

GEORGIA STATE UNIVERSITY STAFF COUNCIL COMMITTEE MINUTES		Date: July 12, 2017	Date & Time: 07/12/17 at 11:15 AM WebEx: Available
Committee Name: Administrative Subcommittee		Recorded by:	Rose Baldwin
Meeting Place: Brown Commerce Building, Conference Room 1402			
Attendees:	Ashley Apollon (vice chair), Rose Baldwin (chair), Jeffrey Benson, Dana Brown, Bradley Horton, Madara McCorkle, and Lannda Oden		
Absentees:	Erik Lauffer, Paula Sorrell, Jowanna Tillman, and Tamar Wilkins		

Agenda item 1:	Approval of previous meeting minutes
Discussion Summary	<ul style="list-style-type: none"> The June 5, 2017 meeting minutes/report was approved.

Agenda item 2:	Update on recent Staff Council's member's vacant seat
Discussion Summary	<ul style="list-style-type: none"> Chair Baldwin reported on the 1 replacement member as follows: <ol style="list-style-type: none"> Letitia Williams, College of Education & Human Development District, assigned to Staff Development & Recognition subcommittee

Agenda item 3:	Update/outcome on the Staff Council's retreat, June 16
Discussion Summary	<ul style="list-style-type: none"> Chair Baldwin reported on the annual retreat held on June 16. This year's retreat "<i>GSUnited</i>" focused on building a sense of community across campuses that featured team games and breakout discussions/presentations. Chair Baldwin discussed the assignment given by Staff Council was for each subcommittee to submit one new goal (improvement or innovative) as a subcommittee and also one for Staff Council as a whole. Our subcommittee proposed the following: <ol style="list-style-type: none"> Subcommittee goal: replace the current election system Staff Council's "<i>GSUnited</i>" goal: create/disseminate a survey to members of Staff Council to identify the access and resources needed by them to truly achieve an united body.

	<p>Members further discussed on the “GSUnited” goal submitted by our subcommittee and topics ranged from number of questions to provide through types of questions. Ms. Brown suggested to request from each subcommittee to provide five quality questions and the administrative subcommittee will narrow it down to the top five survey questions. Chair Baldwin proposed to discuss this at the upcoming Staff Council’s meeting. All members present were favorable of <i>said</i> action.</p>
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Agenda item 4:	Discussion on proposed election/nomination system for annual elections
Discussion Summary	<ul style="list-style-type: none"> • Chair Baldwin revisited on the proposed new election system and the importance for it to complete all tasks associated with the pre-election, election, and postelection stages. Mr. Benson presented on OrgSync’s dashboard for administrators and demoed particularly on the customizable dashboard including ways to isolate on one district or district grouping. Though, there are few disadvantages for example each GSU staff must register in order to complete the profile in the system. He reminded the group the pilot test is scheduled for September. • Mr. Horton requested to have viewing access on the upcoming SGA’s annual elections. Mr. Benson replied he will request for such approval and provide an update when applicable. • Chair Baldwin asked about the audio recording for visually impaired voters and its multilinguistic capabilities. Mr. Benson responded the system does not have any multilinguistic abilities currently, and he will need to check with the vendor about the audio recording feature for visually impaired staff members.
Action Items:	<ul style="list-style-type: none"> • <i>Mr. Benson will provide an update to the group about the viewing privileges for the upcoming SGA’s annual election.</i> • <i>Mr. Benson will check with vendor regarding the audio recording for visually impaired staff members.</i>

Agenda item 5:	Other discussion/update
Discussion Summary	<ul style="list-style-type: none"> • Chair Baldwin reminded members there is no meeting scheduled for August.

	The meeting was adjourned at 12:00 PM
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