

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

**Staff Council Minutes
July 6, 2005, 10:00 a.m. B120**

Present: Bill Ketchum, Ann Lay, Donna McPherson, Sharon Hodge, Iris Singleton, Letitia DeNard, Isaac Mitchell, Ted Bulick, David Stone, Brandon McLain, Mary Phillips, Dawn Ramsey

Absent: None

I. Minutes Approved

Bill Ketchum called the meeting to order and the minutes from the 6/30/05 meeting were approved with corrections.

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 2005-2006.

Bill Ketchum was elected Chair. Ann Lay was elected Vice Chair. Donna McPherson was elected Secretary. Congratulations to these folks!

III. Budget Update

Sharon Hodge gave a brief update on the status of the Staff Council Budget. Staff Council voted unanimously to pay the annual University of System of Georgia Staff Council (USGSC) dues of \$25. This leaves \$3,106.14 in the account. Paying these dues each year allows SPSU staff employees to receive discounts at registration each year when attending the USG Staff Conferences. In addition this fee helps to fund the letter head that is printed and used by the USGSC. SPSU's name is represented on this letterhead along with the other members of the USGSC, which helps to market our institution.

IV. Old Business

Relocation of Election Committee Ballot Box

At the June 30 meeting, a suggestion was made to move the SC Election Committee Ballot box from the Student Center to the University Police Office. Bill is inquiring with Police Chief, Gary Chasteen about the possibility of making the change. Staff Council will keep you advised as further developments occur.

Appointment of Individuals to Attend USG Statewide Staff Conference

Sharon Hodge and Donna McPherson were appointed to attend the annual USG Staff Conference to represent SPSU at the meeting. This year's conference will be hosted by UGA October 13-14. If you would like additional information regarding this conference, please contact your SPSU Staff Council Representative.

V. New Business

Category Change for Elected Staff Council Member

It was brought to the attention of the Staff Council that after the election process in May, Human Resources changed the IPEDS code of one of the newly elected members, Iris Singleton. As of May 1, 2005 Iris was a category V, Technical/Paraprofessional. After this date, she was changed to category IV, Other Professional. The election procedures state "After April 30, the nomination list becomes final for the remainder of the election process. The Election Committee will verify the nomination forms that are returned." This nomination list was reviewed by the Elections Committee and sent out to the campus for nominations. As of April 30 there were no challenges to the IPEDS codes. This list then became final for the remainder of the election process. Therefore, Iris will remain on Staff Council and represent category V for one year only, 2005-2006. In order to continue serving on the council for another year, she will have to be nominated and elected as a representative for category IV, following the proper nomination and election procedures.

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By-Laws Subcommittee

Staff Council appointed a subcommittee to once again, work on making corrections and updates to the by-laws. Ann Lay, Sharon Hodge, Bill Ketchum, David Stone, and Donna McPherson are the subcommittee members. Donna McPherson was appointed chair of the subcommittee.

Physical Activity Program

Sean Thomas, Assistant Director for Student Activities, submitted a proposal to Staff Council about the possibility of starting an exercise program here at SPSU that can be done during an employees lunch hour. Kennesaw State currently has a program like this already in place. It is called "Wellness Works". This program offers KSU employees 90 minutes of release time per week to exercise (with supervisor's approval and support). Sean has done some extensive research on this type of program. SC voted to appoint a subcommittee to do some additional investigation and submit a report of its findings back to SC. David Stone, Brandon McLain, and Ted Bulick will serve on this subcommittee.

VI. Other New Business

Bill reminded Staff Council members to contact their constituents. Brandon and the Staff Council expressed a sincere appreciation to Bill for his hard work chairing the council during 2004-2005. Kudos to Bill for a job well done!

Agenda Items

If you have any ideas for agenda items for the next Staff Council meeting, please forward these to Bill Ketchum, 2005/2006 Staff Council Chair, at least one week before the next meeting.

VII. Next Meeting

The next Staff Council meeting is scheduled for 10:00 a.m. August 3, 2005 in the Business Administration Building, B120. All staff personnel are welcomed and encouraged to attend!

2005/2006 STAFF COUNCIL MEMBERS

I Executive/Managerial	VI Clerical		
IV Other Professional	VII Skilled Craft		
V Technical/ParaProfessional	VIII Service/Maintenance		
Bill Ketchum – President’s Office, Internal Auditor	x7479	wketchum	Group IV
Ann Lay – Dean’s Office, Engineering, TECH, & MGMNT	x7234	alay	Group VI
Donna McPherson – HTC	x7202	dmcphers	Group VI
Sharon Hodge – Dean’s Office, ARCH, CET, & CONST	x5481	shodge	Group VI
Ted Bulick – Facilities Maintenance	x7256	ebulick	Group VII
Letitia DeNard – ATTIC	x7938	ldenard	Group IV
Brandon McLain – Recreational Sports, Athletics	x6811	bmclain	Group IV
Isaac Mitchell – Facilities Services	x7256		Group VIII
Iris Singleton – Information Technology	x7333	iris	Group V
David Stone – Information Technology	x3700	dstone	Group I
Mary Phillips – President’s Office, Advisor	x7230	mphillip	Advisor
Dawn Ramsey – Extended University, Advisor	x4287	dramsey	Advisor