<table>
<thead>
<tr>
<th>GEORGIA STATE UNIVERSITY</th>
<th>STAFF COUNCIL MEETING MINUTES</th>
<th>Meeting Date: 1/26/21</th>
<th>Recorded by: Donna Frazier</th>
<th>Submitted: 1/28/21</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Time: 2:00 PM to 3:30 PM</td>
<td>Location: WebEx</td>
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**Attending, In Person:** N/A


**Call-in:** Attlee Billings, Donna Frazier

**Excused:** N/A

**Unexcused:**

### PROCEDURAL

<table>
<thead>
<tr>
<th>Procedural Actions</th>
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<tbody>
<tr>
<td>Action Items</td>
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<tr>
<td>• Call to order by Chair, Donna Frazier</td>
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<tr>
<td>• Approved May Meeting Minutes</td>
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### AGENDA ITEM

<table>
<thead>
<tr>
<th>Chair’s Report</th>
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<tr>
<td>Discussion Summary</td>
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<tr>
<td>• Administrative Council did meet in December, and the minutes/highlights are as follows:</td>
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<tr>
<td>o Meeting conducted via WebEx</td>
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<td>o Minutes Approved from October meeting</td>
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<tr>
<td>o No meeting in November</td>
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<tr>
<td>o Dr. Denny proposed to update subject policies, clarifying language, detailed financial information</td>
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<tr>
<td>o Will attach the Administrative Council Meeting minutes to the Staff Council Minutes, in order to see exactly what was discussed</td>
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<tr>
<td>o Dr. Calhoun-Brown shared enrollment data undergraduates for Spring 2021</td>
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<tr>
<td>o Dr. Armistice shared enrollment data for graduates for Spring 2021</td>
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<td>o Mr. Parkinson in government affairs highlighted the election and the run off</td>
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<tr>
<td>o Dr. Becker noted Dr. Carolyn Bordeaux was elected to the United States House of Representatives. She was a faculty member, and she followed all of the Board of Recency policies. She has foregone her status as a faculty member.</td>
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</tbody>
</table>
- Student Government Association President shared some updates with how they kept students informed during the pandemic.
  - Dr. Phillips asked for feedback from the student body with everything going on with the pandemic as it relates to instruction with the courses being offered online and in person.
- Dr. Becker
  - Spoke about Commencement at Center Parc Stadium
  - Ground Breaking for the Commencement Center, will be open for classes in Fall 2022
  - Anthony Coleman assumed Interim Chief of Police
  - Recognized victories of men’s basketball over Georgia Tech and football’s victory over Georgia Southern in a matter of a 72-hour span
- Presidential Search (feedback from the “Listening Sessions” helped to formulate the new presidential job description)
  - Presidential search committee had different groups able to weigh in to shape the job description for the new president
- Speaker Series Internal (Expertise from within) / External
  - Nikki had someone lined up for the meeting, but had to cancel due to the change in the meeting date
- Staff Climate Surveys Results Meeting Updates (Sabra, Raishell or Courtney)
  - Building a solid framework to engage with supervisors, staff members are leaving because of their supervisors due to mismanagement, competitive salary, need to see trends in the data then address it, as well as action items to address the issues
  - Next survey will be in June 2021
- Meeting with Dr. Becker (Still in the works...waiting for Ethel)
  - Solidify a meeting with Dr. Becker still in the works to discuss the staff climate survey, may not be until next month.
  - Purpose of meeting is the pulse of the staff so he can address, and feel heard
  - Changed last meeting because of inauguration day celebration

### AGENDA ITEM: Past Chair/New Business/Adopt a Staff: Sabra Blackwell

**Discussion**

- Adopt a staff member from December
  - 8 families we tried to help, only were able to help 6 with help of everyone we were able to give roughly $350.00 of help per family. Mainly gift cards
  - Special thank you, Susan for going on Amazon to purchase gifts
  - Staff would rather be working from home safe with their families and not paying for parking

**Action Items**

- N/A

### AGENDA ITEM: Board of Officers

**Discussion Summary**

- Chair Elect/Staff Council Retreat highlights and updates (Raishell Adams)
  - Staff Council Retreat Highlights and updates, a power point went out
  - Thank you for everyone that helped
  - Winners are in the email as well, the goal was to get everyone their gifts by the end of the month, but COVID has not allowed us to do so in a timely manner
- Jeff Benson question - could not access the PowerPoint, can you resend
  - No problem we will send it out again
  - Sabra/et. all- Thank you for an amazing staff retreat
  - THANK YOU RAISHELL and your amazing team
  - Committee did a fantastic time, glad everyone enjoyed it
  - Vendors are listed in the PowerPoint
  - Susan’s son’s business is something to see, Lucy as well
  - Talented folks at Georgia State

- Work Life Committee
  - Met last week, small meeting with 3 members, creating work life balance survey about what can we do right now as a community and as well as in the long term to feel value.
  - Money isn’t one of the choices what would you need to feel valued here
  - Welcome any all to join the committee
  - Raishell will become the next Chair of the Council, and we look forward to her taking over to support her as the new chair

- Vice Chair (Courtney Hill-Ward)
  - Met with foundation and Allison Mercer, we have our documentation in place to begin to bring the account out of dormant status and make it active
  - Met December 17th and another 3 meetings on the books
  - Staff Council is represented with a strategic development plan to raise more funds instead of relying on the president
  - 3 major funds focus
    - Scholarship
    - Emergency Fund
    - Employee Recognition

- Committees Director (Natasha Powell)
  - Nothing pressing other than the committee chairs to send the meeting schedules to Natasha to keep a running tab on how often committees are meeting.
    - Looking forward to staff climate survey’s and assisting with that

- Staff Relations Director (-)
  - N/A

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**AGENDA ITEM** Senator Updates

- **Discussion Summary**
  - N/A

- **Action Items**
  - N/A

**AGENDA ITEM** Committee Updates

- **Discussion Summary**
  - Administrative (Jamie Thaubald)
    - Couple items
    - Next election cycle
      - First email for nominations went out
    - Clean up from last administrative group
      - Staff council updated rules in line with USG staff council
      - Will be sent out for approval
    - Jeff Benson- follow up
Nominations are currently open, get out and get those nominations
- Derek question
  - Is there any way to track if the constituents entered the nominations?
  - System should have visibility into some of that
  - Is there a way to see if staff in your area has responded to emails that are forwarded on to staff members in our area?
  - There will be follow up
  - Encourage everyone to share with the departments they represent
- Chat questions-
  - How many seats are open?
  - Check staff council website
- Is there a possibility of getting open seats next week?
  - Yes, we can get an update
- Campus Sustainability (Susan Fitzgerald)
  - Sustainability Fee Deadline to submit a proposal is January 31st
  - Link is on the sustainability website
  - Trying to work on continuing projects
  - Recycle bins assistance please send email, they will pick it up, but they are short staffed, keep that in mind
- Communication (Sabra)
  - N/A
- Community Relations (Nikki Marshall)
  - Senator Marshall/Chair Frazier exchange pleasantries about calling each other Senator and Chair respectively appreciate the leadership
  - No updates
  - Speaker Update- Terry Lewis
    - Organizational, Development, and Consulting Services
    - Speaker is a part of the employee engagement area
    - Wants a better relationship with staff council for engagement opportunities
    - Wants to do a presentation
    - Wants buy-in for service recognition, and employee appreciation in May
    - Collaboration to make it bigger and better
- Staff Development and Recognition (Derrick Chisolm)
  - See above notes under speaker update- Terry Lewis

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**AGENDA ITEM** New Business

Discussion Summary

Covered in minutes above

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**AGENDA ITEM** Old Business

Discussion Summary

- Vacant Positions
  - Add the staff council website into email signatures to spark new interest
• Vaccination process could potentially allow for meetings in person, and look forward to that day, whenever that is

• Good of the group- Sabra
  o Sabra and her wife are expecting a baby boy at the end of May (lots of congratulations going around all mediums (video, chat, audio))
  o Taking a step back from the staff council, Donna and the board has accepted her resignation. Always here to assist in anyway (lots of sighs and bittersweet congratulations)

• Chair Frazier
  o Thanks to Sabra for her incredible help, will be missed

• Lucy
  o Thank you, Sabra!! You’ve be so amazing, we came up through the ranks, you deserve the break

• Janice
  o Thank you for all of your help with the consolidation, always available, can’t thank you enough for your leadership and caring for staff, very sad you are stepping down
  o I am retiring as of May, I will not be a part of the council, institutional knowledge and bylaws were my thing, passing the torch, looking forward to being a grandmother

• Donna Frazier
  o Bomb Dropped! Wish you all the best in both of your endeavors, can’t thank you enough for all of your support. Thank you for all of your hard work. Staff council is in a good place and the best is yet to come.

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<tr>
<th>AGENDA ITEM</th>
<th>End Meeting</th>
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<tbody>
<tr>
<td>Discussion Summary</td>
<td>Motion to adjourn meeting</td>
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<tr>
<td>Moved to adjourn at 3:07PM.</td>
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