Attending: Randall Alberts, Joe Amador, Amber Amari, Mathieu Arp, Colleen Blanchard, Bess Blyler, Gloria Brooks, Amanda Brown, Gretchen Cannon, David Caudill, Kevin Chappell, Fred Childs, Ann Claycombe, Carolyn Copeland-Simmons, Earl Daniels, Sharon German, Melody Harris, Carla Hines, Kendall Jones, Cherecia Kline, John Medlock, Kevea Mickey, Kimberly Moore, LaRose Ralston, Andria Reddick, Shantanese Reese, Preeti Sagar, John Streater, Jowanna Tilman, Tawanna Tookes, Randy Trammell, Angela Turk, Susan Vogtner, Anita Webb, Sandra Garber, San Miller, Kenee Stephens, Shelly-Ann Williams


Guests: Debbie Rupp, Deon Locklin

Welcome
John Medlock welcomed everyone as the council members ate breakfast. Each council member introduced him or herself. John Medlock introduced the theme: “Becoming effective staff leaders”. He stated that all members of the council are leaders and explained that we would explore the meaning of leadership throughout the day. Debbie Rupp presented an ‘ice breaker’ in which council members answered questions about themselves and leadership.

Leadership and Influence Presentation
Deon Locklin presented on leadership and influence. Council members completed a questionnaire with rankings in areas of role, reputation, behavior, trustworthiness, expertise, and attraction. The group brainstormed ideas in increase influence.

University Decision Making Presentation
John Medlock gave a presentation on decision making in the University. He explained that policy is the formal guidance and operational framework of the University and procedures are the operational process to implement policy. He discussed the role of the University Senate and the Administrative Council. The Policy Advisory Group and other major committees on campus were also discussed.

Lunch and Committees
The committees had a working lunch. Lunch was provided by the president.
**Committee Discussion**
Council members broke into groups to discuss the committee structure and committee duties. The ideas for each committee as well as new ideas are below.

**Benefits**
- Buddy system – peer system – lunch
- Flex schedule/telecommute (with Green Committee)
- Leadership Academy for People
- Career services for staff – Career paths
- Career tracking and development
- Interaction with staff development
- A distinct focus on advancement
- Existing employee orientation
- More promotion (with Communications Committee) on benefits available (Panther perks)
- University clinic to serve staff
- Discounted/free membership to gym
- Extended hours at the Rec. Center
- TAP cover professional development programs and certifications
- Parking (availability)

**Executive**
- Budget/foundation account
- Fundraising
- Orientation for council members

**Staff Development**
- Work with Foundation/Development
- Career training – certification
- More nominees for sparks award

**Events**
- Spring event – health fair, with employee appreciation, day in the park
- Add purchasing fair to benefits fair
- Do not charge vendors for benefits fair
- Keep the giveaways at the benefits fair
- Town Hall meeting – especially with the new president
- Involved in SCCC of Campus campaign
- Brown Bag for committee interaction
- Lunch and learn for University committee – introduction to staff council

**Communication**
- Email suggestion box
- Promote donated leave pool
• Continue annual report/news reporting
• Promote tracking programs/application
• Meet your representatives at benefits fair

**Administrative**
• None

**Other Discussion**
• Green Issues committee should become a full committee
  o Sustainability
  o Transportation/MARTA
  o Efficient use of energy resources needs to be focus of the University
  o Announce unit actions
  o Report on best practices
  o Define green issues
  o Look at area peers (Emory)
  o Resource for University
  o Grant prospects
  o Protect staff roles
• Draw on student expertise/energy
• GRA
• Advancement committee
  o Facilitate internal promotion/posting
  o Look at other institutions
• Overall goals for council
• Strategic plan
• Support wellness among staff

**Closing**
Shelly-Ann Williams led a round of trivia and a raffle with donated prizes. John Medlock thanked everyone and adjourned the retreat.

*Recorded by Susan Vogtner.*