

****Please Copy and Distribute
To ALL Staff Personnel**

**STAFF COUNCIL MINUTES
August 8, 2007
10:00 AM J381**

Present: Ann Lay, Sharon Hodge, Pierrette Maillet, Steve Hamrick, Bennie Houck, Marilyn Shortridge, Ken Shelton

Absent: John Bauer, Mary Phillips, Letitia DeNard

Guest: Alberta Cook

Budget: Agency Acct: \$2,195.23 less \$25.00 for yearly dues
(previously a check had been forwarded to the Business office for the dues, but it appears to be lost in the system – another check will be processed)
Foundation Acct: \$1,001.00

Minutes: Donna had taken the May 23, 2007 minutes but had not transcribed into final form. At the June 20th meeting, she read through her notes and gave a synopsis of items discussed. She will have the formal minutes available for the next meeting.

The minutes of the July 24, 2007 meeting were presented to the council and a motion was made to accept the minutes as corrected. These will be posted on the Staff Council website.

2008-2010 Staff Council Members:

Ann again welcomed Marilyn Shortridge from IPEDS Category VI as a new member on Staff Council. She also welcomed Bennie Houck from IPEDS Category VI who was unable to attend the previous Council meeting.

OLD BUSINESS:

Election of New Staff Council Officers:

1. A motion was made and unanimously approved that Ann Lay be re-elected as Chair for 2007-2008.
2. A motion was made and unanimously approved that Pierrette Maillet be elected as Vice Chair for 2007-2008.
3. A motion was made and unanimously approved that Letitia DeNard be elected as Secretary for 2007-2008.
4. Group VIII is not represented on Staff Council. Gerdeen Rawls had been nominated previously. A motion was made and approved that Gerdeen would be appointed to represent Group VII for a 2 year term. She will be contacted.
5. Group V is not represented on Staff Council. Pierrette will draft an e-mail letter to Group V requesting a nominee. Pierrette will forward this draft to Ann for her to send over her signature.

Recycling:

1. Pierrette asked the Council if they had seen the new recycling bins. She expressed that we should be the advocates in our respective areas.
2. Pierrette played a taped segment which aired on NPR (National Public Radio) regarding recycling.
3. Dr. Julie Newell presented a program on recycling on July 26, 2007. This presentation can be heard by going to the SPSU webpage, President's Page, Sustainability Initiative. The title of her presentation was "Reduce, Reuse, Recycle".
4. Pierrette has spoken to John Mills regarding recycling and they are hiring a person specifically for this purpose. The liaison for our specific areas is our cleaning person.
5. If Council members receive any feedback from their constituents, please present it to the Council for discussion.
6. Pierrette will prepare an article for the next Around Campus web publication.
7. Re B building, the bins are rather large and in the way – Pierrette will look into the relocation of these bins.
8. All used batteries should be delivered to John Mills.
9. Steve Hogan knows the location of all the bins on campus.
10. A suggestion was made that the recycling company we are using should make a short presentation at the up-coming Fall Kick-Off. Pierrette will look into this.

2007 Staff Council Conference Update:

1. Alberta brought the Council up to date on the conference. She is going to mail an SPSU Official announcement to the campus inviting all staff to the conference.
2. There has been some problem with EU handling the registration. The committee is worried that the registrations will not be handled in a timely manner. Alberta will talk to Denise Stover today regarding this situation. A suggestion is that other people be available who could take calls and process the registrations in Denise's absence.
3. Alberta had contacted Joey in the bookstore regarding pricing of shirts. Joey was unable to get prices, and now that he is leaving SPSU as of this coming Friday, we are still in a holding position. Alberta decided that the Council would pay for the polo shirts and those who want the button-down long sleeve shirt should pay the difference which she figures is approximately \$11.00. It was decided that Sharon would e-mail all members of Staff Council and the 2007 Staff Council Conference Committee advising them of this decision and that all members should e-mail their shirt size and preference to her.

Conference Schedule: (this schedule was amended at the last 2007 Staff Council Conference meeting)

Thursday, October 4, 2007

- Chair Meeting 1:00 PM
- Check-in 4:00 PM
- Fashion Show 6:30 PM (30-40 min)
- Dinner - on own 7:30 PM

Friday, October 5, 2007

- Registration and Breakfast 7:30 AM – 8:45 AM Ballroom
(Dr. Rossbacher – welcome) 8:45 AM – 9:00 AM Ballroom
- First Workshop 9:15 AM – 10:15 AM
(door prize given out at beginning of workshop to get people in on time)
(3) workshops, choice of one:
 - Nutrition? - LA Fitness
 - 8 Habits of Highly Effective People - Dawn Ramsey
 - Stress Management - LaJuana Cochrane
- Break 10:15 AM – 10:30 AM
- Second Workshop 10:30 AM – 11:30 PM
(door prize given out at beginning of workshop to get people in on time)
(3) workshops, choice of one:
 - Safety in the Workplace - John Bauer
 - Letting Go With Love: Grieving Through All Kinds of Loss - Phyllis Weatherly
 - Nutrition? - LA Fitness
 - Laina will contact LA Fitness to arrange a topic
- Break 11:30 AM – 11:45 AM
- Luncheon 11:45 AM – 12:45 PM
- Speaker 12:45 PM (time needed for
Chancellor Davis' speech – approx. 30 min)
- New Chair speaks
- Door prizes
- ADJOURN

Shared Leave:

1. A sub-committee was formed consisting of Ann, Steve and Ken. They will draft guidelines for the Shared Leave Policy to submit to Human Resources and present at the next meeting.

NEW BUSINESS:

Tabled for next meeting:

1. Revision of Election Procedures
2. Committee to Revise Outstanding Staff Award Guidelines

NEXT MEETING: Wednesday, September 12, 2007, 10:00AM, room to be announced

2008/2010 STAFF COUNCIL NEW MEMBERS

I Executive/Managerial

IV Other Professional

V Technical/ParaProfessional

VI Clerical

VII Skilled Craft

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: Letitia DeNard - ATTIC	x7938	lidenard	Group IV	N 123
Bennie Sue Houck – Registrar’s Office	x7264	Bhouck	Degree Prog. Asst.	B130
Marilyn Shortridge – Registrar’s Office	x7298	mshortri	Degree Prog. Asst.	B130
John Bauer – Captain, Public Safety	x7348	jbauer	Group IV	V
Harry Kenneth Shelton, Jr. – Facilities Maintenance	x7256	kshelto2	Group VII	EP
Mary Phillips – President’s Office	x7230	mphillip	Advisor	B 110
Steve Hamrick – Registrar	x7239	shamrick	Advisor	B 130