I. Welcome
   a. Attendance: Ted Norris, Dreena Hoffmann, Terrell Hoffman, Mike McNeely, Darlene McAfee, Tish Andrews, Polly Conger, Bob Slenker, Jill Hohnecker, Keith Michlig, Christy Barry, Gena Wilson, and Julian McCullough

II. Approval of Minutes
   a. Motion made by Mike, seconded by Terrell

III. Treasurer’s Report
   a. Budget Update –
      i. $823.58 in the Agency Account. $100 was spent on the book scholarship. This money carries over every year.
      ii. $950 in the Presidential Allocation. $50 was spent on dues. This money does not carry over and must be used by June.

IV. Chair’s Report
   a. Committees –
      i. Public Relations – Keith
      ii. Community Service Chair – Ted
      iii. Staff Relations and Recognitions – Christy
      iv. Fundraisers and Sponsorships – Darcy

V. Human Resources Report
   a. Active Open Enrollment (10/29/18-11/9/18) Happening now. Will need to certify tobacco status.
   b. Benefits Fair (11/2/18) Free, flu shots will be available.
   c. Compliance month – trainings should be completed.
   d. Holiday Calendar for 2019 is approved.
      i. 12 paid holidays as state of Georgia employees.
      ii. The Friday of Spring Break (3/15) will be a holiday
      iii. Friday after Independence Day (7/5) will be a holiday
      iv. December 23, 24, 25 will be holidays, January 26-December 31 will be open or take annual leave days.

VI. Staff Relations and Recognitions Report
   a. Thanksgiving Potluck (11/15/18) – Christy will head it up and talk with Aramark. Jill will send the invitation we have used in the past.

VII. Public Relations and Communications Report
   a. Book scholarship are winners are Jonathan Hobbs and Michele McKie, Polly is working on getting them
   b. Keith will chair this committee. Tish and Kim will keep getting the website updated.

VIII. Fundraisers and Sponsorships
   a. Darcy is the chair of the Fundraisers and Sponsorships
   b. Gift Basket Raffle Updates
      i. Have done cookbooks in the past as well, still have some left over. Look into having a table at the Potluck to sell the cookbooks at the Potluck.
      ii. Possible ideas: get offices to partner together, maybe do gift cards, could switch to a raffle. It was hard to get participation last week.
      iii. A subcommittee will formed and all who are interested are invited to attend the meeting. Terrell, Christy, and Dreena will work on this.

IX. Community Service and Philanthropy
a. Ted is the chair of this committee. Possibly starting a dog park on campus. Terrell will help Ted with this committee.

X. Old Business
a. Officer Vacancies, looking for a President-Elect for next year
   i. Julian has nominated Terrell Hoffman, he has accepted the nomination
b. Dog Poo Dispensers – these have been ordered
c. Speed Bumps on Perimeter Road – Waiting on a response
d. Additional trash cans around campus – specifically around the Library and Fine Arts area, they have been ordered.

XI. New Business
a. GSW Hours of Operation
   i. Summer hours will not be happening beginning in 2019.
   ii. Currently standard hours of operation are 8-5:30 M-Th and then 8-3 on Fridays
   iii. Proposed changes is 8-5 M-F
   iv. Some concerns were brought forward and staff senate will type a response.

XII. Announcements
a. Next Meeting: November 15, 2018 after the potluck
b. Upcoming Events: Tailgating and first Men’s Basketball game.

XIII. Adjournment
a. Meeting adjourned at 3:31pm.

Submitted by Jill Hohnecker