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## Staff Council Meeting Minutes General Meeting

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Location:           **University Center, Room 267**  
Date:               **Wednesday, March 14, 2018**  
Time:               **2:00 PM-3:30 PM**

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**Delegates in Attendance:** Clint Putman (Budget & Operations), Teresa Bolt (ITS), Cassi Jones (ITS), Heather Chaney (Provost), John Haynes (ITS), Wanda Polite (ITS), Melanie Darby (President’s Office), Sara Holmes (President’s Office), Trinelle Gillespie (Budget & Operations), Mary Riley (Provost), Susan Marshburn (Student Affairs)

**Other Staff in Attendance:** President Hynes, Heidi Benford (Provost, Ex-Officio), Cyderria Holmes (Chemistry & Physics), Vicky Smith (College of Business), Sandra Starr (Enrollment Management), Faith Morton (President’s Office), Cheryl Greenel (College of Business), Maisie Kocher (Human Resources), Robin Faulkner (IT)

Chair Darby called the meeting to order at 2:05 pm.

### **I. INSTITUTIONAL NEWS AND ADVISEMENTS**

#### **a. Well Being Incentive Program – Maisie Kocher**

As a reminder, OneUSG goes “live” March 25<sup>th</sup> for bi-weekly employees and April 1<sup>st</sup> for monthly employees, please make sure you have done the training. Before OneUSG goes live everyone is encouraged to take a screen shot of their leave/sick hours.

The Well Being Incentive Program offers up to \$100 to employees who register and complete health initiatives offered through the program. By completing a health assessment on-line an employee can earn \$50. Other activities offering monetary credits include learning about healthy shopping at the grocery store, food labels and finances. Spouses of employees are also included in the initiative. To enroll in the program sign onto your OneUSG website, click on the Well Being tile and you will be redirected to the Red Brick Health site. Earned incentives can be spent at your discretion and will be added into your paycheck.

An information session and WebEx will be held Monday April 16<sup>th</sup> at 10:00 a.m. in the University Center U265. Snacks will be provided to all those attending!

#### **b. President’s Report on Faculty Senate – Dr. Tim Hynes** (See Report Attached)

### **II. COMMITTEE UPDATES**

#### **a. Executive Board Updates –** Sasha Cokuslu and Felisha Shepard-White have stepped down from their Staff Council positions due to intensification of their University positions. We appreciate their dedicated service to the Staff Council and will miss them greatly.

#### **b. Alice J. Smith Awards –** The Smith Award nominees have been announced. Congratulations to Cassie Boger-Jones (ITS) and Wanda Polite (ITS) and all the other great individuals for their nominations. Please take a minute to share a story or write a recommendation about a candidate. The recommendations are also open to faculty and students. The deadline to submit

is Wednesday March 21<sup>st</sup>. Awards will be presented on Tuesday May 1<sup>st</sup> at 2 p.m. in the Student Activities Center ballroom.

- c. **Election Committee** – Wanda Polite distributed a spreadsheet “Staff Council Delegates-By-Area (attached). Mary Riley will be replacing Felicia Shepard-White as Recording Secretary and John Haynes will be replacing Sasha Cokuslu as Communications Secretary. They will serve out the remaining terms. Cassie Boger-Jones will serve as an alternate/back-up to John Haynes in the position of Communications Secretary. Elections will be held this summer and a new term will start in August.
- d. **At Large Committee Service** – None.
- e. **Professional Development** – There is money to be distributed in the Professional Development Fund, please apply.

### **III. PROFESSIONAL DEVELOPMENT SPOTLIGHT**

Microsoft Teams: What are they and what can they do for you – Robin Faulkner.

Microsoft Teams is a collaborative platform that combines workplace chat, meetings, notes, and attachments. It will be a replacement to Skype and makes group communication faster and more manageable. It is a quicker less formal way of communicating between team co-workers leaving a convenient work history. The system is customizable to each individual team’s needs. The app is downloadable and can operate on computers, tablets browsers or phones making it accessible anywhere. The service integrates with Clayton State’s Office 365.

Microsoft Teams is located in the Office 365 app (my.clayton.edu) under “Teams”. The device app is located through the App store.

If you want to find out how Microsoft Teams can benefit your department, have questions, issues or need assistance setting up Microsoft Teams contact Robin at RobinFaulkner@clayton.edu or extension 4395.

### **IV. NEW BUSINESS**

- None

### **V. STAFF SHARE**

- If you have issues with the OneUSG multifactor sign-on please contact John Haynes at JohnHaynes@clayton.edu or The Hub.
- Spivey Hall’s Young People’s Concert presents Music and Magic on March 22<sup>nd</sup>, the Spelman College Glee Club will perform March 27<sup>th</sup>, the Spivey Series announcement will happen this weekend for the 2018-2019 season and buy your discounted early bird tickets for the June World Music Festival.
- Heidi Benford, part of the comprehensive administrative review, encourages everyone to be on the lookout for surveys coming in May. Please take time and answer the mandatory survey questions. It’s important to HR, the president, staff representation and faculty representation to see how and what staff members are doing on campus. The review is required by the University System of Georgia.
- Cassie Boger-Jones reported that the new phone system is rolling out on a per building basis. When it’s time for your building you will receive an e-mail with job specifics.

## **VI. ADJOURNMENT**

The March 2018 Staff Council meeting was adjourned at 3:10 p.m.

The next meeting will convene on Wednesday, April 18, 2018 at 2:00 p.m. in the University Center, Room 267.