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Staff Council Meeting Minutes

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Georgia Southern University
Personnel Advisory Council
January 14, 2009

Members Present: Amber Blair, Cindy Durden, Jill Forehand, Jane Harkleroad, Bryan Hooks, Laura McCullough, Paul Michaud, America Minc, Melanee Morales, Nicki Newton, Kimberly Robinson, Laura Saunders, Sandy Seibel, Linda Smith, Kent Tatum, Krey Tinker, Janet Walker, Michael Waters, Alan Woodrum

Absent: Jo-Lyn Bender, Maria Graham, Patricia Hendrix

The meeting convened at 9:00am in the Anderson Hall Conference Room.

Bryan Hooks welcomed council members to a new year of fun and service. He expressed appreciation for the PAC breakfast attendance.

B. Hooks asked PAC members to review Meeting Minutes from 12-17-08. He asked for a motion to approve the minutes. America Minc made the motion to accept the minutes; Laura Saunders provided the second.

Guest Speaker- Ale Kennedy-Organization, Development and Learning (ODL)

There are 6 new ODL functions/responsibilities: Employee relations, special programs, organization development, leadership, work/life balance, course offerings for learning and development. Leadership academies are being created. A survey will go out this month to employees to assess employee needs. The ODL website will be updated by early February to reflect ODL changes. A. Kennedy encouraged PAC members to share the information with colleagues.

Amber Blair asked how to best set up a specific departmental training, and A. Kennedy suggested employees contact her and allow 3-4 weeks time for special programs planning.

B. Hooks suggested as campus leaders that the PAC take advantage of offered programs.

A. Minc shared that some departments are reluctant to allow flex time to provide the wellness balance.

A. Kennedy indicated flex time will become a written policy in the near future.

2009 Merit Awards

Cindy Durden expressed the need to obtain a complete list of ceremony duties, along with input from the council members about who performed the duties last year. She said she will email the current list she received from Craig Strickland to all members for their input.

B. Hooks recommended subcommittees be formed so that specific tasks can be completed outside of meetings. Issues concerning the budget and budgetary responsibility should be considered. There was

discussion over the creation of a new PAC officer to uphold the duties of Treasurer. After much discussion, it was decided that Jill Forehand will take on these responsibilities for now.

B. Hooks explained that the new SharePoint site is up and running for access to the Merit Nominees. A. Blair reminded the council that members should use their Novell ID and password to log in to SharePoint. B. Hooks said the score sheets need to be added before the tally.

Three PAC members are Merit Award nominees (Janet Walker, Allen Woodrum and Amber Blair). These members will be excused from the ranking process of all the nominees.

Paul Michaud suggested the PAC consider having subcommittees to review nominations in the future, rather than each council member reviewing each nomination. B. Hooks said evaluation guidelines will be posted. He will ask for volunteers to serve on the Bylaws Revision Subcommittee.

There was discussion of how to ease the process of the Merit Nominations and endorsements. P. Michaud indicated submissions need to be electronic to lessen the administrative load of photocopying and scanning each document.

University President Selection

P. Michaud gave an update that the selection of the new University President is conducted at the Board of Regents level along with a local selection committee. He stated that Dr. Grube will stay until his replacement is found; there will not be an interim President. P. Michaud recommended to Dr. Core that a PAC member should serve on the local selection committee.

New Business

Regarding A Day for Southern Contribution List, J. Forehand said that people will be able to donate to an account that will be ear-marked for TAP book scholarships. She will talk to Jody Collins. \$500 seed money is required to set up a new account. The account will need to be set up by late July in order to make the accounting booklet. We will need to develop an application process for the book scholarships once the account details are worked out.

There was discussion on ideas for the sources of this initial \$500. More discussion to come at next month's meeting.

B. Hooks advised the group that the PAC website needs to be updated. Ideas for promoting PAC and re-designing the website were discussed. He offered Kennesaw State's suggestion portal as an example of what he would like to implement. The suggestions would be confidential. Laura McCullough revisited the idea of changing the name of PAC. B. Hooks said we will address that once the Bylaws Revision Subcommittee convenes. A. Minc suggested a PR campaign to re-introduce PAC to campus. P. Michaud suggested PAC information be included in the new employee on boarding process.

Human Resources-Paul Michaud

The 2009 Holiday calendar will be modified. The original Christmas holidays were December 21-25. The modified closed dates will be December 28-31. There was discussion about employee impact. P. Michaud asked for council input regarding mandatory leave day(s) the week prior, in accordance with what many other institutions already practice. There was discussion over the impact of new and temporary employees who do not have and/or accrue leave. After discussion, Jane Harkelroad made a motion that the University be closed on December 24, 2009, requiring employees to take a mandatory annual leave day. A. Woodrum provided the second. The council unanimously agreed. HR will take this resolution to Dr. Core.

Announcements

Our next meeting is February 18, 2009. Meetings will return to the Marvin Pittman Conference Room.

Reminder that the Henderson Library will be dedicated on January 21st.

Accomplishments, Concerns, Suggestions

B. Hooks thanked all staff for their nominations and endorsements. He asked the council to share any concerns. L. Saunders brought forward the concern that faculty training should not occur during the first week of class.

J. Forehand asked about insurance plans—if other plans could be moved to a debit card system versus the flex spending receipts system, to simplify the reimbursement process. P. Michaud indicated that this is likely not to change in the near future, as the parties who determine qualified expenses differ between plans. There was discussion about flex spending.

P. Michaud clarified the issue with BCBS and the continued duplication of insurance cards. The account numbers should be correct; BCBS appears to have forgotten to change card stock, so some may have “PPO” or “HMO” in error on one set of employee cards.

Melanee Morales indicated that employees can contact her if they need a Medco card for prescriptions.

President Grube

Dr. Grube asked the council for feedback regarding the revised 2009 holiday calendar. P. Michaud explained the council motion. Dr. Grube agreed to share this information with Dr. Core.

Dr. Grube entertained the TAP book scholarship ideas from the council, and gave support for pursuing it further. He suggested a proposal be drafted to Billy Griffis. Dr. Grube said the timing may be difficult in light of the current economy.

Michael Waters asked about including employee dependents in with TAP benefits. Dr. Grube advised P. Michaud to research if this is a BOR or institutional policy and to continue to research cost-neutral options for employee benefits.

Dr. Grube informed the group that Shared Services will be located in Sandersville, and Dr. Core has been appointed to the steering committee. P. Michaud stated that 15 positions will be advertised here on campus to work in Sandersville.

B. Hooks asked about the FY10 budget. Dr. Grube reassured the group that Georgia Southern has positioned itself well to weather perhaps further cuts. Student enrollment has helped, and early projections for fall look promising. Dr. Grube stated budget discussions are still early. More to come soon. This promises to be an interesting budget year!

Dr. Grube shared campus projects with the council. Planning for a new Biology building is underway, which may be part of a stimulus to the Georgia economy. In 2-3 years, a multipurpose academic building between the CIT and Carroll Buildings is on the horizon. Following these projects, the renovations of Anderson, Deal and Pittman will be next in line.

B. Hooks asked about feedback from the Herty controlled burning, and Dr. Grube said he has not received any complaints.

About his resignation, Dr. Grube assured the council that this was his choice for personal and professional reasons. He indicated that he is completely disengaged from the search process and explained the process by which search committees will be formed and utilized over the next few months. He explained that the campus search committee generally consists of 1 administrative staff, 3 faculty, 1 student and 2 community members at least.

Motion to adjourn made by Nicki Newton. A. Minc provided the second.

Meeting adjourned 10:50am.

Professionally submitted,

Amber Blair
Secretary