GEORGIA STATE UNIVERSITY
STAFF COUNCIL COMMITTEE MINUTES

Date: October 9, 2017
Date & Time: 10/09/17 at 11:15 AM
WebEx: Available

Committee Name: Administrative Subcommittee
Meeting Place: Citizens Trust Building
75 Piedmont Avenue, Conference Room 1130

Recorded by: Rose Baldwin

| Attendees: | Ashley Apollon (vice chair), Rose Baldwin (chair), Jeffrey Benson, Dana Brown, Erik Lauffer, Madara McCorkle, Lannda Oden, Julie Stowell, Jowanna Tillman, and Tamar Wilkins |
| Absentee: | Bradley Horton |

**Agenda item 1:** Approval of previous meeting minutes

Discussion Summary
- The September 8, 2017 meeting minutes/report was approved.

**Agenda item 2:** Update on recent Staff Council’s members’ vacant seats

Discussion Summary
- Chair Baldwin reported on the 3 replacement/new members:
  1. Julie Stowell, College of Arts & Sciences District, assigned to Administrative subcommittee;
  2. Charles Festerstone, Facilities Plant District, assigned to Community Relations subcommittee; and,
  3. Mi’Yata Johnson, College of Education & Human Development District, assigned to Community Relations.

**Agenda item 3:** Staff Council’s request about recommendation/possible amendment on the bylaws to include electronic voting as an acceptable means for special elections

Discussion Summary
- The draft language was not ready for open discussion, and therefore, tabled to the next meeting.

**Agenda item 4:** Staff Council’s request about recommendation on councilperson’s long absence during FMLA

Discussion Summary
- Ms. Tillman provided feedback from HR’s perspective on those staff council members who are on FMLA. There have been several councilpersons on FMLA from past senate years and resumed to their duties upon return from the leave successfully. Those who fall under this category should be exempt and supported rather than presuming them negligence of something. Additional,
assigning "alternates" will only convolute the process and this will also necessitate changing the current bylaws. Mr. Lauffer brought up about districts who only have one representative and the complications that can serve when informing staff in that particular district. Ms. Tillman responded Staff Council welcomes any GSU staff to attend monthly meetings including those who want to be friends of Staff Council. Members further elaborated on other topics related to the role and responsibility of members including employer & employee confidentiality agreement. Committee recommended to approve exempting members' absences (without alternates) and allow for him/her to return to their full duties as council member.

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<th>Agenda item 5:</th>
<th>Discussion on proposed election/nomination system for annual general election</th>
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| Discussion Summary | • Members discussed about the draft proposal for Staff Council and approved it with some friendly amendments.  
                      • Mr. Benson provided an update on the memo of understanding; he is waiting on the Associate Deans for Students' signature and will email it once received.  
                      • A brief group discussion was provided about the general election and some of the critical phases involved with it. |
| Action Item: | • Mr. Benson will provide a final copy of the MOU prior to the next Staff Council’s meeting scheduled for October 18. |

The meeting was adjourned at 12:15 PM