

<b>GEORGIA STATE UNIVERSITY STAFF COUNCIL COMMITTEE MINUTES</b>		<b>Date:</b> September 8, 2017	<b>Date &amp; Time:</b> 09/08/17 at 11:05 AM <b>WebEx: Available</b>
<b>Committee Name:</b> Administrative Subcommittee		<b>Recorded by:</b>	Rose Baldwin
<b>Meeting Place:</b> One Park Place Building Conference Room 1020			
<b>Attendees:</b>	Ashley Apollon (vice chair), Rose Baldwin (chair), Jeffrey Benson, Dana Brown, Bradley Horton, Erik Lauffer, Lannda Oden, and Tamar Wilkins		
<b>Absentees:</b>	Paula Sorrell, Jowanna Tillman, and Madara McCorkle		

<b>Agenda item 1:</b>	<b>Approval of previous meeting minutes</b>
<b>Discussion Summary</b>	<ul style="list-style-type: none"> <li>The July 12, 2017 meeting minutes/report was approved.</li> </ul>

<b>Agenda item 2:</b>	<b>Update on recent Staff Council's members' vacant seats</b>
<b>Discussion Summary</b>	<ul style="list-style-type: none"> <li>Chair Baldwin reported on the 4 replacement members, as follows: <ol style="list-style-type: none"> <li>Reginald Butler, College of Arts &amp; Sciences District, assigned to Communications subcommittee;</li> <li>Eric Drayton, Facilities Plant District, assigned to Community Relations subcommittee;</li> <li>Savannah Stephens, Byrdine F. Lewis School of Nursing &amp; Health Professions, assigned to Communications subcommittee; <i>and</i></li> <li>Lori Pope, VP Development &amp; Alumni Affairs District, assigned to Campus Sustainability subcommittee.</li> </ol> </li> </ul>

<b>Agenda item 3:</b>	<b>Brief discussion on draft Staff Council Members Supervisor Endorsement Form</b>
<b>Discussion Summary</b>	<ul style="list-style-type: none"> <li>There was group discussion regarding the request submitted by Staff Council Vice Chair Byrd to further discuss on the supervisory participation form that will be instrumental in supporting councilmembers' duties performed by/for Staff Council as it is essential members have full support from their departments. A draft copy of the form was provided to members. All members present approved the form with one revision which is to add an employee line (print/signature/date) to the form.</li> </ul>

<b>Agenda item 4:</b>	<b>Recommendation/possible amendment on the bylaws to include electronic voting as an acceptable means for special elections</b>
Discussion Summary	<ul style="list-style-type: none"> <li>Chair Baldwin discussed on the proposal by Staff Council to amend the bylaws to include electronic voting as an acceptable means of voting in a special election and it is deferred post a regular staff council meeting. Mr. Benson remarked to expand the language to include both general and special elections. Mr. Lauffer emphasized the language should be all-inclusive for any council vote in decision making (<i>eg. Class Climate, Qualtrics, etc.</i>) no matter the type of election. Mr. Benson proposed to draft the new text for it and present it at the next subcommittee meeting. All members present concurred and motioned to further discuss topic at the next subcommittee meeting.</li> </ul>
Action Item:	<ul style="list-style-type: none"> <li><i>Mr. Benson will provide draft language on amendment and present it at next subcommittee meeting scheduled on October 9.</i></li> </ul>

<b>Agenda item 5:</b>	<b>Discussion on Staff Council Absence when FMLA requested by Staff Council</b>
Discussion Summary	<ul style="list-style-type: none"> <li>A group discussion was led on possible impediments/disincentives when a staff council member is absent on Family Medical Leave Act, a federal policy. Mr. Lauffer raised concerns about a councilmember burdened on assigning an alternate or a replacement, as well other forms of leave for examples short and long term disabilities should not be exempted from this. All members present agreed to get feedback from Ms. Jowanna Tillman, Division HR Office in Enrollment Services, prior to providing a recommendation to Staff Council. <i>Said</i> topic tabled to the next meeting.</li> </ul>

<b>Agenda item 6:</b>	<b>Discussion on proposed election/nomination system for annual general election</b>
Discussion Summary	<ul style="list-style-type: none"> <li>Mr. Benson provided a pilot demonstration on the OrgSync/Engage election system that is designed to communicate with a large population, track involvement, and manage various ballot/nomination events. Its functionality will make the elections a more streamlined process. Also, no pre-registration is required as it will be setup as a single sign on source (using campus ID and password). Again, the software has been actively used by GSU for several years now, and he iterated there are no anticipated costs on the software license agreement since GSU maintains an university-level subscription. Discussions among members included limitations/disadvantages of current system and to the proposed new system's ballot features, districts sizes, and approximate vacant seats for upcoming election. A motion was made and seconded to approve the proposed system for this</li> </ul>

	upcoming general election and present information at the next Staff Council's monthly meeting.
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	<b>The meeting was adjourned at 12:15 PM</b>
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