

GREEN ISSUES COMMITTEE MINUTES		Aug. 7, 2015
Staff Council – Georgia State University		Recorded by: Emily Williams
Attending:	Boyd Beckwith, Kenya Johnson, John Medlock, Leah Seupersad (University Relations), Emily Williams	

Agenda item:	Staff Spotlight
Summary of Discussion (e.g. key topics, presenter):	<ul style="list-style-type: none"> a. 2016 months to schedule (Jan, Feb, Apr, May, June). All present have conducted or are currently scheduled to conduct spotlight interview. b. Professional Photo: PR & Marketing communications has agreed to photograph our monthly spotlight. They have provided a link to Kenya that we can give to our spotlight so they can schedule their photo session. c. Additional question to spotlight interview questions was discussed. d. Review of spotlight content. Should it be edited by someone before published? John edits for grammar, spelling, etc. before publishing. It's possible a University Relations person may be willing to look it over as well.
Action Items:	<ul style="list-style-type: none"> a. Kenya will reach out to committee members to schedule 2016 spotlights (Jan, Feb, Apr, May, June) b. Kenya will post on Basecamp the photo session link to be shared with our spotlights. c. We need to compare Kenya's version of the question and the older version of the question and determine which will be used now and into the future. d. No action. Interviewer should look over spotlight before forwarding to John who will also look at it.

Agenda item:	Staff feature on Homepage/GSU Magazine
Summary of Discussion (e.g. key topics, presenter):	Discussed in past that we would like to see more staff content on the GSU homepage and/or in the GSU magazine. Leah addressed this saying that this is possible. The content needs to relate the individual to the community, be it local, national, or global.
Action Items:	No action other than keeping a look out for a story/person that would fit this qualification.

Agenda item:	Staff Council Newsletter
Summary of Discussion (e.g. key topics, presenter):	Discussed with Leah our newsletter idea & posting content on the main GSU web page. Leah posts our spotlights in the Community Newsletter which reaches faculty and staff and will also include Staff Council news as we feed it to her. This info also gets posted on GSU's LinkedIn page.
Action Items:	-We will share spotlights and other Staff Council news items with Leah to post in GSU Community Newsletter.

	<p>-Need to consider monthly topics/articles that could be used for staff council website as well as for the GSU Community Newsletter.</p> <p>-Leah will share with us her posting schedule so we have a deadline for sending content to her.</p>
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Agenda item:	New Employee Orientation
Summary of Discussion (e.g. key topics, presenter):	Kike is waiting to hear back from HR about our involvement.
Action Items:	No action.

Agenda item:	Staff Council Brochure
Summary of Discussion (e.g. key topics, presenter):	Currently being reviewed by Michelle for relevance, this item needs to be updated in time for printing for Employee Benefits Fair. Leah said that University Relations may be willing to re-vamp/re-design the brochure.
Action Items:	Determine if it needs to be updated. Forward to Leah.

Agenda item:	Employee Benefits Fair – Monday, Nov. 2
Summary of Discussion (e.g. key topics, presenter):	The work/life staff council sub-committee is responsible for the Staff Council table at the fair. However, we are responsible for providing the brochures. Discussion about whether or not we should provide additional promotional items (beyond candy) such as pens, mouse pads, etc.
Action Items:	-Finalize brochure. -Communicate with Work/Life subcommittee about their ideas regarding the table (task unassigned).