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Staff Council Meeting Agenda and Minutes

Human Resources

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3-17-2009

## Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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**Georgia Southern University**  
**Personnel Advisory Council**  
**March 17, 2009**

**Members Present:** Jo-Lyn Bender, Amber Blair, Cindy Durden, Jill Forehand, Jane Harkleroad, Allison Hood, Bryan Hooks, Laura McCullough, Paul Michaud, Melanee Morales, Nicki Newton, Laura Saunders, Sandy Seibel, Linda Smith, Kent Tatum, Krey Tinker, Janet Walker, Michael Waters, Alan Woodrum

**Absent:** Patricia Hendrix (excused), America Minc (excused), Kimberly Robinson

Call to order at 9:00am in the Marvin Pittman Conference Room.

**Approval of February Minutes**

Motion to accept the minutes made by Michael Waters; Linda Smith provided the second.

Amber Blair made a motion to cease printing copies of the minutes and send them electronically only; Laura McCullough provided the second. With none opposed, motion passed. Members will need to review the minutes prior to each meeting, as minutes approval will still occur during the monthly meetings.

Paul Michaud suggested emailing approved minutes to all VPs and to President Grube. The council decided to begin doing this effective now.

**Opening Remarks**

Bryan Hooks encouraged council member to enjoy the cherry blossoms in bloom around campus.

We are getting ready for the Merit Awards ceremony next month.

One other item of business prior to ceremony discussion—Jill Forehand announced she will have to resign as co-chair and council member due to other commitments. Allison Hood was in attendance and introduced as her seat replacement. Election for a new co-chair will take place at the April 15<sup>th</sup> meeting. Position of treasurer will also occur then as well. Co-chair will need to be a 1<sup>st</sup> term council member.

**Merit Awards Ceremony**

Cindy Durden distributed a duty assignment list. If multiple members were assigned a task, only one member was listed as “in charge” of that task. In this scenario, only the person listed as in charge will be able to update that task on Sharepoint.

C. Durden explained the status of each task:

- 80% of service award winners have responded with their gift order. B. Hooks asked what the procedure will be if someone does not place an order. There was discussion. 3/17 was the last

day to place an order so that the gift would be available on ceremony day. At the ceremony, there will be a final gift order form. If service award winners fail to place an order on April 8<sup>th</sup> at the ceremony, they will not be able to receive a gift.

- The walk through will be on April 7<sup>th</sup> from 2pm-5pm in the PAC. We will inflate balloons at that time. Balloons and weights have been ordered. The table confusion has been settled.
- Krey Tinker will likely not be at the ceremony, so additional volunteers will be needed at the stage.
- The gift pick-up room/balloon inflation room is in PAC 1908. Gift pickup will be AFTER the ceremony as an incentive to stay through the ceremony.
- L. McCullough needs a complete list of names of people who will be on the stage.
- P. Michaud expressed Dr. Core's concern that the department/college should be listed on the nametags and in the program for award nominees/recipients. There was discussion about cost implications for the program if additional space (and therefore additional pages) were necessary. M. Waters suggested using 8 ½ x 14 rather than 8 ½ by 11 to save money. B. Hooks said that L. McCullough will look at options to make titles more comprehensive.
- Notification of merit award nominees and notification of merit winners' supervisors has not officially been done. C. Durden is waiting until the end of the month, closer to the ceremony date.
- Nominees will be seated separately in a reserved section. Laura Saunders indicated she needs a seat count. She is working on the slide show and has begun taking pictures. B. Hooks will email a list of divisions so that pictures can be categorized and the responsibility distributed for taking additional pictures. With the large number of nominees, L. Saunders needs some assistance to complete this task. B. Hooks will send this information to A. Blair.
- C. Durden stated that the directional and reserved signage from last year has not been located. There was discussion about needed signage—2 signs for service award winners, signs backstage for sign-in tables and alpha-split, 1 directional sign for merit award nominees, 2 signs for gift pick-up (one with directional arrow and one near room 1908). M. Waters will make the signs; L. McCullough will provide him the sign needs.
- L. McCullough said that parking and transportation has been notified.
- Ceremony script is 75% complete.
- Water backstage will be reduced to 2-3 cases. J. Forehand has handled.
- A. Blair discussed sign-in needs—need separate areas for check-in (nametags and attendance list need to be in simple alpha order for check in purposes only, not by division; nametags need to

be assembled prior to ceremony day; need a separate table to account for attendance so VPs know whose name to call; need check-in divided into sub-alpha groups). Flow could be 1. Attendees check in their attendance at the attendance table. 2. By alpha, attendees pick up their nametags 3. Attendees line up by division.

- Sandy Seibel indicated that 2 greeters will be sufficient.
- Regarding stage ushers, L. Saunders clarified the process, and 3 members volunteered to assist—Jane Walker, Alan Woodrum, and M. Waters.
- There will be 3 banquet lines again, all the same content. S. Seibel suggested the furthest banquet line be reserved for the nominees to prevent line congestion. L. McCullough suggested added closing remarks to the program to explain the logistics of the banquet lines. Kent Tatum and S. Seibel will serve at line facilitators.
- B. Hooks will send P. Michaud an email to remove the endorsement forms for Amber Blair, Alan Woodrum and Janet Walker (merit nominees) so they can access the Sharepoint site.
- There was discussion of stage music. B. Hooks will contact Dr. Braz.
- B. Hooks and C. Durden will have their own walk through before the actual walk through on the 7<sup>th</sup>.
- A. Woodrum, K. Tatum and L. Smith will assist at the nametag table.

#### **Human Resources-Paul Michaud**

P. Michaud discussed the new LWOP for personal leave separate from medical leave. Policies and procedures will be forthcoming. Key points regarding this included that the leave can't exceed 1 year; medical statements need to go from the employee to HR only, NOT to the department supervisor(s); the person's position will be retained; and the employee would need to meet with Benefits to arrange premium payment. This policy is a privilege, not a right.

P. Michaud passed around the new Performance Appraisals for exempt and non-exempt employees. Next year, online submissions should be possible.

P. Michaud explained changes coming July 1<sup>st</sup> with the implementation of the ADP payroll system. Currently only 70% of faculty/staff elects to have direct deposit. There will be a push to increase this percentage prior to July 1<sup>st</sup>. After July 1<sup>st</sup>, there will be 3 payment options—check, direct deposit, refund to debit card. If the employee chooses to receive a check, the check will not be mailed until payday, so receipt of funds will be delayed. For non-exempt employees, the department chair will have to electronically sign off on the timesheets, or else the employee's payment will be delayed. Pay stubs for direct deposit will be through self-service only. There was discussion of the electronic time clock system. There was discussion of the Federal Fair Labor Standards Act for exempt employees. Exempt leave reporting will require a detailed discussion, letter, and Q&A in the next month.

If anyone is interested in volunteering for GED tutoring in any subject, they can call Paula Bray at 478-5515.

Meeting adjourned 10:55am.

Professionally submitted,

Amber Blair  
Secretary