

North Georgia College & State University
Staff Council
Meeting Minutes

Date of Meeting *October 12, 2006*
Present: Darlene Seabolt, Gloria Jones, Melissa Lach, Alisha Matthews, Laura Mullins, Susan Perry, Doug Hyde, Angie Erwin, Sherry McIntosh, and Mary Poland
Absent: Michelle Barton and Chris Watkins,
Guests: Shelia Noah, Ann Reed, and Sean Mullins

The meeting began at 10:30 am.

President's Report:

1. Bylaw Amendment
 - a. Amendment to bylaw Article III: Membership/Elections
 - i. The section now reads: **Elections:** The staff will nominate twelve (12) members to serve on the Council. All names of nominees shall be placed on the ballot for election. At the request of the Council President, Council members shall be elected by secret ballot by staff at the end of spring semester for service to begin in July. Membership of the Council shall be composed of twelve (12) elected Council persons and six (6) ex-officio members. **Of the twelve (12) elected members, up to 50% can be part-time staff members.** The ex-officio members shall be the President of the College, Vice President of Academic Affairs, Vice President of Finance, Vice President of Student Affairs, Faculty Senate representative, and one Student Government Association representative. Council officers shall consist of the President, Vice President, Treasurer, and Secretary.

Vice President's Report:

1. Staff Development
 - a. All staff development funding applications have been approved.

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

1. Staff Council Expense Account: \$578.96
2. Staff Council Foundation Scholarship Fund: Balance unavailable.
3. Staff Council Development Fund: \$6,917.70
4. Staff Council Foundation Account: \$2,620.71
5. Staff Council Print Services Account: \$878.19

Committee Reports:

1. Nominations and Elections – No updates to report.
2. Staff Development – See "Vice President's Report"
3. Public Relations – The committee is continuing its work on campus FAQs. The committee will also develop an email-based staff newsletter.
4. Scholarship - See "Vice President's Report"
5. Welcome – No updates to report.
6. Awards
 - a. Ann Reed (Nursing) has been chosen as Employee of the Month for September.

Old Business:

1. Fundraiser
 - a. Melissa Lach provided information about the pecan fundraiser. Our minimum order can be 12 cases, which is 288 bags. Each member of Staff Council would need to sell at least 14 bags. Melissa will contact Chris Watkins to find out if foundation monies can be used to pay for the pecans. We have to confirm to sale by November 1. Melissa will check to see if we can get them in time for the Chili Cook-Off
2. Quality Service Initiative
 - a. Angie Erwin and Laura Mullins have agreed to serve on a Barrier Buster team (if the need arises).

New Business:

1. Chili Cook-Off
 - a. Has been rescheduled for Friday, November 10 during the meeting hour.
2. In-Processing Form
 - a. The Council agreed that the new employee's supervisor should be the person responsible for orientating the new employee.
 - i. The supervisor should also fill out this form and the new employee should sign-off on the form when it is complete.
 - b. Would it be possible for a temporary parking pass to accompany this form (if a 9000# cannot be immediately assigned)?
 - c. The Council raised the issue that 2 separate forms may be necessary – one for staff and one for faculty.
 - d. Darlene Seabolt will take these issues to Mike Stapleton, Chief of Police on campus.
 - e. All forms for new employees should be located on one site/location (e.g. Human Resources).
3. State Staff Council Meeting
 - a. November 2 – 3, 2006 at Fort Valley State University

Meeting ended: 11:30 pm