STAFF COUNCIL MINUTES
July 20, 2005
Room 465 University Center


Members Excused: Carolyn Alexander, Sandra Garber, Frank Hall, Katie Lowry, Carol Miller, Larry Pankey, Honeybee Sheffield, Kenee Stephens, Angela Turk, and Marion Williams.

Members Absent: Cliveita Caesar, Danny Darby, Patricia Early, Tiffany Franklin, Tazar Gissentanner, Alvin Gore, Ruby Hopkins, Yvonne Mangiaracina, Michelle Pettway-Lavender, Michelle Swain, Maria Trejo, and Felicia Watts.

The meeting was called to order by Staff Council President Debbie Rupp at 3:05 p.m. Debbie welcomed and thanked everyone for coming.

Approval of the Minutes: Debbie asked for a motion to accept the July 20, 2005 Staff Council minutes. A motion was made; it was seconded and passed. The minutes were approved.

University Update - Dr. Patton: gave an overview of the updates/changes to the Main Street Master Plan. The Humanities building is on the Board of Regents list of projects to fund. Although, it may be a couple of years before construction begins. The 199,000 sq. ft. building will replace Sparks Hall. It will house nine humanity departments, the registrar and financial aid offices. Kell Hall will serve as swing space while Sparks is renovated. Then Kell Hall residents will move to the Science Teaching Lab.

- The Arts & Humanities Bldg will be expanded.
- Library – project has been moved up on State list because concrete is falling down from the Courtland Street bridge onto Collins Street.
- Decatur Street – money has been received from Federal Government for the redesign of Decatur Street, the street will be narrowed. This is part of the “Traffic Calming Project”, one
lane will be removed. Traffic engineers will slow traffic down and add more sidewalks on the North side.

- Georgia State has received private funding for the Science Teaching and Piedmont/Ellis projects.
- Signage will be placed on all of the improvement project sites.
- The Rialto has a new sign and it flashes at night. $10m was raised for this project. Dr. Patton stated, "Thanks for all you do."

Dr. Patton encouraged everyone to take his or her vacations because everyone earned it!

**Staff Council Retreat Report - Deb Rupp:** 30 members attended the Staff Council Retreat at Indian Creek on June 17. The committees met and discussed their charge for the year. Deb thanked everyone for their support and Auxiliary services for donating the water.

**Grievance procedure:** The Provost and Dr. Joan Carson are in charge of the university grievance procedure committee. The revised procedure will make it easier for employees to voice complaints. The committee meets every two weeks. The grievance committee is asking for Staff Council's endorsement and would like for council members to serve on the committee.

The procedure steps are the same but the process and language are easier to understand. There is also more emphasis on mediation. A core group of Staff Council members will be trained to serve on committee. Deb will invite Dethra Giles to attend the next Staff Council meeting to discuss the responsibilities and procedures of the panel. B. J. will put together a pros/cons list for reference. A motion was made and passed.

**Business:**

- Staff Council Survey, the response rate to the survey was very disappointing. The survey was overlooked by many.

- To help with the exposure and awareness about Staff Council, the message needs to be clear; Staff Council is responsible for incorporating the donated leave policy.

- Staff Council would like a new tabletop display for the Benefits Fair in October.

- Unexcused absences - members should inform Mary Nell when they will not attend meetings and it will be excused. It is important that members attend the committee meetings because majority of work is done in the committees. Members should inform the committee chair when not able to attend the scheduled meeting. Committee chairs should report repeated absences to B.J. and she will make calls.

**Committees:**

- Benefits - a member from the benefits committee will attend the next Executive meeting to discuss moving forward with the Alternative Work Schedule position paper.

- Professional development is working on a training advancement action plan for employees.

- Events – The Benefits/Information Fair will be held Monday, October 10. Open enrollment is October 3 – November 3. Deb Rupp will talk to Lesli Cotton regarding internal/external vendors and potentially imposing a fee for vendors ($25, $35, $50).
  - Committee will come up with an evaluation procedure for the Staff Retreat.

- Elections – The mid-year elections have been cancelled. The committee will work to develop interest for the 2006 elections in February.
• Communications is working to develop a template for the minutes to be distributed to constituents. An email alias will be set-up so it will appear that the minutes are coming from the rep but it will come from the communications committee.

• Senators – Consultant group is researching enhancing salaries and positions.

Updates/Announcements:
• Staff Council note cards are available. Thanks to B.J. for designing the cards.
• USGSC meeting will be held October 13 & 14 at the University of Georgia.
• Deb Rupp is heading up a GSU team to participate in the Kaiser 3.1 mile walk-a-thon on September 15 at 7 p.m. Georgia State has never had a team before. The entry fee is $15 and everyone will receive a t-shirt. The walk will begin and end at Turner Field. A portion of the fee will go to the Atlanta Braves Foundation and the Boys & Girls Club of Atlanta. Deb will get more details.
• All members should wear their Staff Council lapel pins, show-up at meetings and communicate with constituents.
• The Campus Club will be closed on Monday, July 25 for renovations; it will re-open at the beginning of the semester. The Courtyard in the Student Center will be open. The Refectory in Kell Hall will be replaced with a Starbucks.
• There are new Panther shuttle buses.
• Everyone take their vacations!

Meeting was adjourned at 3:55 p.m.

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