

## STAFF COUNCIL MINUTES

May 13, 2009

9:30am, Student Center 213

1. Meeting was called to order at 9:30 a.m. Pierrette asked if it was okay to move Quint Hill's presentation to the top of the agenda. No objections.
2. Budget: Foundation account has \$1383.08 and Agency Account has \$3032.75.

### New Business:

- f. Quint Hill discussed the Shared Services
  - i. Centralized payroll system for 32 of 35 USG Institutions
  - ii. Open Enrollment will be completed online
  - iii. Leave Requests online
  - iv. Training for supervisors to get familiar with new ADP system
  - v. Pay dates standardized
  - vi. All employees will need to be registered in ESS (Employee Self Service)
  - vii. Parallel testing for time sheets/E-Time will go live May 26<sup>th</sup>
  - viii. 1<sup>st</sup> paycheck received under new system will be 7/14/2009

### Old Business:

- a. Staff Council Nominations/Elections are due on Friday 5/15/2009  
  
May 20 – Election Committee Meeting—time to be determined  
May 22 – Ballots emailed and mailed out  
June 5 – Ballots due
- b. Staff Awards and Incentives Subcommittee Report was tabled to next meeting, since Steve Hamrick is not in attendance.
- c. Wellness Program is a permanent initiative. Pierrette read the letter from President Rossbacher, which informed the Staff Council of the Program's permanent status.
- d. Administrative Professionals Day was a success. The Council would like to see this Program happen again next year.
- e. Green Light Project had 76% of the Administration Building sign up for the Project. On May 27 at noon in the Administration Building there will a pizza party held for the administration building staff, who won the Green Light Project challenge with the highest participation.

New Business:

- g. Chris discussed collaborate.spsu.edu, which is a place where faculty, staff, and students can share ideas.
- h. "Learning about Coupons" Lunch will be on June 17<sup>th</sup> from 11:00 a.m. – 1:00 p.m. We will also invite new staff council members to that meeting.

Minutes submitted by Crystal McClure.

## 2009-2010 Staff Council Members

Name	Category Represented	Email	Extension	Office	Term
Jeffrey Bernard	IV	<a href="mailto:jbernar2">jbernar2</a>	3293	EP	2009-2011
Edward (Ted) Bulick	VII	<a href="mailto:kshelto2">kshelto2</a>		EV	2009-2011
Bobby Burk	VI	<a href="mailto:bburk">bburk</a>	7374	A228	2009-2011
Chris Corriere	V	<a href="mailto:ccorrier">ccorrier</a>	4547	H243	2008-2010
Vickie Deakins	VI	<a href="mailto:vdeakins">vdeakins</a>	7274	K2-134	2009-2011
Robert Forbes	I	<a href="mailto:rforbes">rforbes</a>	3291	V162	2009-2011
Steve Hogan	IV	<a href="mailto:shogan">shogan</a>	3292	EX	2008-2010
Pierrette Maillet	IV	<a href="mailto:pmaillet">pmaillet</a>	7702	B021	2009-2011
Crystal McClure	VI	<a href="mailto:cmclure">cmclure</a>	7331	V002	2008-2010
Sarah Milton	VIII	<a href="mailto:smilton">smilton</a>	7353	A	2008-2010
James Pasley	VIII	<a href="mailto:jpasley">jpasley</a>			2009-2011
Leigh Ann Soublis	IV	<a href="mailto:lsoublis">lsoublis</a>	4100	A228	2009-2011
Kit Trench	I	<a href="mailto:ktrench">ktrench</a>	7307	B	2009-2011
Tara Williams	VIII	<a href="mailto:tjohns22">tjohns22</a>	7256	EP	2008-2010

All terms end June 30 and begin July 1 in accordance with the SPSU fiscal year.