

Staff Council Meeting
Wednesday, February 6, 2013

In attendance:

Shelley Merrick, Chair (President's Office/Academic Affairs)—First Term
Greg Surrette (Business and Finance)—First term
Angela Storck (Student Affairs)—First Term
Tracy Gregory (Business and Finance)—Second Term
Jennifer Incorvaia, Treasurer (President's Office/Academic Affairs) – Second Term
Rebecca Carroll, Ex-Officio (Human Resources)

Not in Attendance:

Jessica Weaver, Vice Chair (Business and Finance)—Second Term

Also in Attendance:

Debbie Smith, Human Resources – to take minutes of meeting

Shelley called the meeting to order at 8:35 AM

Shelley asked for approval of January meeting minutes. Greg moved to approve, Tracy seconded. Minutes were unanimously approved.

Treasurer's Report

Jennifer reported that the Staff Council balance is: \$1,237.71.

Shelley asked when would be the next time scholarships could be given. Jennifer stated that they can be given out each semester, so the next time would be summer term.

There was discussion on how to advertise the scholarship program. Rebecca suggested that Janet McPipkin, TAP Coordinator, add wording to her TAP notice with a link to the scholarship form. This was agreed upon by the committee.

Angela asked about the process of the textbook scholarship program. Jennifer stated that anyone who receives TAP can apply for the assistance. They cannot apply two semesters in a row however. She stated that the scholarship committee has discussed raising the limit from \$50 to \$75 per semester and she will bring this suggestion formally to the Staff Advisory Committee next month for a vote.

Rebecca asked if the process is in writing or was this process handed down from previous committees. Jennifer stated that this was handed down. It was decided that Shelley would ask Susan Hacker to contact Jennifer to assist with developing a formal written process for the textbook scholarship fund.

Committee Reports

Communication: Shelley stated that right now we do not have a chair so there is not a lot of communication; however, she has been monitoring the Staff Advisory Council email.

Elections: Shelley advised the committee that she, Susan Hacker and Debbie Smith worked together and sent out the nomination forms to the three divisions. There was a deadline of February 1st for nominations. Nominations were received also by paper ballot from Plant Operations for those who did not have email. On February 4th those nominated were sent a Survey Monkey asking if they would like to be considered. There is a February 8th deadline for reply. Monday February 11th those interested in being considered will be placed on a ballot and sent out for final vote. The voting deadline will be February 15th. New members will start March 1st with their first meeting being on March 6th.

Rebecca stated that the paper ballots for Plant Operations worked well this time. Betsy Ray coordinated with Shelley and everyone that did not have an email account was able to participate.

Greg stated that he liked the Survey Monkey method of voting. Rebecca advised that we did use Survey Monkey last time but there was a third party involved which made the process more cumbersome. Human Resources purchased Survey Monkey this time and the process went very smooth.

Fundraising: There were two \$50 textbook scholarships granted for this semester; LaDonna Simmons in Financial Aid and Adam Burrell in Information Technology Services.

Outreach/Special Events: No Report

Staff Development and Welfare: Rebecca stated that she will reach out to the committee members and schedule a time to review options for Lunch and Learn opportunities. Angela stated that she would like to be a part of this committee.

Ad-hoc/Bylaws : Shelley advised that a meeting to discuss the bylaws was held, Thursday, January 17, 2013 at noon. It was a very successful meeting. Shelley will now meet with Lee Davis to review the recommended changes and they will be presented at the Spring Assembly.

Old Business: Shelley advised that she presented the President with the final Employee Hardship Assistance Fund document. It will now go to President's Council for sign off, if accepted, Staff Council will be charged with implementation of the policy.

Staff Advisory Council website: The Staff Advisory Council website is up to date with all meeting minutes, accomplishments and archived documents.

Making Maroon Green update: Shelley stated that the committee is moving along with planning of the April – Earth Day Month. A guest speaker has been contacted for the early part of April. In addition, they plan to access many departments on campus for special presentations, i.e.: Jennifer Zettler in Chemistry is a green chemist and many others on campus will participate as well.

Several companies will be on campus with green ideas. They are considering Goodwill coming to campus allowing staff to bring items from home to donate.

Angela asked if student groups could have booths. Shelley said that they absolutely could participate in this event.

Greg asked if the bylaws stated what a quorum is for the Staff Advisory Committee. Shelley said that she would discuss this with Lee Davis and send out an email to everyone.

New Business: Shelley advised that the Spring Assembly is the 3rd Wednesday in April. There was discussion on where to hold the event. Shelley will speak with Chris Nowicki and see if Ballroom C or the Ogeechee Theatre is available.

There was discussion on whether to hold a brunch or lunch meeting. Shelley stated that she would pull reports from past assemblies and advise the committee on the turn out in the past. She will also check with the President's Office to determine if there are funds available for catering. Angela stated that possibly the 3 divisions could contribute money from their catering fund.

Tracy stated that she would like to see a tent used for the outdoor event, as last year it was very warm. She will check with Reggie to determine if Plant Operations has a tent that could be used.

Shelley asked for any additional new business. There was none.

Next Staff Advisory Council Meeting: March 6, 2013 – 8:30 am to 9:30 am in the Burnett Hall Boardroom

Meeting was adjourned at 9:05 AM upon a motion by Angela Storck and second by Tracy Gregory.

Respectfully Submitted By: Debbie Smith, Human Resources Assistant