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

STAFF COUNCIL MINUTES
Wednesday, November 17, 2004


SC Members Excused: Melissa Brennaman, Regina Bryant, Danny Darby, Dawn Davis, Frank Hall, Thomas Kersey, Michelle Pettiway-Lavender, Preeti Sagar and Tawanna Tookes.

SC Members Absent: Kevin Chappell, Carolyn Codamo, Corey Cook, Tiffany Franklin, Kim Harris, Johnathan Keith, Jerry Knox, Steven Lester, Gwendolyn Maddox, Tammy Merck, Bonte Mitchell, Wandra Ponder, Michelle Swain, Maria Trejo, and Henry Winston.

Staff Senators: Kyle Bruner, Carolyn Codamo, Sally Fowler, Sandra Garber, Mary Anne Gaunt, John Medlock, Jean Miller, Sandra Miller, Charlotte Petrek, Debbie Rupp, Leslie and B.J. Yergens.

Guest: Beth Flannigan.

Call to Order and Minutes:
The meeting was called to order by SC President, Debbie Rupp. The Staff Council October 20, 2004 meeting minutes were approved with two corrections with the revised minutes to be posted when corrected.

Shared Leave Policy:
Jean Miller discussed the Proposal from the Benefits Committee for a Shared Leave Policy Pilot and acknowledged the previous groundwork completed with the assistance of Shelia Bradley and Ronda Christian. The proposed pilot program is based upon the University of Georgia’s pilot program which has been in existence for approximately one year. Jean reminded everyone to be aware that the proposal would be a “pilot” with possible changes to the policy in the future. Shelia noted that the University’s Legal Office, under John Marshall, had reviewed the document being proposed today.

Jean discussed how a similar document was being reviewed by the Benefits Committee for the Faculty Affairs Committee which will vote on the Shared Leave Policy Pilot at the end of November. Sandra Garber inquired as to the status of the pilot proposal at the Faculty Affairs Committee. Jean acknowledged working with the faculty group and anticipating that the document will undergo no changes, and if it is amended by the Faculty Affairs Committee that the SC group would consider discussion as to amending its Shared Leave Policy Pilot. The Georgia State University pilot, if approved by SC, would go to the Executive Committee of the Senate and then to the floor of the University Senate probably in January.

The floor was open to discussion. The first question was as to if the pilot would affect retirement and any changes that would cause a downside as to the Board of Regents (BOR) current plans. Jean stated that the State Merit System currently has a similar program, and that the currently proposed pilot program is just that a “pilot” program. Sue Fagan asked about the stipulation that an individual could not give the leave to a subordinate or to a supervisor, and how she felt it would be unfair. Jean reiterated that according to the
pilot, such a scenario as Sue mentioned would not be acceptable; however, the policy could be reviewed upon implementation. Jean answered Yvonne Mangiarancina’s, Larry Pankey’s, and Charlotte Petrek’s questions in that the process begins upon the employee’s request, is voluntary, and stipulate a life threatening illness or emergency medical condition. Jean further explained that the employee may be given additional leave time with the department no longer being able to use funds for temporary employees from that employee personnel budget line. Debbie clarified that with this policy if someone runs out of leave the individual could continue to receive a paycheck. John Medlock queried as to the cost to the University with BJ responding, in a related discussion at the recent USGSC (University System of Georgia Staff Council) meeting, there had been no such scenario because the hours accrued are of utilization.

Shelia called the question and a motion to initiate the Shared Leave Policy was carried.

**Committee Reports:**

Oral reports are presented to the Staff Council each meeting with monthly written reports sent to the SC Secretary for publication in the subsequent meeting notes. If applicable, highlights of the Staff Senator and Staff Council Committee Reports are as follows with the actual summary texts available on line.

**Staff Senator Reports:**

**Kyle Bruner:**  Cultural Diversity; Athletics  
The Committee has discussed ways to have professors allow student athletics, during their athletic schedule, to miss a specified number of classes without penalties.

**Carolyn Codamo:**  IS&T; Library  
Absent. No report.

**Sally Fowler:**  APACE (Academic Programs and Continuing Education); Cultural Diversity  
APACE has a proposal for the activation and deactivation of programs with the indicators of quality and centrality for program analysis.

**Sandra Garber:**  Planning and Development, CBSAPC (Capital Budget and Space Allocation), Strategic Planning  
The Committee is reviewing APACE and Administration Review in parallel with ASUR with a tentative end of March as a time line. The March timing will, however, not assist the University with regard to its budget planning as to the possibility of ten percent or more, if any, proposed tuition increase. The President of SGA came to the Statutes and By Laws Committee with questions regarding the smaller number of Student Senators assigned to a larger number of committees. Strategic Planning is working on the annual report and the next five year plan.

**John Medlock:**  Research; Budget  
Budget Committee was divided into three subcommittees (Cost Committee, Budget Priorities Committee, and Impact Committee) for discussions within the areas of focus on quality, centrality and return on investment. Research group did not meet. A consultant report on the buildings proposed a tech commercialization building with the University as the major institution or anchor for the downtown bioscience district; three buildings are being proposed.

**Jean Miller:**  Admissions and Standards  
No report this month.

**Sandra Miller:**  Commencement, Student Life and Development  
Fall Commencement is December 18, 2004. Student Life and Development meeting concentrated on the charge of the Committee as well as its student membership.

**Charlotte Petrek:**  Faculty Affairs  
There will be meeting at the end of November.

**Debbie Rupp:**  CBSAPC, FACP (Fiscal Advisory Committee to the President), Senate Executive Committee, Budget  
There will be a caucus before the next University Senate meeting of the FACP.

**Mary Anne Gaunt:**  Library Committee  
The Library Committee did not meet.
SC Committee Reports:
Standing Committees

BENEFITS COMMITTEE:
Standing Committee Chair- Jean Miller
Secretary- Heather Blevins
See prior notes as to Shared Leave Policy information.

BYLAWS COMMITTEE:
Standing Committee Chair- Tracy Van Voris
Secretary- Sue Fagan
Discussions in progress are in reference to the election and procedures which will go to
the next Executive Committee for a January vote.

COMMUNICATION COMMITTEE:
Standing Committee Chair- Melody Harris
Secretary- Katie Lowry
Committee has had discussions, similar to the Executive Committee, regarding the
question as to dissolving the Committee’s role as to the Benefits Fair and having an event
planning group taking the responsibility of the Benefit’s Fair.

ELECTION COMMITTEE:
Standing Committee Chair- Melissa Brennaman
Secretary- Melissa Bucheit
No report.

POLICIES AND PROCEDURES COMMITTEE:
Standing Committee Chair- Larry Pankey
Secretary- Yvonne Mangiaracina
The committee is revisiting its charge.

STAFF DEVELOPMENT COMMITTEE
Standing Committee Chair- Karlease Bradford
Secretary- Patricia Early
In October the group reviewed the Staff Council Scholarship fund, its basis, and worked
on a scoring system.

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

ASUR COMMITTEE
SC Committee Representative- B J Yergens
The Committee is reviewing the seven year list.

PARKING AND TRANSPORTATION ADVISORY COMMITTEE:
SC Committee Representative- Shelia Bradley
Parking and Transportation (Auxiliary and Support Services) will eliminate the
management contractor and employ student assistants to work the parking areas. The
department is also investigating on-line MARTA and Budget Card sale processes.

RECREATION CENTER ADVISORY BOARD:
SC Committee Representative: TBD
No report.

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

USGSC (University System of Georgia Staff Council):
SC Committee Representative- Charlotte Petrek
No report.
**New Business:**
B J advised the group that as a result of the discussions at the SC Retreat that there is a survey being finalized to be sent to SC’s constituents. The constituent survey will be ready for distribution by February.

B J also informed the group that, at the direction of the Provost and including representation from the Dean of Students, Linda Nelson’s area, FASA, and the Ombudsman, a Grievance Committee is being formed to work on updating the procedures as to the processing of grievances. A subcommittee, similar to the Senate Faculty group, would be formed to include SC participation and training for the reviewing of Staff grievances.

Debbie reminded everyone to contribute to the Staff Council fund during the Annual Giving Campaign.

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