

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

**STAFF COUNCIL MINUTES
July 24, 2007
10:10 AM J381**

Present: Ann Lay, Sharon Hodge, Pierrette Maillet, Steve Hamrick, Letitia DeNard, Marilyn Shortridge

Absent: John Bauer, Ken Shelton, Mary Phillips, Bennie Houck

Guest: Alberta Cook

Budget: Agency Acct: \$2,195.23 less \$25.00 for yearly dues
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 June 20, 2007 meeting were presented to the council and a motion was made to accept the minutes as written. These will be posted on the Staff Council website.

2008-2010 Staff Council Members:

Ann welcomed Marilyn Shortridge from IPEDS Category VI as a new member on Staff Council. Bennie Houck, also newly elected from IPEDS Category VI, was unable to attend the meeting.

USG Staff Council Meeting Minutes (Shared Leave Information):

1. Ann, Alberta and Stefanie Ivy attended this meeting June 21, 2007 at Macon State.
2. These minutes were accepted unread by the council.
3. Questions were raised re Shared Leave. Quint Hill, SPSU Human Resources Dept., had previously presented the policy guidelines stated in the BOR Proposal as the policy that our university should follow, but as stated at this meeting, this proposal is only recommendations and NOT policy. Individual schools within USG may use the policy to set up their own campus wide shared leave policy.
4. It was suggested that a sub-committee be formed to write a proposal. Initially, the proposal would be submitted to Staff Council constituents for their approval and thoughts. The proposal would then be forwarded to Human Resources. Upon their approval and/or additions or deletions, it would then be forwarded to the Faculty Senate and to Patrick McCoy stating that this is the proposal we (Staff Council) would like to submit to President Rossbacher for her approval.
5. This will be discussed further at the next meeting.

OLD BUSINESS:

Election of New Officers:

1. Election of new officers could not take place during this meeting as a quorum was not available. Therefore, this was tabled until the next meeting.

2007 Staff Council Conference Update:

1. Alberta displayed polo shirts to the committee stating that prices would be lower than those chosen previously by Staff Council. These shirts would have the embroidered logo on them, and they would be available in men's and women's sizes. Although Staff Council would like to have the opportunity to select the shirts, it was decided that the Conference Committee would have the final say so. The bags will also be discussed at the meeting of the Conference Committee, Wednesday, July 25, 2007.
2. Since Stefanie Ivy will not be able to attend the meeting on Wednesday, she should supply Ann with the bag that Staff Council chose so Alberta can present that and the bag she has chosen to the Conference Committee.
3. Alberta has contacted Denise Stover regarding handling the registrations. There has been a slight change in the Conference schedule which is displayed below:

Conference Schedule:

Thursday, October 4, 2007

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

Friday, October 5, 2007

- Registration and Breakfast 7:30 AM – 8:45 AM Ballroom
(Dr. Rossbacher – welcome) 8:45 AM – 9:00 AM
- 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 and coffee 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
 - TBA - Phyllis Weatherly
 - Nutrition? - LA Fitness
- Break 11:30 AM – 11:45 AM
- Luncheon 11:45 AM – 12:45 AM

Speaker 12:45 PM (time needed for
Chancellor Davis' speech – TBD)

New Chair speaks
 Door prizes
 - ADJOURN

4. Alberta showed us the parking permit which will be forwarded to the registrants upon their submission of registration.
5. Denise changed the phone number on the registration form to reflect her number.

Recycling Ideas:

1. Pierrette stated that Julie Newell will be presenting a program on recycling Thursday, July 26, 2007 in Student Center Rm. 215. She wasn't quite sure of exact time, but Jim Cooper will be sending out an announcement.
2. Pierrette's update on recycling was tabled until 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, August 8, 2007, 10:00AM, room to be announced

**2006/2007 STAFF COUNCIL MEMBERS
 2007/2008 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: Donna McPherson – Dept. of English, Technical Communication and Media Arts	x7202	dmcpfers	Group VI	J 333
Secretary: Sharon Hodge – Dean's Office, ARCH, CET, & CNST Mgmt.	x5481	shodge	Group VI	N 123
Letitia DeNard – ATTIC	x7938	ldenard	Group IV	J 253
Pierrette Maillet – Office of Advancement	x7702	pmaillet	Group IV	B 14
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	mphilip	Advisor	B 110
Steve Hamrick – Registrar	x7239	shamrick	Advisor	B 130
NEWLY ELECTED:				
Marilyn Shortridge – Registrar's Office	x7298	mshortri	Degree Prog. Asst.	B130
Bennie Sue Houck – Registrar's Office	x7264	Bhouck	Degree Prog. Asst.	B130