

<b>GEORGIA STATE UNIVERSITY STAFF COUNCIL MINUTES</b>	<b>Date:</b> 4/19/17	<b>Time:</b> 3:00pm  <b>WebEx:</b> Yes
	<b>Recorded by:</b>	Kashira Baker

<b>Attending:</b>	<p>Sonda Abernathy, Eric Aguiar, Ashley Apollon, Aretha Asberry, Cynthia Atkins Woods*, Kashira Baker, Rose Baldwin, Jeffrey Benson, Attlee Billings, Sabra Blackwell, Colleen Blanchard*, Tyrone Boyd, Dana Brown, D. Anthony Bush, Janice Byrd, Michael Carter*, Constance Collier-Mercado, Emily Cowdrick*, Angela Crowder, Charmaine Daniels*, Ruth Ebenezer-Cook*, Kike Ehigiator, Mark Eister*, Amanda Emory, Jani Faison, Joe Fernander, Marolyn Gentles, Jodie Harper, Mark Harper, Erica Hart*, Yvette Hilaire, Tammy Honore, Ivy Horn-Gardner, Christopher Jacobs, Shea Johnson, Nikki Jones*, Will Kerr*, Erik Lauffer*, Booker Linkhorn, Janice Maxwell*, Madara McCorkle*, Jerria McCoy*, Mary McLaughlin*, Gabriela McNicoll*, Matthew Mitchell, Bonte Mitchell, Anna Moore-Johnson, Lannda Oden, Ann Pavlik, Miranda Pedescleaux, Denise Rixter*, Martin Ross*, Jamar Simmons, Lannetta Somerville, James Strickland, Keith Sumas, Keyonna Sutton*, Jowanna Tillman, Lisa Whitaker, Sheila White*, Evelyn Wilcher, Tamar Wilkins, Travis Wood. <i>* indicates attending via WebEX.</i></p>
<b>Excused:</b>	<p>Virginia Brown, Chris Connelly, Eric Cuevas, Jacob English, Harley Granville, William Jones, Bonita King, Linda King, Jennifer McWhorter, Fran Mohr, Irene Shelton, Falon Thacker, Anita Webb.</p>
<b>Unexcused:</b>	<p>Alfred Austin, Prentice Crouch, Cynthia Gay, Omre Harris, Justine Lilly, Herb Molet, Shundra Mondy, Lori Payne, Rodney Pegues, Adelaide Richardson, Russ Seagren, Paula Sorrell, James Taylor, Ariday Walkes, Terry Ward, Charlene Watkins.</p>
<b>Guest:</b>	<p>Gemeia Rice.</p>

<b>Agenda item:</b>	<b>Topic: Approval of Previous Meeting minutes &amp; Chairs Report - presented by Sonda Randall-Abernathy</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• March Minutes were approved.</li> <li>• Kenya King, last year's Chair, attended the Administrative Council meeting in the abstinence of Sonda. Kenya presented the annual staff council report.</li> <li>• Shonda met with CAO's to start to engage them and partnership with the CAO's for the various Colleges.</li> </ul>

Action Items:	1. Kenya to give update on report and state if changes were required and made.
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<b>Agenda item 1:</b>	<b>Topic: Senate and committee reports – presented by Sonda Randall-Abernathy</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• Going back to an old format. Requesting all Committee chairs and Senators to submit their committee reports ahead of time.</li> <li>• They are to use a provided SC Minutes template that has been provided by Kashira Baker, Staff Relations Director.</li> <li>• Committee chairs and Senators are encouraged to use the template during the meetings so they do not have to go back and add the information to the form.</li> <li>• The report should be completed as they are meeting and immediately emailed to Kashira Baker at the conclusion.</li> <li>• See today’s agenda for Whom, Senate and Committee, submitted reports.</li> <li>• Moving forward reports should be read on your own time prior to SC meeting. SC will only have discussions about items that need discussing. If everything is fine with the report the Board will note and only bring to light important items. This will leave time to focus on other agenda items.</li> </ul> <p><b>Floor opened for Discussion &amp; Questions:</b></p> <ul style="list-style-type: none"> <li>• What do Committees that have not met prior to the SC meeting do with reports? – <u>Those reports will be reported the next month.</u></li> <li>• When will new committee members get the calendar invite for committee meeting? – <u>The Chairs will send the information out once the chair is selected.</u></li> </ul> <p><b>Floor Closed:</b> Important information shared with council? – Sustainability will be hosting earth week Thursday 4/20/17 11am – 2pm.</p>
Action Items:	<ol style="list-style-type: none"> <li>1. Chairs should be selected today, no later than Friday 4/24/17. Selection comes from the committee members with a quorum = 51% vote</li> <li>2. SC members are encouraged to attend Earth Week. Information will be sent out by Mary Nell.</li> </ol>

<b>Agenda item 2:</b>	<b>Topic: Dr. Robin Morris, Associate Provost - Strategic Initiatives &amp; Innovation gives an update on GSU Strategic Plan.</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• They have been going around to certain groups on campus, constituencies, to get ideals on what they think are the priorities.</li> <li>• A list of 26 initiatives that came out of the strategic plan was provided. Came to get SC input on them.</li> <li>• 5 Goals – They have not changed but items have been added to improve the goals.</li> </ul> <p>Goal 1: Become a national model for undergraduate education by demonstrating that students from all backgrounds can achieve academic and career success at high rates.</p> <ul style="list-style-type: none"> <li>• Read &amp; explained initiatives items 1 -7 on rating worksheet.</li> </ul> <p>Goal 2: Strengthen and grow the base of distinctive graduate and professional programs that assure development of the next generation of researchers and societal leaders</p> <ul style="list-style-type: none"> <li>• Read &amp; explained initiatives items 8 -12 on rating worksheet.</li> </ul> <p>Goal 3: Become a leading public research university addressing the most challenging issues of the 21st century.</p> <ul style="list-style-type: none"> <li>• Read &amp; explained initiatives items 13 -20 on rating worksheet.</li> </ul> <p>Goal 4: Be a leader in understanding the complex challenges of cities and developing effective solutions.</p>

	<ul style="list-style-type: none"> <li>• Read &amp; explained initiatives items 20 -23 on rating worksheet.</li> </ul> <p>Goal 5: Achieve distinction in globalizing the university.</p> <ul style="list-style-type: none"> <li>• Read &amp; explained initiatives items 24 -26 on rating worksheet.</li> </ul>
Action Items:	<ol style="list-style-type: none"> <li>1. Initiative list will be provided to WebEx individuals via email.</li> <li>2. Complete initiative rating worksheet and submit to Dr. Morris.</li> </ol>

<b>Agenda item 3:</b>	<b>Topic: Date for Retreat Set – Presented by Sonda Randall-Abernathy</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• Thursday, May 25, 2017</li> <li>• Conflicts: USG Conference for HR, Student affairs retreat, Institute orientation for new students</li> <li>• Several groups are impacted so new date will be selected.</li> </ul>
Action Items:	<ol style="list-style-type: none"> <li>1. Board will send out a poll / doodle with other possible dates.</li> <li>2. Mary Nell will contact Indian Creek to confirm availability dates before doodle is sent to SC members.</li> <li>3. Other dates potential conflict dates should be submitted to Kashira Baker. Retreat is not mandatory.</li> </ol>

<b>Agenda item 4:</b>	<b>Topic: Staff Council Orientation – Presented by Lannda Oden</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• Lannda explains when she joined SC three years ago she was new and it was hard to figure things out on her own</li> <li>• Want to make sure new members and committee chairs understand their role and responsibilities.</li> <li>• Orientation will Week of May 8<sup>th</sup> after committee chairs are selected. It's not mandatory.</li> </ul>
Action Items:	<ol style="list-style-type: none"> <li>1. Orientation will be May 8<sup>th</sup> or 9<sup>th</sup></li> <li>2. Information will be sent out soon.</li> </ol>

<b>Agenda item 5:</b>	<b>Topic: Attendance – Presented by Janice</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• One of the part of duties are to give at least four hours a month to SC. There are possibilities when one can be expelled or released.</li> <li>• Last year was consolidation and a precise tally on attendees was not recorded for the council or committees. This year we will go by the bylaws – Bylaws were read out loud.</li> <li>• Question: What is unexcused?</li> </ul> <p><b>Floor opened for Questions &amp; Comments:</b></p> <ol style="list-style-type: none"> <li>1. <i>Marolyn - Conference and out sick should be unexcused</i></li> <li>2. <i>Ivy – Do we need to define excused &amp; unexcused? If you're not available, you're not here so maybe change to if you miss 4 meeting? <u>This will call for a change in bylaws. Are we open to that? We only have 10 monthly meetings a year.</u></i></li> <li>3. <i>Sonda – Should we change the expectations to those who don't participate in committees because that's where the work is done. Not beneficial to participate in council and not committee meetings. <u>Bylaws currently address and read.</u></i></li> <li>4. <i>Jamar – How are we accurately accounting for minutes?</i></li> <li>5. <i>Jeff – People should email ahead or time if attending email – <u>Individuals need to accept the invite and that will be accounted as attending.</u></i></li> </ol>

	<p>6. <i>Lannetta – Is WebEx available for committee meeting? – <u>This decision is left up to the chairs.</u></i></p> <p>7. <i>Booker - How do we account for Senate attendance? <u>Send Infor to Mary Nell</u></i></p> <p>8. <i>Lannetta – Is WebEx in the Bylaws? <u>No, Administrative committee should decide</u></i></p> <p>9. <i>Constance – Do we have a set number? – <u>3 or more meetings – Do we need to make an amend to say missed</u></i></p> <p>10. <i>Ivy – I move to change the bylaws in Section 7 Article 3 membership to remove unexcused and replace with missed. The Motion is second by Ann Pavlik.</i></p> <p><b>Open Floor discussion:</b> If you can only miss three and I’m at a meeting 2x and sick once, I’m removed from SC. Is this what we want to do? (Many people agree it’s a good point). Can we raise the number? Or say missed 3 SC meeting and 3 committee meetings each? via WebEx stated it looks like punishment if the bylaws are changed to state missed. <b>The word missed is problematic. Motion is still on the floor awaiting vote. Jeff Benson, suggest we send this motion to the Administrative Committee and let them bring a proposal back to the council.</b></p> <ul style="list-style-type: none"> <li>• <i>Jeff moves to refer this matter to the Administrative committee for review and recommendation. The motion is 2<sup>nd</sup> by the council.</i></li> <li>• <i>Ivy – It may not be a good time to serve if you have a title that requires a lot of travel or the need to miss many meetings. <b>Ivy withdraws her motion.</b></i></li> </ul>
Action Items:	<ol style="list-style-type: none"> <li>1. Members should evaluate if they can truly commit to the hours required.</li> <li>2. If members attend WebEx they will let Mary Nell know when you accept calendar invite.</li> <li>3. Bylaws need to reflect WebEx inclusion under attendance.</li> <li>4. Matter will be sent to the Administrative committee</li> </ol>

<b>Agenda item 6:</b>	<b>Topic: Staff Spotlight - Presented by Janice</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• We have 22 districts - The GSU SC is looking at doing spotlights on 4 colleges each month. SC representatives can decide the one person, a group, office, center, or college.</li> <li>• Question: How do we obtain the list of constituents</li> </ul>
Action Items:	<ol style="list-style-type: none"> <li>1. Board will discuss how representatives can get a list of constituents</li> </ol>

<b>Agenda item 7:</b>	<b>Topic: WebEx SC Meetings - Presented by Sonda Randall-Abernathy</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• For better engagement and sense of community should we have two months of in person meetings then one month utilizing WebEx? This will be a pattern</li> </ul> <p><b>Floor open for discussion:</b></p> <ul style="list-style-type: none"> <li>• Can we receive paid parking? Why limit our meeting options? The university has moved towards WebEx so we should not remove it and limit access. Does GSU senate utilize WebEx? – No - We are not the senate so why model after them. Expand microphones so comments on WebEx can be heard. Last year a lot of the people were at the in-person meetings so we should figure out a way to engage everyone. Should we have our SC spotlight on each other? SC members will be highlighted in “Our Community” and council will select individuals within council.</li> </ul>
Action Items:	<ol style="list-style-type: none"> <li>1. Board to check if member can have parking paid by council.</li> <li>2. WebEx meeting will remain in place.</li> </ol>

	<ol style="list-style-type: none"> <li>3. We will discuss SC spotlights later.</li> <li>4. SC members will be highlighted in "Our Community"</li> </ol>
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<b>Agenda item 6:</b>	<b>Topic: How can we have more engagement - Presented by Sonda Randall-Abernathy</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• Staff Council day – invite constituents – have coffee and doughnuts – chance to meet and mingle – Comments cards provided</li> <li>• Friends of staff council – Individuals who ran and not selected – we should still engage these individuals and see if they want to help with service projects</li> <li>• Possible GSU SC service project for GSU or downtown ATL</li> <li>• Meetings for remainder this year have been set &amp; sent by Mary Nell.</li> <li>• Need to solicit people who are important for council to hear.</li> </ul>
Action Items:	<ol style="list-style-type: none"> <li>1. We will come back as a body to discuss more</li> <li>2. Might invite Chief of police to meeting.</li> <li>3. Possible speakers should be sent to Sonda.</li> </ol>

<b>Remaining time the Committees gathered together to discuss Chairs and Vice-Chairs. Names should be sent to Lannda by Friday 4/21/17</b>	<b>The meeting was adjourned at: 4:30pm</b>
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