

## Staff Council Meeting Meeting Minutes: July 20, 2016

Student Center West, Room 460 - 55 Gilmer Street, Atlanta, GA 30303

**In attendance:** Sonda Abernathy, Chris Almond, Ashley Apollon, Jennifer Asman, Latisha Barnes, Boyd Beckwith, G. Taylor Brooks, David Brown, D. Anthony Bush, Janice Byrd, Michael Carter, Emily Cowdrick\*, Angela Crowder, Charmaine Daniels, Kike Ehigiator\*, Charles Featherstone, Joe Fernandes, Rejer Finklin\*, Mark Harper, Jodie Harper, Yvette Hilaire, Tammy Honore\*, Gregory Howell, Kenya Johnson, William Jones, Colleen Joyce\*, Jerria McCoy, Frances Mohr, Lannda Oden\*, Lori Payne\*, Denise Rixter, Martin Ross, Natasha Simpson\*, Michell Temple, Jowanna Tillman, Teresa Ward and Heath Wood.

\*Attended via livestream.

**Excused:** Kimberly Bauer, Zduy Chu, Jeffrey Coleman, Cheryl Copeland, Shernai Dodson, Cynthia Edwards, Harley Granville, Erica Hart, Will Kerr, Erik Lauffer, Mary McLaughlin, Anna Moore-Johnson, Carmen Newton, Christopher Robertson, Yolanda Travis and Cynthia Wilson.

**Unexcused:** Menetha Alston, Amber Amari, Alfred Austin, Kashira Baker, Uzma Bhatti, Danielle Churchill, Wayne Clanton, Tonia Davis, Quen'naldria Drake, Jennifer Ducksworth, Mark Eister, Jacob English, Cynthia Gay, Marolyn Gentles, Bonita King, Justin Lilly, Lashonda Linton, Madara McCorkle, John Medlock, Rene Mondy, Lisa Page, Rodney Pegues, Russell Seagren, Irene Shelton, Korita Slaton, Keith Sumas, James Taylor, Jamie Turner, Ariday Walkes, Charlene Watkins, Anita Webb, Shelly-Ann Williams, Valerie Woods and Esther Yi.

**Changes:** Emily Williams and Kera Nicholson left GSU leaving two council representative vacancies

**Guest(s):** Jeff Steely, Dean of Libraries; Chris Connelly, PawPrints; Kevin Kelley, PawPrints

---

Kenya Johnson, Staff Council Chair, called the meeting to order at 3:10 pm.

The Staff Council approved the June 15, 2016, Staff Council meeting minutes.

### Guest Presentations

- **GSU PawPrints Service:** Chris Connelly and Kevin Kelley, shared the following information regarding GSU PawPrints
  - PawPrints is the new name for the combined services of the former University Printing, the Copy Corner and GPC's Print Shop. PawPrints.gsu.edu
  - All work will be provided in-house eliminating the need for extensive outsourcing.
  - Can pay via speedchart or P-Card
  - Will be able to use PawPrints for personal use beginning fall 2016.
  - PawPrints combines GSU's mail and print shop services
  
- **GSU Libraries:** Jeff Steely, Dean of Libraries

- The GSU Libraries have three areas of focus
  1. Content (e.g. books and microfilm) – 87% of budget directed for electronic media
  2. Student Success – provide technology and “information fluency” (how to find information and how to use the resources) for students.
    - 5<sup>th</sup> floor is for quiet learners; other floor spaces for group study sessions
    - Currently researching free online textbooks
  3. Supporting research life cycle – helping individuals perform research, assess data and prepare to protect their publications
- Available services include:
  - Books, DVDs and online publications
  - Interlibrary loans from other institutions
  - Special collections
  - One Button Studio on 2<sup>nd</sup> floor which provides technology for practicing presentations – equipment records audio and video for immediate feedback
- Will have one website for all library services
- Security updates in the future:
  - New visitor process
  - Additional security cameras
  - Change from card swipe to finger print reader

#### **Senate Committee Reports :**

- Academic Programs – no report
- Admissions & Standards – no report
- Administrative Council – will meet in August
- Athletics – will meet September 15
- Budget – no report
- CBSAC – no report
- Commencement – no report
- Cultural Diversity Research – no report
- FACP – did not meet
- Faculty Affairs – no report
- IS&T will meet in August
- Library – no report
- Planning & Development – no report
- Statutes and Bylaws – will meet Sept 20
- Student Life & Development – Change name to Student Life - no report
- Sustainability – no report

#### **Staff Council Committees:**

- Administrative
  - The committee met to familiarize themselves with their duties, bylaws and election process.
  - Presented Fran Mohr to fill the position of Staff Relations Director for the GSU Staff Council. The Staff Council elected Fran Mohr to serve.
  - The committee suggests having a designated person to facilitate and monitor the online attendees of WebEx meetings allowing the presiding officer to focus on facilitating the

- meeting. The position could be a non-officer position and have other council members trained for backup.
- We currently have two vacancies on the Staff Council and will replace those individuals with the next nominees who received the highest number of votes in those areas during the recent elections.
  - The Committee is reviewing the Staff Council bylaws that state three unexcused absences are considered non-attendance. The vice chair is to call the member to verify continued interest in serving on the council. The council person will be replaced if necessary. The committee is addressing excused versus unexcused absences for committee meetings, as well as full council meetings.
    - Staff Council representatives are allowed leave by the University from their jobs to attend council meetings
  - Suggest providing training for committee chairs.
  - Suggest limiting time to 20-30 minutes for speakers at Staff Council meetings allowing time for council business. Special speakers (e.g. Dr. Becker) will be allowed one hour.
  - Publish via staff broadcast the names and contact information of Staff Council members and the areas they represent. Include in *Staff At A Glance* newsletter
  - Exploring intranet for staff to improve sharing of resources
  - Need to redesign the elections software system
- Executive
    - Staff Council goals will be sent for review and approval by full council
  - USG Council Report
    - Group met on July 13, 2016
    - USG discussing making changes to insurance including:
      - High deductible may be increasing
      - Spouses covered by the USG: if the spouse works and has access to insurance, but chooses to be covered by USG, there will be a \$100 monthly increase for insurance
      - Discussion of waiving online course fee for staff
      - Hoping for another raise next year
      - USG is exploring the situation of staff members who make less than \$47,476 and are non-exempt. To prevent overtime costs, non-exempt workers can only work 40 hours.
      - USG Staff Council dues will be increasing
  - Institutional Research side note:
    - Will not be administering a Perimeter College staff survey because unable to clarify the target individuals during this period of transition
  - Campus Sustainability – no report
  - Communication – no report
  - Community Relations – no report
  - Staff Development and Advancement
    - Concern that staff members are unable to utilize the IRB (Internal Review Board) process even when they are completing research for grants. The IRB process needs to accommodate staff who don't have faculty status.
  - Staff Recognition
    - Committee met on 7/6/2016 and discussed the following:

- Suggest merging the Staff Recognition and the Staff Development and Advancement committees because of similar goals
- Make it a university policy to obtain staff input before policy changes get made
- Model staff recognition after Chancellor's Service Excellence awards
- Fundraising for Staff Council scholarship and best practices

Staff Council Chair, Kenya Johnson, adjourned the meeting at 4:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Fran Mohr".

Fran Mohr  
Staff Relations Director