

**Southern Polytechnic State University  
Staff Council Minutes**

**Date: May 19, 2005**

**Time: 10:00 a.m.**

**Location: B-120**

Members Present: William Ketchum (Chair), Bennie Sue Houck, Ann Lay, Brandon McLain (Secretary), David Stone, Sharon Hodge (Vice Chair), Amanda Canup

Members Absent: Edward Bulick

Advisors Present: Mary Phillips

Advisors Absent: Dawn Ramsey

Guests: Gloria Downey – Extended University

The meeting began at 10:00am and opened with a welcome to all present Staff Council members, Advisors, and Guests. Edward Bulick contacted William Ketchum to inform him that he would miss the meeting due to serving on a Search Committee. At this time, William Ketchum asked us to read over the April 14, 2005 minutes for approval. He then opened the floor for discussion and ask if there were any corrections to be made. After reviewing the minutes, a motion was made by Sharon Hodge and seconded by Bennie Houck to accept the minutes as read.

The minutes were approved unanimously.

Sharon Hodge stated that there was no activity in the Agency account according to Dawn Ramsey in the last month, so the budget sits at \$3,131.14.

The first item discussed under old business was feed back from staff members regarding the nomination forms and the process for the 2005 elections. William Ketchum opened the floor for discussion to the Staff Council asking if the Council had heard any positive or negative reaction concerning the process. William Ketchum stated that he heard two suggestions on this matter. The first question was why does a staff member have to wait six months of service to the University before he or she is able to sit on Staff Council? The second question was why does the ballot box stays in Barry Birckhead's office? The answer is the area is more secure and the box will not be tampered with.

William Ketchum stated that Ann Lay and David Ballentine received the Outstanding Staff Awards.

An update for the Professional Development Fund was reported by David Stone. He stated that there are twelve people and two alternates who have signed up for MicroOffice. There is also an increasing interest for a web administering course called Dream Weaver. Staff Council will take over the responsibility of submitting and proposing different courses to Mary Ellen McGee for approval.

The last item under old business was a discussion of how the Staff Council web page has been repaired by Amanda Canup.

The first item under new business was concerning the Staff Council ballots. William Ketchum, Ann Lay, and Brandon McLain carefully counted each ballot nomination. Mary Phillips, a Staff Council Advisor, witnessed the opening of the ballot box and the tabulation of all the ballots. All

voting ballots have already been sent out to the IPEDS that had nominations. Some staff members have already submitted their votes.

The Statewide Staff Council meeting will be held in Macon this year June 17, 2005. William Ketchum has been approved by Dr. Rossbacher to attend the meeting.

The USG Conference will be held in Athens on October 13 – 14<sup>th</sup>.

An update on the candidates nominated are as follows:

IPEDS	# of Candidates
1	0
4	1
5	1
6	4
7	0
8	1

The week of June 15<sup>th</sup> – June 21<sup>st</sup> will be week designated for a run-off if needed. The Election Committee will meet on June 6<sup>th</sup> to count the ballots.

The next schedule Staff Council meeting will be June 30<sup>th</sup> at 10:00am in Room B-120.

The meeting was adjourned at 10:40.