to additional benefits.

ELECTION COMMITTEE:
Standing Committee Chair- Melissa Brennaman
Secretary- Melissa Buchheit
Elections are coming up with as of noon 92 nominations. Nominations will close on Thursday with elections on Monday.

EVENTS PLANNING COMMITTEE:
Standing Committee Chair- Larry Pankey
Secretary- Yvonne Mangiaracina
No report.

STAFF DEVELOPMENT COMMITTEE
Standing Committee Chair- Karlease Bradford
Secretary- Patricia Early
Continuing to look at and research book reimbursement and the taxes.

Other Committees:
ADMINISTRATIVE COUNCIL COMMITTEE
SC Committee Representative
No report.

ASUR COMMITTEE
SC Committee Representative- B J Yergens
No report.

PARKING AND TRANSPORTATION ADVISORY COMMITTEE:
SC Committee Representative- Katie Lowry
No report.

RECREATION CENTER ADVISORY BOARD:
SC Committee Representative
No report.

UNIVERSITY BOOKSTORE ADVISORY COMMITTEE:
SC Committee Representative- Renee Bazemore
No report.

USGSC (University System of Georgia Staff Council):
SC Committee Representative- Charlotte Petrek
Shelia reported that the statewide SC meeting will be held in October at UGA at a cost of $35.00 for registration and hotel at $59.00 per night. Milledgeville started their Shared Leave policy in January.

Two SC Representatives volunteered to be on the following respective Committees with Katie Lowry on the Parking and Transportation Advisory Committee, and Renee Bazemore on the University Bookstore Advisory Committee. Donna Bravard and Corey Cook volunteered as alternates for these and any other SC Committees.
Support the April Employee Appreciation month events.

The meeting was adjourned.

Please contact San Miller, sanmiller@gsu.edu, if there are any additions or corrections to the meeting minutes. Thank you.

Meeting notes respectively submitted by: San Miller