Staff Council Meeting  
Meeting Minutes: March 15, 2017  
*Brown Room of Commerce Building, 34 Broad St., Atlanta, GA 30303*

**In attendance:**


**Excused:** Sonda Abernathy, Kike Ehigia-tor, Mark Eister, Erica Hart Harris, Will Kerr, Booker Linkhorn, Denise Rixter, Lois Shelton, Falon Thacker, and Ariday Walkes.


*Attended via WebEx.

**Guests:** Anthony Van Miller, Carmen Newton and Gemia Cameron Rice

**Kenya Johnson, Staff Council Chair, called the meeting to order at 3:05 pm.**

**Approval of Minutes:** The minutes from the March 2017 meeting were distributed via email in advance of the meeting. The minutes were approved as presented.

**Board of Officer Elections:** Kenya introduced the slate of the Staff Council Board of Officers whose approval was received in advance of the meeting.

Chair-Elect: Eric Cuevas  
Vice Chair: Janice Byrd  
Staff Relations Director: Kashira Baker
Committees Director: Lannda Oden

Kenya opened the floor for nominations. Hearing none, the motion was made to accept the presented slate of officers. The Staff Council approved the 2017-2018 Staff Council Officers.

Kenya noted that Sonda Abernathy transitions from Chair-Elect 2016-2017 to Staff Council Chair for 2017-2018 effective immediately. Sonda was not able to attend today’s meeting, but will moderate the April Council meeting.

Swearing-in of incoming Staff Council Representatives and Staff Senators: Janice Byrd, Administrative Council chair, lead the incoming representative and senators in taking the oath of office.

Bylaw Changes: Janice Byrd, Administrative Council chair, presented the following proposals:

Proposal 1:
Change start of election cycle from February to January in the Staff Council Bylaws Section 2, A: Administrative Committee as follows: The nominations and elections process will be coordinated each year by the Staff Council Office and Administrative Committee. The nomination and election process will begin in February January. New representatives begin their terms with the March meeting. This will make the senate and representative elections dates match.

A quorum (simple majority) was present so a vote could be taken during the meeting as opposed to conducting the election by email vote (Electronic voting by email was approved by the Council at its January 18, 2017, meeting.) The Staff Council approved the Bylaw change to begin the Staff Council nomination and election process in January of each year.

Proposal 2
Combine the Staff Recognition and the Staff Development and Advancement Committees into a new Staff Recognition and Development Committee.

BACKGROUND INFO SHARED DURING EXECUTIVE COMMITTEE:

Q: Why were there two committees created in the first place?
A: Jowanna Tillman provided the following historical answer. In the past, the Staff Council had staff scholarships, staff funding and two annual staff events. Those committees had and still have a central HR liaison, but those liaisons may not have been used to their full capacity. Also, relationships with other university departments have not been maintained which was where much of the funding originated.

Specifically, Central Human Resources and Recreation have funds that potentially could be tapped for staff activities, but those have not been sought in the past few years. With the consolidation and changes, in addition to newer Staff Council members, the overall university
structure has not been understood and some of those relationships were not maintained. Those collaborations remain an opportunity that would benefit the council. The work should not get lost and standing subcommittees could be dedicated to the different activities and responsibilities of the large committee.

The mission and responsibilities of the new proposed committee will be:

**Mission:** The Staff Development & Recognition Committee is committed to building a workplace environment focused on employee engagement and continuous improvement by developing skills through learning opportunities, promoting employee recognition and reinforcing mutual respect among all GSU employees.

Martin Ross from the Staff Recognition committee shared the reason for the proposal is due to the responsibilities of the separate committees overlapping which created confusion. The proposal is to create one large committee in which subcommittees can address the various responsibilities for action. Martin shared the following proposed responsibilities for the newly combined committee.

**Responsibilities:** The Staff Development & Recognition Committee shall:
- Develop training programs annually that address the needs of current staff.
- Increase staff engagement through education and awareness of staff activities, professional development opportunities and achievements.
- Promote and solicit staff participation in the Chancellor’s Annual Service Excellence awards program.
- Assess professional development training for satisfaction and effectiveness.
- Perform any other activities, consistent with this committee and/or the Staff Council’s bylaws, as the Staff Council deems necessary or appropriate.
- Report all actions and findings to the Staff Council Executive Committee and keep the council apprised of its proposed acquisitions and activities.
- Make recommendations to the Staff Council.

Question: Will it have the same number of members? Yes. The committees want to combine resources and have strong subcommittees.

The Staff Council approved the Bylaw change to reflect combining the Staff Recognition and the Staff Development and Advancement Committees into a new Staff Recognition and Development Committee.

**Presentation of University Governance:** Jowanna Tillman (PowerPoint slides attached.) Jowanna shared the governance structure of the university including the following points:
- The various governing bodies and hierarchy
• University Senate’s mission and purpose that focuses on faculty and student concerns which makes the Staff Council’s and the Staff Senator’s roles so important
• Nothing is presented to the full body of the Senate unless it comes from a subcommittee.
• She advised the new Staff Senators to choose their committees carefully and show up to the meetings.
• She shared the role and importance of the Staff Council and some of the Staff Council’s accomplishments over the last years.
• She reminded the group that sometimes programs and initiatives may begin in the Staff Council, but is moved to the appropriate department for long-term oversight and ownership.
• Where to find information. She showed
  o The policy library www.gsu.edu/about/governance-and-strategy/university-policies
  o The governance webpage www.gsu.edu/about/governance-and-strategy
  o University Senate webpage senate.gsu.edu
  o Staff Council website staffcouncil.gsu.edu

The following questions were received and answered.
• Question: Is there a certain time when the staff survey is administered?

  Answer: Teresa Ward, Office Institutional Research, offered the following response. Staff surveys will be distributed in June and will be available through June. The results of the survey are shared with the senior administration which considers the information extremely important. The survey is anonymous and presented only as departments. Quantitative and qualitative data are extremely important.

  Surveys are sent to current employees. Employees will be notified at the end of April/beginning of May, employees will be notified of the exact date in June the survey will be available. Staff members should contact Office of Institutional Research if they do not receive the survey.

• Question: How can staff members be involved if they are not on the Staff Council or serving as a Staff Senator?

  Answer: All volunteers are welcomed and Staff Council meetings are open. The Staff Council also is developing a Friends of the Staff Council designation for staff members who wish to be involved with Staff Council activities but are not serving currently.

• Question: Where do the questions from the survey come from?

  Answer: Staff Council and Office of Institutional Research. Considered an exceptionally reliable tool.

**Annual Report**: Chair Kenya Johnson and Staff Relations Director Fran Mohr shared a draft and highlights of the Staff Council’s Annual Report including the Council’s goals, achievements, activities
on the horizon and the staff council structure.

Committee Reports (The reports given are placed under the appropriate heading and not in the order in which the report was presented.)

Staff Council Committees:
- Administrative – no report or additional items to present
- Executive – no report
- USG Council Report – no report
- Campus Sustainability – Earth Week (April 18-22) will have numerous opportunities for volunteers.
- Communications – no report
- Community Relations – no report
- Staff Development and Advancement – no report
- Staff Recognition – no report
- Work-life – no report

Senate Committee Reports:
- Academic Programs – no report
- Admissions & Standards – no report
- Administrative Council – no report
- Athletics – no report
- Budget – no report
- CBSAC (Capital Budget & Space Allocation) no report
- Commencement – no report
- Cultural Diversity Research – no report
- FACP (Fiscal Advisory Committee) no report
- Faculty Affairs – no report
- IS&T (Information Systems & Technology) – Anthony Bush.
  The committee tabled two proposals: 1) allocation of student technology funding for School of Arts until more information can be obtained 2) allocation of representation on the student technology fee committee. These will be revisited in April.
- Library – no report
- Planning & Development - no report
- Statutes and Bylaws – no report
- Student Life – no report
Special Recognitions
Chair Kenya Johnson presented the following recognitions:

- All staff council members will receive a certificate of participation via campus mail
- Recognition of those who attended and participated in the majority of the Council meetings
  - Ashley Apollon
  - Latisha Barnes
  - Boyd Beckwith
  - D. Anthony Bush
  - Emily Cowdrick
  - Angela Crowder
  - Kike Ehigiator
  - Charles Featherstone
  - Jodie Harper
  - Yvette Hilaire
  - Tammy Honore
  - Jerria McCoy
  - Lannda Oden
  - Lori Payne
  - Charlene Watkins

- Board of Officers and Committee Chairs
  - Kashira Baker – Staff Recognition Committee Chair
  - Janice Byrd – Administrative Committee Chair
  - Zduy Chu – Staff Development & Advancement Committee Chair
  - Wayne Clanton – Work-life Committee Chair
  - Quen’naldria Drake – Communications Committee Chair
  - Marolyn Gentles – Sustainability Committee Chair
  - Korita Slaton – Community Relations Committee Chair
  - Sonda Abernathy – Chair-Elect, Staff Council
  - Fran Mohr – Staff Relations Director, Staff Council
  - Anna Moore-Johnson – Committees Chair, Staff Council
  - Teresa Ward – Vice Chair, Staff Council

- Special Recognitions: Kenya also presented special recognitions for two individuals who stepped into major roles on the Staff Council where there were leadership vacancies and needs.
  - Staff Council Member of the Year, Runner Up - Janice Byrd, Chair Administrative Committee
  - Staff Council Member of the Year – Fran Mohr, Director of Staff Relations

- A special thank you to Jowanna Tillman for her presentation today and for serving as an ongoing resource for the Staff Council
The Staff Council members provided a heartfelt thank you to Chair Kenya Johnson who provided her leadership and guidance during the past year.

The meeting adjourned at 4:20 p.m.

Respectfully submitted,

Fran Mohr
Staff Relations Director
University Senate

The University Senate exercises legislative functions dealing with the general educational policy of the University, the discipline of students, and all other student activities and affairs, including all matters where the President determines there is a need for uniform policy throughout the University. A legislative action of the University Senate is subject to veto by the University faculty and/or by the President.
University Senate

All work completed in subcommittees:
- Academic Programs
- Administrative Council
- Admissions & Standards
- Athletics
- Budget

- Sustainability
- Cultural Diversity
- Faculty Affairs
- Information Systems & Technology
- Research
- University Statutes & Bylaws
- Capital Planning & Space Planning

Staff Council

The Staff Council acts as an advisory body to the President and acts on behalf of the staff of the University where there is a need for a uniform policy throughout the University.
Staff Council

All work is completed in subcommittees:
- Executive
- Campus Sustainability
- Communication
- Community Relations
- Administrative
- Staff Recognition
- Work-life
- Staff Development & Advancement

Staff Council Impact

- Use results of Staff Survey to create programs that staff need.
  - Work/Life balance
- Opportunities to better communicate to staff across the university.
- Opportunities for leadership within Staff Council.
- Opportunity to present ideas to President Becker.
Websites

Senate: http://senate.gsu.edu/
Staff Council: http://staffcouncil.gsu.edu/
Policy Library: https://app.gsu.edu/policies/

University Administration:
http://www.gsu.edu/about/governance-and-strategy/administrative/