

North Georgia College & State University  
Staff Council  
Meeting Minutes

*Date of Meeting:* April 12, 2007

*Present:* Alisha Matthews, Laura Mullins, Doug Hyde, Chris Watkins, Angie Erwin, Melissa Lach, Gloria Jones, Susan Perry and Mary Poland

*Absent* Chris Watkins, Darlene Seabolt, Michele Barton, and Sherry McIntosh

*Guests:*

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The meeting began at 10:30 am.

### President's Report

1. The Division of Student Affairs is in the early stages of initiating the "Co-curricular Coaching Project." Its purpose is to "provide additional support for entering students, assist students in becoming involved in campus life, provide advice and support for out of class issues, and provide a personal contact who can serve as a resource and advocate."
  - a. The project will be piloted by the Division of Student Affairs for Fall 2007 and any member of the NGCSU community may participate as a coach.
    - i. Coaching duties:
      1. Assist students in transition;
      2. Make a minimum of 6 contacts per assigned student during the student's first semester;
      3. Contact student if they are referred to you by the early alert system;
      4. Help celebrate important occasions or milestones during the first year;
      5. The coach will initiate contact by sending a letter home to the student before the start of the semester.
    - b. The long term goal will hopefully include all first year student in this program.
2. Mary Poland will initiate contact with the new director of Human Resources, Dr. Brenda Findley. She will speak to her about the shared leave policy and employee evaluations of his/her supervisor.

Vice President's Report – No updates to report

Treasurer's Report as of 10/12/2006:

1. Staff Council Expense Account: \$578.96
2. Staff Council Foundation Scholarship Fund: \$1,405.00
3. Staff Council Development Fund: \$-301.71

4. Staff Council Foundation Account: \$797.38
5. Staff Council Print Services Account: \$868.19

#### Committee Reports:

1. Nominations and Elections
  - a. 4/16/07 – Send email to staff requesting nominations and volunteers for 2007-2009 term.
  - b. 4/20/07 – Staff nomination/volunteers due to committee for approval.
  - c. 4/23/07 – With Council approval, send out ballots to staff (use websurveyor and paper ballots).
  - d. 5/1/07 – All ballots will be due to committee.
  - e. 5/3/07 – Email Council with final results.
  - f. 5/7/07 – Call new members and send out campus-wide email.
2. Staff Development – No updates to report.
3. Public Relations – No updates to report.
4. Scholarship – No updates to report.
5. Welcome – No updates to report.
6. Awards
  - a. Glenda Dorsey (Plant Operations) has been chosen as Employee of the Month for April.

#### Old Business:

1. Relay for Life
  - a. Current amount raised is approximately \$3200 (original goal was \$2000)
  - b. Relay is April 13 & 14 at the Lumpkin County High School track from 6:00 am to 6:00 pm.
2. Chili Cook-off
  - a. March 28<sup>th</sup> from 12:10 pm – 1:25 pm
  - b. Winners
    - i. Dean Papka – Tasters' Choice
    - ii. Steve Smith – Judges' Award
    - iii. Chuck Robertson – Best Presentation
  - c. The event raised \$176.00 – All proceeds benefited Relay for Life.

Meeting ended: 11:30 am