

## **USG Staff Council Meeting – July 13, 2016**

**Representatives in Attendance:** Albany State University, Atlanta Metropolitan State College, Clayton State University, Fort Valley State University, Georgia College, Georgia Gwinnett College, Georgia Southern University, Georgia Southwestern State University\*, Georgia State University\*, Georgia Tech\*, Kennesaw State University, University of Georgia, University of North Georgia, Valdosta State University\*

**Webcast\*** <http://connect.georgiasouthern.edu/p6000e1kprj/> Web Recording Link

*\*Please be advised these minutes are an overview of what was discussed and followed the meeting's agenda.\**

**Opening of Meeting** – Alberta Cook, Chair (Kennesaw State University-Marietta Campus)

Alberta Cook started by welcoming those in attendance and proceeding with the agenda.

**Moment of Inspiration** – Kendria Lee, Vice Chair (Georgia Southern University)

**Treasurer's Report** – Heidi Benford (Clayton State University)

Erin Brannon (Treasurer – University of West Georgia) was not in attendance due to leave time. She emailed the Treasurer's Report to Heidi Benford (Secretary) who emailed it to the listserv. The report only detailed those institutions that had submitted dues for the previous fiscal year 2015-2016.

**Minutes Approval** – Heidi Benford, Secretary

The minutes from the May quarterly meeting were approved by those in attendance with corrections to be made. The corrections were noted and listed as follows: Paul Reeves of University of North GA name was misspelled in the minutes which should read Paul Reaves, and Brenda Ayres name was misspelled also. It should read Brenda Aytes. Another correction was presented – Georgia Tech was omitted from the attendance and a distinction needs to be made to institutions that have similar initials for example: GSU (Ga State University & Ga Southern University).

**Update of USGSC Concerns** – Dr. Marion Fedrick (Vice Chancellor, Board of Regents)

Dr. Fedrick was not attendance due to another meeting. However, she will call in with updates on concerns.

**Website Update**– Geraldine Winn (Albany State University)

Working to update the website with current information with correct names and titles. Updates will be made once local councils submit current information. Conference link will be added.

**Bylaws Discussion** – Michelle Martin

Bylaws Committee: Michelle Martin, Ashley Ballard, Alberta Cook, Gerri Winn and Brenda Keen

Bylaws were not being amended. This is a discussion on proposed revisions to be made. The committee had phone conversations and emails to discuss the revisions. Copies of the approved Bylaws from October 27, 2010 and proposed Bylaws being presented on July 13, 2016. A revision of the Membership

was presented to add the word current to section A. An addition to section B under Membership about the budget to be presented by the Chair to the council. The proposed revisions will be sent to the listserv within 10 days to receive feedback. However, during the discussion it was stated there are two sets of Bylaws – one from July 2010 and October 2010 with one being approved by the Board of Regents. The discussion continued with differences about which Bylaws were being reviewed and will need further review.

*\*\*The discussion of the Bylaws was interrupted for Dr. Fedrick to discuss USGSC Concerns via a call-in session.\*\**

Dr. Marion Fedrick joined the meeting by phone to give updates. Alberta Cook welcomed Dr. Fedrick to the meeting.

Alberta Cook asked Dr. Fedrick about the classification of an Assistant Dean with faculty or staff status. Dr. Fedrick response with the understanding of the question stated that the person has faculty status unless it is something different with the position. In addition, Gerri Winn had a similar question regarding the status of an employee when hired by an institution.

Dr. Fedrick addressed the recent raises that were given and will propose a raise for the next fiscal year.

Health plans will have some changes in premiums and deductibles depending on the plan chosen.

2018 surcharge for spouses will cost an extra \$100 if the spouse is provided coverage from their employer.

Dr. Fedrick will be presenting proposals to the Board of Regents' meeting scheduled for August 10, 2016 and Alberta Cook will attend as the Chair of the USG Staff Council. Dr. Fedrick will be in attendance for the Staff Council conference in October with a presentation.

*\*\*The meeting continued with the discussion of the Bylaws.\*\**

Michelle stated a link to the October 2010 Bylaws will be sent via email with the proposed changes to the members with feedback for the Bylaws committee to further consider.

### **Call for Budget Items for 2016-2017**

The Chair, Alberta Cook, asked for budget items for the year. A budget item presented is to reward members during the conference. It is an idea to consider. However, criteria needs to be established to determine eligibility. Another budget item proposed is the expenses for the Chair of the USGSC to cover conference expenses. Another proposed item is to expend \$250 for the system wide conference as start-up to cover expenses by the hosting institution. In addition, a motion was made to expend \$250 for the 2016 conference and amended the motion to increase the funds to \$500 for future conferences. The motions and amendment were approved.

The discussion continued with increasing dues for local councils. Some suggested increases are from the current dues of \$25 to \$50, \$75 or \$100. Since some institutions have merged, the current income of dues will decline. In addition, according to the Bylaws a budget is to be presented to the body for vote. A vote to increase the dues was tabled to be discussed during the conference business meeting. Another proposed budget item presented by the Chair, is reimbursement for food items for the quarterly meetings. Gerri Winn volunteered to purchase items for today's meeting. Questions were

asked about capping the amount to be reimbursed, how much food is needed, and rotating the purchase among the institutions.

**Campus Updates**

University of North GA - Annual Retreat

Georgia Southern University - Breakfast

Albany State University Merger with Darton State College; another building erected

Clayton State University – AJC Top Workplace Celebration

**Motion to Adjourn**

A motion was made to adjourn the meeting at about 12:35pm and was approved.

Respectfully submitted by:

Heidi Benford, 2016 USGSC Secretary

October 5, 2016