

*****Please copy and Distribute to ALL Staff Personnel**

Staff Council Minutes

November 14, 2007 9:30 a.m.

Room J-381

Present: Chris Corriere, Bennie Sue Houck, Ann Lay, Sarah Milton, Kenneth Shelton, Marilyn Shortridge

Absent: John Bauer, Jill Forest, Pierrette Maillet, Mary Phillips. Marlon Jones

Advisor: Steve Hamrick

Guest: Alberta Cook

Welcome

Ann Lay, Chair, called the meeting to order at 9:30 a.m. and welcomed Sarah Milton as new member representing IPED Group VIII. Sarah recommended asking Jerry Burgess, Grounds, IPED Group VIII, to join Staff Council thru June 30 when he could be nominated as a member of Staff Council for a 2-year term.

Budget

Pierrette was not present so Ann reported on account balances. No change from the last meeting. The Agency account balance is \$2,144.96 and the Foundation balance \$1,695.42

Review of Minutes

The October 24th minutes were reviewed and a motion to accept as read by Kenneth. Members voted and seconded by Sarah Milton. Ann reminded the members to send the minutes to their constituents.

OLD BUSINESS

Alberta Cook gave the final update on the State Staff Council Conference meeting and reported no more checks had been received from those attending. Continuing Ed sent an updated accounting on November 13th showing a total of \$3,032.93. Amounts deducted were \$53.50 for a new plaque for Phyllis Weatherly with the corrected spelling of her name and \$25.00 to Continuing Education totaling \$78.50 and leaving a balance of \$2,954.43.

Four members remain who have yet to pay. Upon the receipt of their registration, final accounting balance will be \$3,194.43.

Ann had asked Alberta to deposit the Conference money into the Agency account. Ann sent Alberta and her committee a “thank-you” for a job well done on getting the USG State Staff Council meeting together.

Lee Denim Day Update

Staff Council set up a table at the Octoberfest, and a total of \$93.00 was collected, so the total amount for the National Lee Denim Day Foundation is \$483.00

NEW BUSINESS

Update on Shared Sick Leave

Steve, Ann, and Kenneth met as the Shared Sick Leave Sub-Committee submitted a DRAFT to Staff Council members for their input and approval before submission to HR. BOR approved guidelines in April for the shared sick leave program for USG Universities who would like to establish a program on their campus, i.e. Georgia State, University of Georgia, and Valdosta State. Ann distributed *donation* and *certification* forms used by UGA for their members. Since the sub-committee agreed on most of the content of UGA’s policy, Steve suggested Ann get their permission from UGA to use their same format with some minor changes. Ann will contact Brenda Keen at UGA. Kenneth asked if the shared sick leave donated would remain in the pool and not returned to the donor. Marilyn and Chris asked the question “Can this be used as a tax write-off”. If UGA gives permission to use their present policy with our changes, then Ann will send to HR prior to a meeting with the sub-committee in January.

Revision of Election Procedures

Bennie Houck, Ann Lay, and Pierrette Maillett will soon meet to identify issues that need to be addressed and revised. They will report back to Staff Council at the next meeting.

Outstanding Staff Award Guideline

Sub-committee made up of Chris Corriere, Marilyn Shortridge, Kenneth Shelton will look into revising the guidelines and report back to Staff Council for discussion and consideration for changes.

Raises, Job Promotions

It was suggested Staff Council check with HR as to promotion procedures within a staff’s original department if staff member has reached maximum pay grade level. Steve, our advisor, suggested a member of Staff Council investigate SPSU’s procedure as well as other universities. Chris volunteered to contact our SPSU HR and other universities about the pay grade discrepancy.

Minutes

A motion was made to post the UNAPPROVED Minutes on the web, and if after 10 days there are no changes or corrections, the Minutes stand as read. The approval of the previous month's minutes will no longer be an item on the Agenda. A motion was made by Marilyn Shortridge and seconded by Steve Hamrick. The motion carried.

The meeting was adjourned at 10:30 a.m.

Next Meeting: Wednesday, January 30, 2008, 9:30 a.m. Room J-381

2008/2010 STAFF COUNCIL NEW MEMBERS

- | | | | |
|----|----------------------------|------|---------------------|
| I | Executive/Managerial | VI | Clerical |
| IV | Other Professional | VII | Skilled Craft |
| V | Technical/ParaProfessional | VIII | Service/Maintenance |

| NAME | PHONE # | E-MAIL | IPEDS CATEGORY | OFFICE MAIL |
|---|---------|----------|----------------|-------------|
| Chair: Ann Lay – Dean’s Office, Engineering, TECH, & MGNT | x7234 | alay | Group VI | J 253 |
| Vice Chair: Pierrette Maillet – Office of Advancement | x7702 | Pmaillet | Group IV | B 14 |
| Secretary: Bennie Sue Houck – Registrar’s Office | x7264 | Bhouck | Group VI | B130 |
| John Bauer – Captain, Public Safety | x7348 | jbauer | Group IV | V |
| Jill Forest – Career & Counseling Center | x7595 | Jforest | Group IV | A-243 |
| Chris Corriere, Desktop Technician I | x4547 | Ccorrier | Group V | H 243 |
| Marilyn Shortridge – Registrar’s Office | x7298 | mshortri | Group VI | B130 |
| Harry Kenneth Shelton, Jr. – Facilities Maintenance | x7309 | kshelto2 | Group VII | EP |
| Marlon Jones - Central Receiving | x7258 | mjones22 | Group VIII | EX |
| Sarah Milton – Post Office | x7353 | smilton | Group VIII | A |
| Mary Phillips – President’s Office | x7230 | mphillip | Advisor | B 110 |
| Steve Hamrick – Registrar | x7239 | shamrick | Advisor | B 130 |