

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

**Staff Council Minutes  
July 6, 2006, 10:00AM  
Admin. Conference Room**

**Present:** Bill Ketchum, Ann Lay, Sharon Hodge, Donna McPherson, Pierrette Maillet, Kenneth Shelton, Mary Phillips

**Absent:** Letitia DeNard, Isaac Mitchell, Ben Powell, Dawn Ramsey

**I. Welcome**

Bill Ketchum called the meeting to order.

**II. Election of New Staff Council Officers**

Each July, Staff Council must elect a new Chair, Vice Chair, and Secretary. The persons elected serve in this capacity for one academic year. The following were elected as officers for 2006-2007. Ann Lay was elected Chair. Donna McPherson was elected Vice Chair. Sharon Hodge was elected Secretary. At this time, Bill Ketchum relinquished his chair to the new Chair, Ann Lay, and left the meeting.

**III. Minutes**

The minutes from May 24, 2006 have not been completed. Donna will have them available at the next meeting. Donna passed out copies of the latest Bylaws to the new members.

The minutes of June 28, 2006 were approved as corrected. Sharon will send out a revised copy to both the incoming and outgoing Council representatives.

Ann asked Donna to contact Jonathan Gilliam to assist her in posting the minutes and new member listing on the Staff Council website.

**IV. Budget Update**

Ann was unable to get budget update from Dawn. Donna will report at next meeting.

**V. Old Business**

Sharon reported that there was no new information re the Staff Council Conference of 2007 as we have not had a meeting since June 27<sup>th</sup>.

## VI. **New Business**

### **Advisors**

Staff Council is in the process of appointing advisors. This will be further discussed at the next meeting.

### **Welcome from New Chair**

Ann welcomed the new members to Staff Council and discussed the responsibilities of each representative. Each SC rep was assigned constituents. Each rep will be contacting their constituents to introduce themselves, and to let them know that if there are issues or concerns they would like the Council to look into, they should so advise their representative. SC reps will also keep constituents advised of SC meetings, issues and actions.

### **Professional Development**

Ann discussed a 2-1/2 day Professional Development Conference presented by the University of Georgia to be held September 6 – 8 at the Emerald Pointe Resort and Conference Center at Lake Lanier Islands. She previously sent out an e-mail to staff regarding this conference. She asked that everyone try and promote this conference to their constituents as it is very informative and has excellent speakers. She will present a blanket PDF to the Professional Development Fund Committee for their approval sometime in July.

### **Issues**

SC will be investigating whether or not vending machines can be installed in the Administration (B) Building. Pierrette will contact Patrick McCord and report back to the Council.

According to the contract with the new food service on campus, the Atrium (J) Building will no longer have the food cart as it has in the past. Ann has sent an e-mail to Rob Whitaker inquiring about this exclusion. She has not had a response.

## VII. **Next Meeting**

The next Staff Council meeting is scheduled for Wednesday, September 13, 2006 at 10:00AM. Location will be announced at a later date. All staff personnel are welcomed and encouraged to attend.

**2006/2007 STAFF COUNCIL MEMBERS**

I Executive/Managerial IV Other Professional V Technical/ParaProfessional	VI Clerical VII Skilled Craft VIII Service/Maintenance		
Chair: Ann Lay – Dean’s Office, Engineering, TECH, & MGNT	x7234	alay	Group VI
Vice Chair: Donna McPherson – HTC	x7202	dmcpfers	Group VI
Secretary: Sharon Hodge – Dean’s Office, ARCH, CET, & CNST	x5481	shodge	Group VI
Letitia DeNard – ATTIC	x7938	ldenard	Group IV
Pierrette Maillet – Office of Advancement	x7702	pmaillet	Group IV
Bridgette McDonald – Career & Counseling Center	x7391	bmcdonal	Group IV
Isaac Mitchell – Facilities Services	x7256	none	Group VIII
Benjamin Powell – Budgets & Grants	x3277	bpowell	Group IV
Harry Kenneth Shelton, Jr. – Facilities Maintenance	x7256	kshelto2	Group VII
Mary Phillips – President’s Office, Advisor	x7230	mphillip	Advisor
Dawn Ramsey – Extended University, Advisor	x4287	dramsey	Advisor