

<b>GEORGIA STATE UNIVERSITY STAFF COUNCIL COMMITTEE MINUTES Committee Name: Community Relations</b>		<b>Date:</b> 5/12/17	<b>Time: 9:35 am Type: Teleconference</b>
		<b>Recorded by:</b>	Lisa Whitaker
<b>Attending:</b>	Lisa Whitaker, Russ Seagren, Amanda Emery, Kashira Baker and Charmaine Daniels		
<b>Excused:</b>	Keith Sumas – RESIGNED FROM STAFF COUNCIL		
<b>Unexcused:</b>	Cynthia Gay, Eric Auguiar, Gabriela Mcnicoll, Adelaide Richardson, William Jones and Rodney Peques		

<b>Agenda item 1:</b>	<b>Topic: Overview of the committee</b>
Discussion Summary	<ul style="list-style-type: none"> <li>Advised that the committee is comprised of 11 committee members oppose to 12 based on Keith Sumas resigned from Staff Council effective 5/11/17.</li> <li>Reviewed the committee overview that stated we will work to engage the council and university staff in community-service efforts of the university such as the State Charitable Contributions Campaign, programs of the Office of Civic Engagement, and seasonal collection drives. As well as, advised that the Staff Relations Director will serve as a non-voting member of the committee.</li> </ul>
<b>Action Items:</b>	<b>None</b>

<b>Agenda item 2:</b>	<b>Topic: Roles and responsibilities</b>
Discussion Summary	<ul style="list-style-type: none"> <li>Reviewed the duties of the committee that includes planning, organizing, and executing council participation in various university and council events and programs such as Benefits Fair/Staff Information Day, university-wide staff forums, Day in the Park, Homecoming, council orientation, council retreats, and other activities the Staff Council participates.</li> </ul>
<b>Action Items:</b>	<b>None</b>

<b>Agenda item 3:</b>	<b>Topic: Call for Vice Chair</b>
Discussion Summary	<ul style="list-style-type: none"> <li>Requested a volunteer to serve as Vice Chair however; no one accepted the role. Some of the concerns from committee members included individual workloads in their perspective departments/colleges and waiting on Staff Council to decide on an attendance policy for council members.</li> </ul>
<b>Action Items:</b>	<b>Discuss at next scheduled meeting June 15, 2017.</b>

<b>Agenda item 4:</b>	<b>Topic: Goals</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• Tabled to next meeting based on there was only 45% participation on the call.</li> </ul>
Action Items:	<b>Discuss at next scheduled meeting June 15, 2017. The Chair will task each committee member via the meeting request to bring goals and ideas to the next meeting.</b>

<b>Agenda item 5:</b>	<b>Topic: Schedule upcoming meetings</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• Agreed to meet the 3<sup>rd</sup> Wednesday of every month from 10:00 am – 11:00 am. The meetings will be comprised of in-person and teleconference.</li> </ul>
Action Items:	<ul style="list-style-type: none"> <li>• <b>Schedule meetings on outlook and identify locations.</b></li> </ul>

<b>Agenda item 6:</b>	<b>Topic: Open discussion</b>
Discussion Summary	<ul style="list-style-type: none"> <li>• Discussed retrieving old minutes from the previous years. The Chair advised that she reached out to the previous Chair however; as of today, she has not received a response. The Staff Relations Director advised that we would possibly have to create notes and programs on our own moving forward.</li> </ul>
Action Items:	<ul style="list-style-type: none"> <li>• <b>The Chair will continue to follow-up with previous Chairs' for previous notes.</b></li> </ul>

**The meeting was adjourned at: 9:54 am**