



**2005-2006 Staff Council Officers**

President: Deborah Rupp  
Vice President: B. J. Yergens  
Secretary: Renee Bazemore  
Parliamentarian: Charlotte Petrek

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**STAFF COUNCIL MINUTES**  
**November 16, 2005**  
**465 University Center**

**Members Present:** Carolyn Alexander, Amber Amari, Angela Arnold, Renee Bazemore, David Bledsoe, Victor Bolet, Melissa Brenneman, Melissa Buchheit, Cliveita Caesar, Vernessia Callahan, Danny Darby, Natasha Davenport, Sally Fowler, Sandra Garber, MaryAnne Gaunt, Al Gore, Frank Hall, Toure Heywood, Ruby Hopkins, June Houston, Angela Lefebvre, Katie Lowry, Jan McCord, Jean Miller, Sandra Miller, Charlotte Petrek, Debbie Rupp, Kenee Stephens, Jeffrey Stockwell, Randy Trammell, Anita Webb, Rhonda Williams, Shelly-Ann Williams, and B.J. Yergens.

**Members Excused:** Shelia Bradley, Tazar Gissentanner, John Medlock and Preeti Sagar.

**Members Absent:** Dawn Davis, Deborah Dunbar, Patricia Early, Tyra Hines, Carol Miller, Bonte Mitchell, Larry Pankey, Wandra Ponder, Jackie Slaton, Adolphus Stroud, Michelle Swain, Maria Trejo, Angela Turk, Susan Vogtner and Marlon Williams.

**Guests:** DeShanna Brown

**Call to order and Opening remarks:** The meeting was called to order by Staff Council President Debbie Rupp at 3:05 p.m. Debbie welcomed and thanked everyone for coming. Debbie also welcomed guest DeShanna Brown from the office of annual giving/telephone outreach.

**Approval of the Minutes:** There was a motion to accept the October 19, 2005 minutes; the minutes were approved.

**Committee Reports:**

- Benefits – committee reviewing university emergency evacuation procedures. University has purchased an emergency notification system which will be implemented over the next year.
- Bylaws – committee will review the roles of senate members.
- Communications – reviewing ideas on how to manage Staff Council proxy email addresses. Mary Nell referring Staff Council email inquiries to the appropriate person to answer. Committee made changes to layout of current Staff Council website. The template – *News U Can Use* – for the abbreviated minutes is completed but the committee is continuing to explore ideas to determine the best way to distribute.

- Elections – preparing email solicitations and postcards for February elections ad campaign. The postcards will list benefits of *Why You Should be a Part of Staff Council*:
  - Networking
  - Interacting faculty, staff and administrators
  - Professional development
  - Education on university policies, politics and procedures
  - Leadership opportunities
  - Enhance work skills
  - Parliamentary procedures
  
- Events – any comments or suggestions regarding this years Benefits/Employee Information Fair please forward to Katie Lowry.
  - Homecoming committee will meet on November 28, 2005. Staff Council reps are asked to serve as judges for the office door decorating contest. Homecoming is February 11, 2006.
  
- Staff Development – revising language for staff scholarship fund to make more succinct. The changes will be incorporated in the bylaws.
  
- Planning & Development/CB-SAC – approved amended instruction template for administrative review unit report. The composition of the committee will change from one staff senator to two to accommodate the workload. The changes will be incorporated in the bylaws.
  
- Transportation – bus route tracking system signs will be installed around campus. The signs will inform students when the next available bus will arrive. New bus tour available from the Welcome Center. The tour goes by Piedmont/Ellis future dorms, Village, Rialto, and CNN area.
  
- Academic Program – is now called Committee on Academic Program (CAP). Committee voted to approve the new Bachelor of Science degree in public policy (not yet approved by Board of Regents) and Master of Science degree in information systems which is a replacement of current graduate program. A joint major of international economics and modern languages has been approved.
  
- Cultural Diversity – compiling data from student cultural climate survey which had a small turnout of responses.
  
- Administrative Standards – students will be limited to the number of classes they can withdraw from. Students will be allowed six withdrawals over the course of four years, after the sixth withdrawal the grade becomes a WF. Hardship withdrawals do not count. This will be effective fall 2006 for all students.
  
- Student Life – discussing the idea of what comprises a student life group. Also, reviewing the idea, when the number of students grow should the number of staff participation in university senate grow as well.
  
- Faculty Affairs – faculty salary compression policy has passed and will go to senate. Also, discussing new electronic one database for faculty annual reports. There was a presentation on research and scholarly misconduct and the condition of classroom facilities.
  
- Library/ASUR – reviewing administrative support unit assessment reports. Completed review of student advisement offices and center. Registrar and schedulers review is coming up.
  
- Statues & Bylaws – looking at membership of committee.
  
- Research – approval of defined roles and responsibilities of university employees engaged in sponsored project management and oversight.

- Athletics – academics of student athletes look good. Mary McElroy new athletic director is a welcomed addition to the university.
- Administrative Council – multi-cultural expert Dr. Su gave a commentary on multicultural issues and how it differs from diversity. Counseling center will host a multicultural conference in March 2006. Sally Fowler attended the conference last year and it was excellent.
  - Erin Erskine discussed graduation alternatives; one large ceremony at Philips Arena to help attract notable speakers
  - Summer commencement may be eliminated
- Budget – report from joint committee of budget and faculty affairs on salary compression.
- FACP – enrollment is down and revenue shortfall is approximately 10.3 million. Students can pay for classes online but there is a convenience fee. Student fees will be prorated for part-time students. Part-time enrollment has dropped from 2700 to 1300. FACP approved increase of athletic fee by \$40 and technology fee by \$25.
- Strategic Planning – ongoing with action plan.

**Updates/Announcements:**

- Work Life Alternative Plan will be presented to Administrative Council on December 7.
- 200 employees (58 faculty & 142 staff) donated a total of 3200 hours to the Donated Leave Pool program. The program will begin in January; a committee will be in place to handle the requests. Benefits will re-evaluate the program next year before open enrollment. It was suggested during open enrollment next year make a big push to market donated leave program.
- Athletics is putting together a staff special for opening basketball game on Tuesday, November 22 at 7 p.m. Buy one ticket get one or two free. Panthers vs. Kentucky game on December 6 at Philips Arena and Panthers vs. Georgia December 10 at Gwinnett Center. SGA initiative - tailgating in parking lot by Marta station before each home game.
- Need people to run for Staff Council officer positions.
- Staff Council meeting on December 21 will be food, fun and holiday festivities! Adopt a Rep - bring a rep to the meeting.
- Employee Appreciation at the bookstore on November 30, December 1 & 2, 20% discount.
- Susan Goodroe and Frances Stone's retirement party is on December 9 at 3 p.m.

Meeting was adjourned at 3:55 p.m.

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