

Staff Council Quarterly Meeting

11 March 2020, 11:00-12:30

262 CMG, 260 Stewart DAH, 343 Student Center GVL, 108 OCN

I. Approval of meeting minutes from 17 October 2019

- No changes to be made; Motion at accept: Sarah Gilbert; Seconded: Kevin Young

II. Treasurer's Report: Freda Thornton

1. Freda is out but Freda sent Kasi with a report
 - a. 1750 Account totals : DAH- \$1,132.89; GVL-\$1,160.02; OCN-\$ 779.48; CMG-\$476.49; BLE-\$125 Grand total left of \$3,673.88
 - i. Use it don't lose it by the end of the year! We would like to get the same amount as last year.
 - b. 5661 Scholarship Account totals: DAH-\$1067.01; GVL-\$4,458.56; OCN-\$717.14; CMG-\$342.58; BLE- nothing

III. Campus Updates

- A. Dahlonega: Derek Sutton for Haley McDaniel
 - a. Derek was selected secretary
 - b. Looking at surveying staff at Dahlonega and find out their thoughts. Plan to do before end of the Spring semester.
 - c. Spring Fundraiser for scholarship fund is in the works.
 - d. Staff Appreciation Day in May
- B. Gainesville: Rosamarie Gennuso/Kevin Young
 - a. It is Rosamarie's last month with Staff Council, sending off to Kevin and he will be taking over her vice chair duties.
 - b. Holding a Staff Appreciation breakfast on May 19th at 9 am. Committee is working on the details for food and door prizes.
 - c. Recently partnered with What's Up Gainesville- initiative put on by BP for Gainesville campus.
 - d. Concerns & ideas discussed regarding Staff Council
 - i. Need more alternates to be added to their council, 1-2 more spots.
 - ii. Updating nomination form for optional
 - iii. Can people soft security be updated as people move up in Staff Council? For example, vice chairs and committee chairs so that info can be updated as needed. Some way to harness all the materials and information that people need, to do budget work, view banner reports, people soft security forms. Some way to communicate that out to people who step into that role.
 1. Kasi- will have to talk this over with some people. Usually security is in place for individuals not positions. They like to have things generic, but will ask around.

- C. Oconee: Adan Diaz
 - a. Had a Bake Sale in December to raise money for scholarship fund
 - b. Had a Valentine's Day breakfast to raise money for scholarship fund.
 - c. Will be meeting to discuss having another fundraiser
 - d. Staff Appreciation Lunch in May
- D. Cumming: Nikki McNeill
 - a. Fall Fest was held at the end of October
 - b. Holiday Luncheon in December that turned out well
 - c. In January ran a Youth & Well Event for staff members in building.
 - d. Last Friday they had their Staff Appreciation luncheon on National Staff Appreciation day.
 - e. Planning an upcoming fundraiser for book scholarship and final summer social in May
- E. Blue Ridge: Melanie Cantrell

IV. Committee Updates

- A. Welcome: Meredith Higgins/Rachel Hastreiter
 - a. 24 new full time employees all over campuses
 - b. Going nicely.
 - c. Updating report once or twice a month
 - d. Any suggestions or comments please message her on teams.
 - e. Welcome Gifts- do we need more?
 - f. Cumming- would we welcome transferred employees from other campuses? I would welcome them but not give them a welcome gift, we can question the committee.
- B. Public Relations: Tyler Quackenbush/Jeannie Nash
 - a. Going to work on a Spring giveaway for Facebook
 - b. The minutes are on website and up to date.
 - c. In the future meeting minutes will need to be pdf's and will need the accessibility statement on there.
- C. Nominations/Elections: Adan Diaz
 - a. Have been talking about getting prepped for the nomination form.
 - b. Adan will be gone during the time elections & nominations will be going on. Trying to make it an easy transition.
 - c. Make form all electronic and on website.
 - d. Any staff you interact with on campus and think will be good for Staff Council talk to them and plant a bug in their ear.
 - e. Timeline of when people can turn things in? Usually in May. New members and chair starts with the fiscal year. First quarterly meeting will be in July. There is a nomination form on the website.
- D. Staff Awards: Sherry Parker
 - a. January awards have been done
 - b. Nominations are open until this Friday for the February awards.
 - c. We need a person in Cumming to be on this committee.

- E. Staff Development: Kathleen Pendleton/Derek Sutton
 - a. Staff Development has been super busy and productive this year. Everyone has stepped up and it's been great.
 - b. Fiscal year to date- 52 grants for Staff Development have been awarded. Of those grants we are still pending post event documents and budget movement for 36 of them. Only had 18 grants hit our budget from last reconciliation. That being said the committee has encumbered \$23,217.95 in awards. Spending that down nicely with \$1782.05 left.
 - c. Question asked- Will Staff Council cover registration for a conference for a staff member of their department will not? If it is not something that state funds will approve we do not want to go down that road ourselves. If a department will approve then a reimbursement is possible. At the point we are at if it is not an allowable state expenditure than staff council will not cover it.

V. Bylaws Edits

A. Please use "Draft Copy Bylaws" document in Teams to suggest changes/edit- Haley came up with a good solution- have a document in teams called Draft Copy Bylaws. If you think there is something that needs to be changed you can add a comment there. This is to have some clear records, rules & governances for things that have happened over the last few years. Will help future Staff Council. If this could be done over the next month, by the middle of April that would be great.

B. Kasi and others (vice chairs/executive committee) will make changes to present for voting before the end of this fiscal year

C. Consider adding more members to larger campuses- should have more members for GVL and DAH. More voting members and more alternates. Had some pretty high turnover the past year.

VI. Shout-outs and updates

A. Website updated

B. Featured in HR newsletter

VII. Chair for next year: any interest? 😊

A. Kasi is done after this year, all campus Vice-Chairs are eligible. If anyone is interested or would like to talk to Kasi about it please do. If you have someone you would like to nominate that would be great too. Will send out a vote by the end of this year so Kasi can get them acclimated to the position.

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