

<b>GEORGIA STATE UNIVERSITY</b>  <b>STAFF COUNCIL MEETING MINUTES</b>	<b>Meeting Date:</b>  <b>11/18/2020</b> Recorded by:  <b>Donna Frazier</b>  <b>Submitted: 1/26/2021</b>	<b>Time: 2:00 PM to 3:30 PM</b>  <b>Location: WebEx</b>
<b>Attending, In Person: N/A</b>  <b>Attending, WebEx:</b>          <b>Call-in:</b>       <b>Excused: N/A</b>  <b>Unexcused:</b>	<p>Selethia Bell, Jeff Benson, Dana Brown, Janice Byrd, Derrick Chisolm, Jerica Coleman, Yabsera Demissie, Charles Featherstone, Susan Fitzgerald, Donna Frazier, Ravi Gandhi, Marolyn Gentles, Kathleen Halley-Octa, Courtney Hill-Ward, Ta'Keyah Holder, Bernard Irvin, Byron Jones, Brian Kelly, Nikki Marshall, Bonte' Mitchell, Tracy Mitchell, Angela Morton-Smith, Mat Munson, Amanda Puche', Lynette Reid, Gina Sample, Lucille Smith, Widalys Sosa, Laura Viilo, Jamie Thaubald, Laura Viilo, Kenya Walker, Noey Watson, Shalonda Williams</p> <p>Juwangela Broughton, Omre' Harris</p>	
<b>PROCEDURAL</b>	<b>Procedural Actions</b>	
Action Items	<ul style="list-style-type: none"> <li>• Call to order at 2:04 PM by Chair, Donna Frazier</li> <li>• Approval of Meeting Minutes</li> <li>• Minutes Approved</li> </ul>	
<b>AGENDA ITEM</b>	<b>Chair's Report</b>	
Discussion Summary	<ul style="list-style-type: none"> <li>• Donna covered meeting minutes</li> <li>• There was no Admin Council meeting in November, next meeting in December. No updates</li> <li>• Board of Officers met and sent revised budget to Dr. Becker. Budget adjustments were shared on screen with Staff Council members. The budget amount is still 10k, with reallocations. (Budget attached) <ul style="list-style-type: none"> <li>*2021 Retreat should be on schedule for summer 2021, included in</li> <li>*Annual Staff Council Conference was virtual 2020, (not included in budget).</li> <li>*Staff Appreciation anticipated in April 2021 (included in budget)</li> <li>*Staff Development Day- Donna wants to meet with Staff Development (included in budget) and Recognition Committee to schedule a date and time for this project. May be virtual.</li> <li>* Miscellaneous items such as: paraphernalia, T-shirts, pens, etc.. (included in budget)</li> </ul> </li> <li>• Presidential Search Committee- updates. Donna nominated many Staff Council members who were either not selected or declined the nomination. Donna accepted the nomination and attended the first charge meeting. Confidentiality is key.</li> </ul>	

- Speaker Series – Donna asked Staff Council to invite more Speakers to share updates with the Staff Council.
- Charged the Staff Council to share information with so that they do not feel isolated.
- Meeting with Linda Nelson- Donna and Raishell met with Linda regarding the possibility of having a Staff salary review. Now is not a good time due to the university budget as it has been adversely affected by COVID-19.
- Staff Council website was updated.. nice new look. Dionne, Monaco, Janice Byrd, Hong, worked together to get the Staff Climate Survey's on the Staff Council Website
- Janice Byrd mentioned that the next Staff Climate Survey will take place in June 2021 and asked everyone to start promoting in their departments. It's the one time when staff can be completely transparent.

**Past Chair:** No Report (Sabra)

<b>AGENDA ITEM</b>	<b>Executive Board</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• Annual retreat will be in December 2020 (Raishell)</li> </ul>
<b>AGENDA ITEM</b>	<b>Senator Updates</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• Donna gave report for Sabra:</li> </ul> <p><b>Past Chair:</b> No updates</p> <p><b>Cultural Diversity Senate Committee:</b> Sent a letter to the Presidential Search Committee to make they consider:</p> <ul style="list-style-type: none"> <li>• Individuals from underrepresented minority groups (URMG) that reflect the diverse background and demographics of the University,</li> <li>• Experience and commitment to build and support initiatives and programs that assert Georgia State as a national leader in diversity, equity and inclusion in our society,</li> <li>• Commitment to the active engagement of the greater Atlanta community,</li> <li>• Expertise in organizational structures and policies that prioritize and promote institutional diversity, and</li> <li>• Operational knowledge of higher education and minority serving institutions.</li> </ul> <p>The committee will continue to garner signatures via an Open Letter at the following link:  <a href="https://forms.gle/3tGrT3tWv1zuKk5k7">https://forms.gle/3tGrT3tWv1zuKk5k7</a></p> <p><b>Administrative Committee Updates:</b> Were unable to get a meeting scheduled prior to the full Council meeting, but one is scheduled for right after Thanksgiving Break. We are working on: Vacancies; Orientation; and the Board of Officers Modifications</p> <p><b>Communication Committee Updates:</b> Still moving forward with the Instagram page. Waiting on the approval of the profile image. Are there any ideas you all have for improving the website?</p> <p><b>Adopt a Staff Member:</b> We received 12 responses nominating 8 people. I have made contact with 6 of the individuals, and have started to prepare the sign up genius (link is on our website). Last year, we had 13 responses nominating 5 people. All items are due to me Friday, December 4<sup>th</sup>. I can draft another email to be distributed if necessary. People have reached out to assist. I think I'll need assistance collecting items. I'll reach out to those individuals as needed.</p> <p>Thanks, Sabra</p> <p><b>Laura:</b> Provided updates regarding the Paper Use survey which has been delayed due to a new process. Waiting for the executive Committee to approve before they can send it out.</p> <p><b>Courtney:</b> Provided updates from the University Budget Committee Meeting- provided updates from the meeting in October. List shared of the involuntary RIFF across the university to include Staff and Faculty in each VP unit. Jerry Ratcliffe and Ramesh joined the meeting. Updates and plans were shared about Hurt Park. The State Way matching program-</p>

	<p>5 Million dollars moved from an unrestricted reserves fund into the Foundation, into a quasi endowment for matching for Georgia State Day. This initiative was to match new and qualifying scholarship endowments dollar for dollar up to five million dollars. 850K raised at Georgia State Day, from over 2,600 donors.</p> <p>COVID-19 social distancing projects have been costly for Facilities Management installing social distancing markers in over 600 classrooms, Teaching and Instruction labs on all six campuses, plexiglass barriers and partitions installed in computer labs, offices and reception areas were the primary focus as they are the highest traffic areas. Updates about the Convocation Center.. FY21 included Decatur campus pedestrian bridge repairs, 1 Park Place, Sparks Hal and Science Annex electrical switch gear. Langdale Hall was a priority, replacing the mechanical systems, duct work, floors and a new railing. Sparks Hall replaced all of the control systems. The natural Science Center had some generally small building upgrades.</p>
Action Items	N/A
<b>AGENDA ITEM</b>	<b>Committee Updates</b>
Discussion Summary	<ul style="list-style-type: none"> <li>▪ Administrative (Jamie Thaubald) <ul style="list-style-type: none"> <li>• Next meeting schedule for December 1 for planning in elections in January. Janice mentioned that according to by-laws elections will be held in January and everyone is sworn in during the month of March.</li> </ul> </li> <li>▪ Campus Sustainability (Susan Fitzgerald) <p>Sustainability – The Tour of Recycling Center was a huge success and eye opening. Recycle your Styrofoam and wrapping from your holiday presents</p> <p><b>Donna</b> shared an e-mail that Susan sent indicating that GSU Staff feels isolated. Donna mentioned the council should share more info with GSU Staff and create a GSU Staff Council List Serv and the Staff Council website. Donna mentioned that the title of the meeting” The Staff Are Not OK” came from an article in the Higher Ed Chronicle.</p> <p>Staff Council could consider signing Group Card to send to people.</p> <p>Perhaps we can invite more GSU Staff members to the meetings.</p> <p>A staff Council Commercial or Video to advertise Staff Council Members</p> <p>A suggestion for a Town Hall.</p> <p><b>Courtney</b> mentioned that Sabra’s Instagram page idea will be very helpful as university members as a whole feel isolated and give them a place to connect. The University should take more responsibility. Outlets for expression.</p> <p><b>Derrick</b> mentioned that for those of us who can sit at a commuter can connect and share...the human connection piece is huge. Turning on camera’s help.. to create the human connection. Make staff aware of more resources.. like LinkedIn Learning, etc...keep you minds active, pick up a new hobby,</p> </li> </ul>

	<p>Staff Development and Recognition committee is posting more resources on their page</p> <p><b>DUE TO TIME CONSTRAINTS AND SPECIAL TOPICS THE FOLLOWING COMMITTEE UPDATES WERE POSTPONED TO THE NEXT MEETING.</b></p> <ul style="list-style-type: none"> <li>▪ Communication (Sabra)</li> <li>▪ Community Relations (Nikki Marshall)</li> <li>▪ Staff Development and Recognition (Derrick Chisolm)</li> <li>▪ Work Life (Raishell Adams)</li> </ul>
Action Items	
<b>AGENDA ITEM</b>	<b>Old Business</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Action Items	
<b>AGENDA ITEM</b>	<b>New Business</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• Retreat <p><b>Raishell</b> gave some updates about the Staff Council Retreat for December 11, she dropped links in the chat to make sure that he links were operable. She asked for people who have businesses or if they know someone who has a business. She encouraged staff to show photos or show face at the virtual retreat.</p> <p>Take care of your self and one another!</p> <p><b>Courtney</b>- Retreat will serve as our next meeting.. highlights and promotion for the retreat.</p> <p>Susan offered idea to send instructions on how to add photo to WebEx</p> </li> </ul>
<b>PROCEDURAL</b>	Rose gave updates regrading corrections to meeting minutes.

Action Item	Moved to adjourn at 3:30 PM.
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