Staff Senate Minutes
Wednesday, January 27, 2016 at 3:00pm
SGA Conference Room

I. Welcome
   a. Present members include: Kershawnda Johnson, Polly Conger, Christy Barry, Tish Andrews, Mike McNeely, Rachel Griggs, Gena Wilson, Courtney Harmon, Jill Hohnecker, Darcy Bragg, Josh Curtin, Talisha Adams, Ted Norris, and Lynn Bailey

II. Approval of Minutes
   a. Christy moved to approve the minutes, seconded by Polly.

III. Treasurer Report
   a. Raised $925 from the basket fundraiser and will go into Agency Budget
   b. Aramark Charged $109 for the Potluck and will be taken out of the budget provided by Dr. Patterson.
   c. $724 in the budget provided from Dr. Patterson
   d. $1286 in agency budget

IV. Human Resources Report
   a. Introduction of Rachel Griggs, the new HR Specialist.
   b. Shared Sick Leave – Georgia Southwestern State University is authorized by the Board of Regents of the University System of Georgia to establish policies through which employees may voluntarily donate unused sick leave to a pool for possible use by another employee who is experiencing a serious health condition or whose immediate family member is experiencing a serious health condition and who has used all of their accumulated paid leave.

V. Chair’s Report
   a. Book Scholarship – Talisha is getting ready to send out the email. Hopefully will be able to film it this time. Give potential candidates until February 15th to submit their verification.
   b. Staff Appreciation Day – possibly going around to different offices to deliver donuts, possibly combining the service recognition events with this appreciation event.
      i. Possibly breakfast one morning – Wednesday or a Friday in April…maybe a brunch on a Wednesday or combining with
   c. USG Staff Council Quarterly meeting will be on February 10 in Macon
   d. Sent out the email response from Dr. Patterson about the Staff Salary Survey. Talisha will follow up with Dr. Patterson about how to share this information with staff and make a statement to not cause conflict amongst the staff.

VI. Staff Relations and Recognitions Report
   a. Gena and Christy have spearheaded this effort.
   b. 42 people will hit milestones. 19 people that will have their 1-year anniversary. January 1 – May 31, recognized at spring ceremony. June 1-December 31 recognize at Fall Luncheon
   c. 17 people at the 10 year level, 3 people on 20, 3 on 25, 1 on 30
   d. Talked about meal card or gift certificate, but picking out something personally would be more intimate.
   e. Possibly buying things specially printed. Talked about the pins, but they are expensive. Bookstore is willing to work with us and selling us at cost. Doing a certificate for 1 year and then every fiver years as well and recognition in The Breeze. Willing to donate 40 of the old pins. Looking at different t-shirt, tumblers, or other cup options for the 10 year level, looking at a price point of $10. For the 15 year mark looking at possibly getting an umbrella, card holder, or other options around a price point of $15. For the 20 year mark, doing the pilsner glass set, or cutting board. Looking at a nice paperweight or other nice glasses for 25 year. Possibly doing the afghan, candy jar, or other options for $30 years. All years will include a certificate.
   f. Official ceremony will start at five years, informal email from staff senate at 1 year. Get a certificate at 1 and 5. Will start gifts at 15, 20, 25, 30, and 35.

VII. Old Business
VIII. New Business

“One Team, One Mission”
a. **Homecoming**  
   i. Josh has the schedule ready, there are a lot of different events going on that week. A  
      great way for faculty and staff to get involved is with the Jambalaya Cook-Off  
      Contest and through the “The Big Event” philanthropy event.  
   ii. Finalized the rules for the Office Decorating Contest – will be judging on Tuesday at  
      10am.  
   iii. Offices will get points for going to events and taking pictures.  
   iv. Josh is looking at doing Spirit Days.

IX. **Announcements**
   a. Next Meeting: February 24, 2016 at 3pm in the SGA Conference Room

X. **Adjournment**
   a. Meeting adjourned at 4:10pm

Submitted by Jill Hohnecker