Meeting Minutes  
June 20, 2007  
Room 465 University Center

Attending:  Randall Alberts, Menetha Alston, Amber Amari, Vanessa Brown, Gretchen Cannon, Kevin Chappell, Frederick Childs, Cindy Clark, Carolyn Copeland-Simmons, Denise Floyd, Sandra Garber, MaryAnne Gaunt, Cherecia Kline, John Medlock, San Miller, Phillip Mitchem, Kimberly Moore, Bill Prigge, LaRose Raston, Shantavia Reid, Christopher Robertson, Debbie Rupp, Lisa Shepard, Natasha Stark, Cassandra Thornton, Tawanna Tookes, Randy Trammell, Angela Turk, Susan Vogtner, Anita Webb, Shelly-Ann Williams

Excused:  Sonda Abernathy, Annette Butler, Earl Daniels, Beverly Peters, Lawana Wimberly, Henry Winston, Valerie Woods

Absent:  Jessie Aaron, Corey Cook, Eric Drayton, Sharon German, Toure Heywood, Curtis Miller, James Poulakos, Gary Longstreet

Guests:  Cheryl Johnson Ransaw

Opening Business:

Staff Council chair Shelly-Ann Williams called the meeting to order at 3 p.m. The minutes from the previous meeting were approved with no changes.

Council Retreat:

Shelly-Ann thanked all the members who participated in the annual council retreat in May. By many accounts, the retreat was one of the most successful thus far. In particular, members have commented that they enjoyed the guest speaker, Barbara Reilly. Her discussion of the dynamics of successful groups set the tone for the productive committee activities in the afternoon. Shelly-Ann thanked President Carl Patton for providing support for lunch.

Council Committee Reports

Shelly-Ann asked committee chairs to provide an overview of their committee action plan for the year since this was the focus of discussions at the retreat:

Communications:  Randy Trammell reported that the group will be working on a communication plan for the council and will begin discussions of a council website. They will also work with other committees to promote their initiatives.
**Benefits:** Natasha Stark indicated that the Benefits committee has already done significant work on one of its action items, exploring options for keeping staff emergency contact information up to date. The committee recommended communicating with HR officials to have them activate a module in the PeopleSoft system designed for this purpose. The committee will also discuss strategies for revising the Donated Leave Pool program to include bereavement leave, and they will collaborate with the Communications committee to promote the Panther Perks program.

**Staff Development:** Susan Vogtner reported that the committee is developing written procedures for Staff Scholarship award process. They will also work on a process for nominating staff for the Sparks Award and other award programs. They will work with the Communications committee to promote giving to Scholarship fund through Campus Campaign. And, the group will discuss facilitating literacy/ESL instruction for staff.

**Bylaws:** The committee will clarify voting rights of senators who are not elected representatives and indicate terms of service for senators, explore methods of filling vacancies, and examine the possibility of merging Bylaws and Elections.

**Events:** The group will focus on enhancing the Benefits Fair/Staff Information Day and will explore options for a community-building event.

**Elections:** The committee will move up the development of the elections calendar to facilitate communication efforts and will investigate ways to communicate with supervisors before and after election.

At the conclusion of the committee reports, Shelly-Ann reported that Elections chair Stephanie Mullis would be leaving the university in July. She asked for volunteers to serve on or lead the committee, which will work closely with the Bylaws committee this year since both have limited membership and seasonal responsibilities. Randal Alberts agreed to serve as Elections chair.

**Senate Committee Reports:**

**Commencement:** San Miller reported that the committee has been very active since the university is altering its graduation model to two large events per year in the Georgia Dome. A prominent speaker will be featured at the Fall event, with an internationally known speaker at the Spring ceremony. The Graduation Office hopes to develop a core group of volunteers to staff the events, with a few ad hoc staff still needed to supplement their numbers. The university will also be seeking greater faculty participation in commencement events.

Other senators reported on the organizational meetings for their committees.

**Administrative Council:** Shelly-Ann indicated that Admin Council had approved the establishment of a Policy Advisory Committee that will review existing university policies to ensure that they are up to date and not redundant or conflicting. Staff Council has two representatives on the committee: Sandra Garber and John Medlock.

**FACP:** Shelly-Ann reported that the university will begin the fiscal year without any expectation of a budget shortfall.
**Staff Retention Task Force / Ad Hoc Council Committee:**

Deb Rupp informed the council about the initial activities of this new group, which was formed by the Senate Executive Committee. The Task Force will develop a staff survey to assess current job satisfaction and to collect anecdotal information about why staff leave the university. The committee will also develop processes to collect pertinent data on a regular basis, and the members will explore what role training opportunities play in staff retention. In addition to Deb, Sandra Garber, John Medlock, and Bill Prigge are members of the task force.

Shelly-Ann reported that at its last meeting the council Executive Committee voted to create a Staff Advancement and Retention Committee on an ad hoc basis to facilitate the efforts of the Senate task force and to explore means of creating an ongoing focus on staff advancement and retention issues. The Executive Committee appointed the four task force members to the ad hoc committee as well as Annette Bulter as a representative of the Staff Development committee and Natasha Stark as a representative of the Benefits committee. Shelly-Ann opened the floor for one additional volunteer to serve on the committee and Frederick Childs agreed to serve in this capacity. (After the council meeting, Deb Rupp agreed to serve as chair and Frederick Childs agreed to serve as vice chair.)

**Green Issues Ad Hoc Committee:**

The Executive Committee also approved the creation of an ad hoc committee to focus on Green issues at the university, a proposal that was initially discussed at the council retreat. Shelly-Ann asked members to let her know if they were interested in serving on the committee, which will have twelve members. Earl Daniels, Phillip Mitchem, Randall Alberts, and Sharon German have already agreed to serve. Several non-council members with expertise in this area will also be invited to participate. (After the council meeting, Earl Daniels agreed to serve as chair.)

**Announcements**

The chair shared several announcements with the group:

- The Campus Campaign is still ongoing. Any contributions given before the end of the month will count as part of the current campaign.
- The Benefits Fair / Staff information day has been scheduled for October 11, 2007.
- Cheryl Johnson Ransaw reminded members about upcoming FASA activities and asked them to pass on flyers to their colleagues.

The meeting was adjourned at 4:00 p.m.

*Recorded by John Medlock, Staff Relations Director*