

<b>GEORGIA STATE UNIVERSITY STAFF COUNCIL COMMITTEE MINUTES</b>		<b>Date:</b> 05/15/2017	<b>Date &amp; Time:</b> 05/11/2017 – 11:15 AM <b>WebEx: Available</b>
<b>Committee Name:</b> <b>Administrative Subcommittee</b>		<b>Recorded by:</b>	Rose Baldwin
<b>Attending:</b>	Ashley Apollon (vice chair), Rose Baldwin (chair), Jeffrey Benson, Dana Brown, Erik Lauffer, Jowanna Tillman, Teresa Ward, and Tamar Wilkins		
<b>Excused:</b>	Madara McCorkle and Paula Sorrell		
<b>Unexcused:</b>	Not applicable		

<b>Agenda item:</b>	<b>Approval of Previous Meeting minutes:</b>
Discussion Summary	<i>Not applicable</i>

<b>Agenda item 1:</b>	<b>Topic: Discussion/recommendation on bylaws attendance policy; Article III-B-7a</b>
Discussion Summary	<ul style="list-style-type: none"> <li>A discussion was provided on the recent proposal given by Staff Council. Members discussed the advantages and disadvantages of the current attendance policy which is limited to 3 unexcused absences whether regular Staff Council or subcommittee meeting. The group also compared (and contrast) other external Staff Council attendance policies for example GA Tech where alternates are allowed. All members present agreed and approved to amend the current policy to allow 5 excused or unexcused absences in a senate year prior to any representative or senator being removed due to <i>non</i>-performance duties, and the bylaws will be updated with language that includes WebEx, an online meeting platform, as an acceptable means of attendance. A motion was made and seconded to present the recommendation to the Staff Council.</li> </ul>
Action Item:	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>

<b>Agenda item 2:</b>	<b>Topic: Discussion on 2-3 goals identified for the new year; must be submitted prior to Staff Council retreat</b>
Discussion Summary	<ul style="list-style-type: none"> <li>A discussion was delivered on possible new goals for Administrative Subcommittee to accomplish prior to the end of the senate year. It was proposed to review the current software system used for the nomination and elections, as the current</li> </ul>

	<p>system is somewhat antiquated along with unique challenges. Mr. Benson discussed upon a reliable voting ballot system used by the student government for quite some time; he will gather additional details and email the information to the group by middle of next week. Chair Baldwin added this topic will be tabled to the next meeting for further discussion.</p>
Action Item:	<ul style="list-style-type: none"> <li>Mr. Benson will provide useful information on the proposed voting/ballot system and email it by Wednesday, May 17.</li> </ul>

<b>Agenda item 3:</b>	<b>Topic: Discussion on meeting dates for the calendar year.</b>
Discussion Summary	<ul style="list-style-type: none"> <li>A brief discussion was given on tentative meeting times/dates for the year.</li> </ul>
Action Item:	<ul style="list-style-type: none"> <li>Chair Baldwin will email the proposed meeting times/dates within a week.</li> </ul>

	<b>The meeting was adjourned at 12:00 PM</b>
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