Staff Senate Meeting Minutes  
Wednesday, February 24, 2016 at 3:00pm  
SGA Conference Room

I. Welcome  

II. Approval of Minutes  
a. Motion to approve minutes by Courtney, seconded by Ted.

III. Chair's Report  
a. Book Scholarship  
   i. Awarded scholarships to Talisha Lawson, David Jenkins, and Amy Baker. Maybe next time look at how we market this.
   b. USG Staff Council Meeting was held on February 10, 2016  
      i. The fall conference will be October 6-7 at Kennesaw State University, registration will cost $95. The USG Staff Council Website is being updated now.
      ii. Three major concerns from Staff Senate sent to the BOR:  
          1. TAP – It may not cover full costs for online classes, working to make sure TAP covers all online classes. Executive Programs are not covered currently, looking at a way to get partial funding for these programs.
          2. Staff Raises – BOR is looking at possibly doing a system-wide raise, will be merit based.
          3. Representative on the BOR USG Retiree Association, so Staff Senate voices are being heard.
   c. Homecoming  
      i. Recognized the School of Nursing for Honorable Mention for Most Creative Display. The Division of Student Affairs won the Spirit Stick.
      ii. Shout out to everyone who attended the Staff Senate Tailgate!
      iii. Seven offices/departments participated in decorating their areas.
   d. Salary Survey  
      i. Dr. Patterson sent out an email statement regarding the Staff Salary Survey.

IV. Human Resources Report  
a. Annual Evaluations are taking place and are due to Human Resources by March 18. Staff Pre-Evaluations are due on February 24.

V. Staff Relations and Recognitions Report  
a. Thinking about doing Staff Recognition Brunch on April 13  
b. April 25 will be the University Honors and Recognition Reception. Ceremony at 6:00pm in Jackson Hall and Reception to follow in Wheatley Hall, Room 127. Will be giving out Faculty and Staff Awards as well as recognizing years of service. All nominations are due on April 1 to Angela Smith (angela.smith@gsu.edu)

VI. Public Relations and Communications Report  
a. Working on making sure all the links on the website are working.

VII. Fundraisers and Sponsorships

VIII. Community Service and Philanthropy  
a. Participated in The Big Event – part of Homecoming festivities.

IX. New Business  
a. Correspondences  
   i. Performance Evaluations  
      1. There are concerns that some employees have not been able to give feedback on their supervisors. All supervisors have been invited to a Supervisor Training on March 1,
topics covered will include how to do performance evaluations and how to do 360-evaluations as well. There is a Supervisor Evaluation Form on the HR website, but it is not required.

ii. Causal Fridays –
   1. Is it okay for offices to have casual Friday if there are no events going on? Some departments seem to be under the impression that they can handle this on a department basis. Will defer this to Gena and the Human Resources Department.

X. Announcements
   a. Next Meeting: March 30, 2016 at 3pm in the SGA Conference Room

XI. Adjournment
   a. Meeting adjourned at 3:38pm.

Submitted by Jill Hohnecker