

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

**Staff Council Minutes
September 13, 2006
10:00AM J381**

Present: Ann Lay, Donna McPherson, Sharon Hodge, Letitia DeNard, Pierrette Maillet, Bridgette McDonald, Kenneth Shelton, Jr. and Mary Phillips

Guests: Rob Whitaker, Quint Hill

Absent: Isaac Mitchell, Ben Powell

OLD BUSINESS:

- I. **Update** from Quint Hill regarding the SPSU Wellness Program.
 - a. It has been well received by faculty and staff.
 - b. So far, 39 people have applied and were accepted to participate (no issues or concerns and no one denied), (1/2 female, 1/2 male); 16 from Group VI (Clerical), 3 from Group I (Executive/Administrative), 12 from Group IV (Other Professional) , and 8 from Group VIII (Service/Maintenance).
 - c. Various modes of exercise have been chosen.
 - d. Dr. Rossbacher has requested an analysis be done when this program has concluded in December 2007. Participants will be tracked in some manner to determine what impact the program had on employee health and missed time at work.

Update from Rob Whitaker re J-building food service

- a. There will not be a food cart in J building. The new approach is to make the Student Center the central point on campus for food distribution. However, it may be possible to put in a vending machine with various sandwiches and other items. This decision would be up to the vending machine company.
- b. An analysis will be done at the end of fall semester to determine the effectiveness of their decision.
- c. Rob also discussed the request for a vending machine in the Admin. Building. There is a substantial amount of competitive bidding that goes on from several different vendors for the opportunity to set their vending machines on campus. When a vendor is chosen, a traffic study is put into operation to select strategic locations for machines to be placed. It is totally up to the vendor to decide where they will place their machines on campus. After doing the traffic study, if there is not an indication that money

will be made in the area, a vending machine will not be set up in that particular area.

- d. Next week is the grand opening of Carlyle's Food Service in the Community Center. There will be notices sent out to all.
- e. A sound system has been installed in the community center. In the future there will be sponsored events taking place in this area.
- f. Eventually, the Hornet ID card will be used as a debit card in the cafeteria, grill, library, and Barnes & Noble bookstore.
- g. The cafeteria area is now wireless so anyone could bring in a laptop and hookup. Suggestion was made to add more computers as a draw to the area.
- h. There will be new management in the cafeteria. Morris is no longer there, and Dyiesha is there until new management is implemented. For catering, remember to call Donna Green.

- I. **Minutes** from the last meeting, July 6, 2006, were approved with the following correction: Bridgette McDonald was absent from meeting.

- II. **Budget Update**

Donna gave the budget report. The SPSU Foundation Account (which had previously been used for the Service Award Program) has a balance of \$431.92. Staff Council no longer handles the Service Award Program – this is done by Human Resources. Lawanda Coleman, Foundation, informed Donna that donations had recently been made to the account. Donna will work with Pierrette regarding changing the name of the Foundation Account or making it more accessible to the Council.

The Agency account: \$1,661.03. The membership dues for State Staff Council in the amount of \$25.00 were paid on August 1, 2006. Kathy Roddy suggested that two (2) signatures be on the Agency account. Dawn Ramsey's name has been dropped and Ann Lay and Donna McPherson have been added.

- III. **Resignation**

Dawn Ramsey has resigned from her Advisory position on Staff Council due to her heavy workload. The Committee has submitted their selection for a replacement to Dr. Rossbacher and is awaiting her reply.

Ben Powell has resigned from SPSU and from the SPSU Staff Council.

- IV. **Statewide Staff Council Conferences Update**

Ann and Sharon discussed the plans for the October 4-5, 2007 conference which will be held on SPSU's campus. Speakers were discussed as was assistance from Foundation.

Statewide Staff Council Conference Nov.2-3, 2006

Ann reminded the Council of the upcoming conference at Ft. Valley State University in Fort Valley, Georgia. Ann, Donna and Sharon will be attending. If any council members would like to attend, they should contact Ann no later than September 26th.

V. **Advancement Funding**

Any requests for funding from the Advancement Office need to be submitted by January 2007. Pierrette will assist Donna in preparing a proposal.

VI. **Posting Minutes-New Member List**

Donna stated that she has submitted the necessary request for access to the Staff Council website. She has not heard from IT.

NEW BUSINESS:

I. Since Ben Powell has resigned from SPSU as noted above, we will need to replace his seat on Staff Council. He is from IPEDS Group IV. Ann requested Bridgette and Letitia (since they are from that Group) compile a list of those to contact and submit the list at the next Council meeting.

II. **Lee National Denim Day**

Lee National Denim Day is October 6, 2006. Ann will send out an e-mail with an attachment of an article to post. The Council discussed various ways to recognize our campus co-workers who have dealt with this disease.

NEXT MEETING

The next meeting is scheduled for Wednesday, October 25 ,10:00AM, in J-381.