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Georgia Southern University

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# theResource

VOLUME 1, ISSUE 26

JANUARY 2015

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Happy New Year and Welcome Back! We are back to full swing in Human Resources and excited about what 2015 holds.

Human Resources will be offering a new HR Series: Taking the Mystery out of Human Resources. Our goal is to provide answers, resources, and information to help you be more informed and productive. This is also a great opportunity to learn HR policies, processes, ask questions, and meet the staff. Turn to page 2 for more information.

Also, Human Resources will now be offering a Benefits Overview at the beginning of our monthly ADP training sessions. During the overview, the Benefits Team will discuss the Georgia Southern Benefits package. Turn to page 4 for more details. Check pages 2-5 for additional professional development opportunities!

Lastly, as we all know, the Affordable Care Act (ACA) has posed many challenges for higher education. We are asking hiring managers to ensure their student and temporary employees remain compliant by not exceeding the 1,300 hour limit in a 12 consecutive month period. For additional information on these regulations, please turn to page 8.

Once again we look forward to serving each and every one of you!

*Dr. Ale Kennedy*  
*Interim Associate Vice President for Human Resources*

## Compliance Training Update

We have run our completion reports for our campus' Annual Compliance Training. Currently, 88% of all University employees have completed both courses.

However, for those who have not completed both courses, we will be in touch with you or your department with a reminder of your final due date of February 13, 2015. After this date, final reports will be submitted to the state with names of incomplections highlighted.

If you have any questions or concerns, contact Jeff Laws at 478-7120.

## Stress Management Skills Group

The GSU Psychology Clinic will be hosting a Stress Management Skills Group on Tuesdays from 5:00—6:00 PM beginning on February 17. For further inquiries about the group or to register your attendance, please call 478-1685. Space is limited.

# TRAINING OPPORTUNITIES

## New Training Website

The old sharepoint training site is a thing of the past! Now when accessing [training.georgiasouthern.edu](http://training.georgiasouthern.edu), you will immediately notice a much different, more user friendly experience. Please be sure to use the same username and password you use to access your My.GeorgiaSouthern page.

Please go to <http://goo.gl/6fjFbt> to view the step-by-step instructions to sign up for a class in the new training website.

## New Series: Taking the Mystery Out of HR

Do you wonder.....Why is there so much paperwork? What is the reason for these processes and procedures? Where do I send this information or post a job? Who do I need to speak to regarding certain situations? How can I be more efficient in communicating and working with HR?

If you said yes, this is the series for you! Our goal is to provide you the tools and information needed to save time and be most efficient and effective. We feel that the more familiar you are with all of the who, what, where, when, and why's, the more productive we all will be. We aim to be an open book so we can solve all of your HR "mysteries."

This is a four (4) session series being offered twice.

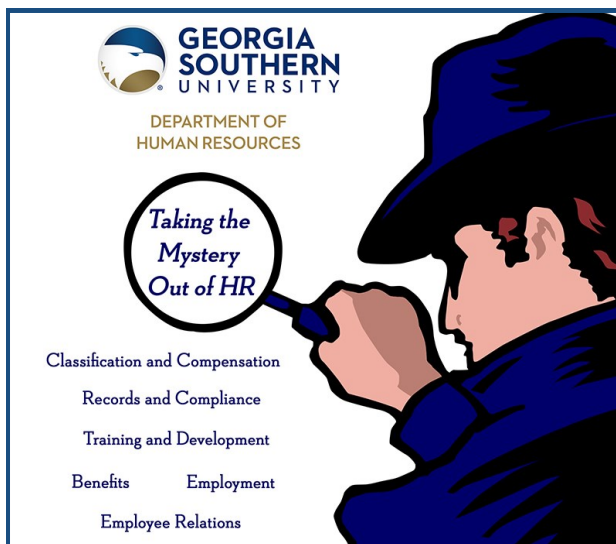
- Series 1 will be held each Tuesday and Thursday from March 3-12 in Continuing Education Room 2911 from 8:30 AM—12:00 Noon.
- Series 2 will be held each Monday and Wednesday from March 9-18 in Continuing Education Room 2911 from 8:30 AM—12:00 Noon.

Since this is a new series, we are initially providing two series so participants will have time and date options as well as allowing us to accommodate more participants.

Session topics are as follows:

1. Classification and Compensation
2. Employment
3. Records and Compliance
4. Employee Relations, Benefits, Training and Development

For more details or to sign up, go to [training.georgiasouthern.edu](http://training.georgiasouthern.edu).



# Legal Affairs Boot Camp Series

Merriam-Webster defines “boot camp” as: “a program or situation that helps people become much better at doing something in a short period of time.” This is a seven session, comprehensive overview of legal issues facing the University and its employees. Employees will learn to recognize legal issues as they arise and will gain an understanding of the rules, regulations, laws and policies that apply to University operations. Participants will be provided with useful reference materials and web links and will become familiar with campus resource persons for each area covered. By the end of the course, participants will be much better at recognizing situations in which certain laws or policies may apply and will know where to go on campus to find assistance.

Instructor: Maura Copeland, Associate Vice President for Legal Affairs

Location: College of Education Building, Room 3166-H

Time: 2:00—4:00 PM

Please try to attend all session of the series if possible.

## Session 1: Monday, February 2

- Structure of the University and the USG, Sources of Law/Policy, Compliance

## Session 2: Wednesday, February 4

- Student issues (including due process, FERPA, and disability accommodations)

## Session 3: Monday, February 9

- Employment issues (FMLA/ADA/Workers Comp, international candidates)

## Session 4: Wednesday, February 11

- Diversity and Discrimination (including Title IX)

## Session 5: Monday, February 16

- The First Amendment (including issues involving religion and speech/press)

## Session 6: Wednesday, February 18

- Technology and IP (copyright, social media, and information security)

## Session 7: Monday, February 23

- Campus Safety and resources



## Employment Issues



Please sign up at [training.georgiasouthern.edu](https://training.georgiasouthern.edu).



## **Training**

The ADP training will provide all of the needed information to track time effectively according to policy. To begin each session, a benefits overview will be provided by our Benefits Staff.

- February 13  
9:00 to 10:30 AM
- March 13  
9:00 to 10:30 AM
- April 17  
11:00 AM to 12:30 PM

*All sessions are held in the HR training room. To sign up, please visit [training.georgiasouthern.edu](http://training.georgiasouthern.edu).*

### **Annual Performance Evaluations**

Evaluation managers will have from March 30th through May 29th to complete the entire evaluation process on each of their employees. Human Resources is preparing to go live with the new performance management piece of the recently upgraded PeopleAdmin.

As we draw closer to this time of evaluation, please be looking out for communications regarding user guides, instructions, and training opportunities for this upgraded function.

*For questions, contact Jeff Laws at 478-7120.*

## **TRAINING OPPS. CONTINUED**

### **Train-The-Trainer**

*When presenting or facilitating training.....*

*How do you overcome nervousness?  
How do you gain the participants' respect and attention?  
How do you develop your materials?*

These are just a few of the many questions that will be answered in this session. This course will break down the different aspects of conducting a training session. We will discuss the entire training process including:

- Conducting a needs assessment
- Planning the course agenda
- Developing course materials
- Knowing your audience
- Playing devils advocate
- Practicing the presentation
- Presenting with confidence

**T**rain  
he  
rainer

This session will be held on Thursday, February 19 from 9:00 AM—10:30 AM in Continuing Education Room 2911.

*To sign up, go to [georgiasouthern.gosignmeup.com](http://georgiasouthern.gosignmeup.com).*



### **Financial Wellness Week**

*Providing options to help you plan for a fiscally sound future no matter what stage of life you may be in.*

#### **March 30th—Save More for Your Retirement**

*Representatives from VALIC will join us in the HR Training Room from 10:00—11:00 AM to discuss ORP and supplemental retirement options.*

#### **March 31st—Path2College 529 Plan**

*Representatives from Georgia's 529 Plan will join us in Continuing Education Room 2911 to discuss the numerous benefits of using this plan to save a child or loved one's educational expenses. You can choose to attend from 11:00 AM-12:00 Noon or from 1:00-2:00 PM.*

#### **April 1st—Budgeting and Saving for Your Future**

*Representatives from Wells Fargo will join us in Continuing Education Room 2911 from 9:00-10:30 AM to discuss ways you can start saving money daily on purchases and bills, set and meet your budget, and invest that additional money.*

*To sign up for one of these courses, go to [training.georgiasouthern.edu](http://training.georgiasouthern.edu).*



## Management Training Series

All new managers (promoted or recently hired) are encouraged to attend the Management Training Series. This series offers managers helpful information on University policies, procedures, and methods to manage more effectively. The series also offers participants an opportunity to meet and network with other managers across campus. This certificate series totals 24 professional development hours and usually fills up fast so reserve your seat soon!

### Session One: Becoming a Manager at GSU

Wednesday, May 27th

- Personnel and Leave Policies
- Recruitment and Selection
- Hiring
- Managing Performance
- Grievances
- Legal Issues

### Session Two: Roles and Responsibilities

Monday, June 1st

- Differences Between Employees and Managers
- Management Style Assessment
- Characteristics of an Effective Manager
- Manager's Roles and Responsibilities

### Session Three: Communication, Decision-Making, and Delegating

Wednesday, June 3rd

- Tips to Improve Communication
- Identify Your Communication Style
- Tactics for Effective Decision-making
- Delegating

### Session Four: Developing Employees

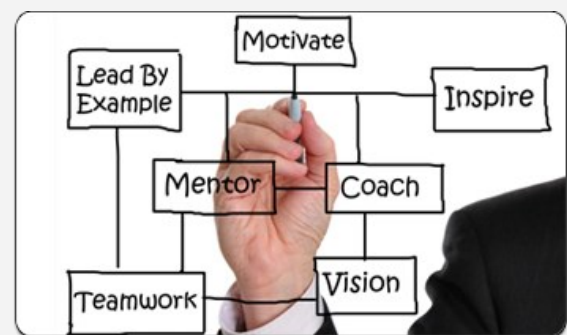
Monday, June 8th

- The Three Step Process for Developing Employees
- Tips and Benefits for Developing Employees
- Developing an Effective Orientation Program
- Types of Training
- Analyzing Employees Training Needs
- Signs that Coaching Needs to Take Place
- The Coaching Process
- Guidelines for Giving and Receiving Feedback

### Session Five: Handling Conflict & Creating a Positive Work Environment

Wednesday, June 10th

- Steps to Create a Positive Work Environment
- Techniques to Motivate Employees
- Benefits to Rewarding Employees
- Tips for Rewarding Employees
- Resolving Workplace Issues
- Identifying the Different Types of Conflict
- Understand the Positive and Negative Effects of Conflicts
- Tips for Resolving Conflicts
- Process for Resolving and Handling Conflicts



Each session will be held in Continuing Education Room 2911 from 8:30 AM—12:00 PM.  
Please sign up for the series at [georgiasouthern.gosignmeup.com](http://georgiasouthern.gosignmeup.com).

## By the Numbers!

When studying managers in sales based companies to determine performance management practices that lead to successful departments and employees, managers were asked what percentage of their time was spent coaching/counseling their employee/s?

**25%**

Elite Managers  
Top 10%

**20%**

Average Managers  
Middle 60%

**20%**

Poor Managers  
Bottom 30%

This shows us two major points:

1. Coaching/counseling is a vital function of management.
2. Managers' messages and goals must be well thought out and explained to show value.

Source: *inbusinessmag.com*,  
July 2013

## Progressive Discipline Updates

What is Progressive Discipline? Progressive Discipline is a graduated set of responses to employee performance or conduct problems. Disciplinary measures range from mild to severe, depending on the nature and frequency of the problem. The measures include coaching, verbal warnings, written warnings, suspension, and termination. To help ensure that we are being as detailed as possible with the feedback that is provided to our employees, several updates have been made to our verbal warning, written warning, and Performance Expectation Plan forms. These forms can be found at <http://jobs.georgiasouthern.edu/facultystaff/forms/> under the performance tab. All managers and employees are encouraged to visit this page to become familiar with these forms. Two examples of changes are shown below. There will be many more upcoming changes as we attempt to provide employees and managers with all the tools they need to be successful. Any questions may be directed to Jarmon DeSadier, Director of Employee Relations and Special Projects, in the Department of Human Resources at 478-5171.

Georgia Southern University Verbal Warning/Counseling Documentation			
<b>Section I: Background Information</b>			
Supervisor's Name:		Employee's Name:	
Today's Date:		Employee's Position:	
Department:			
<b>Section II: Reason(s) for the Issue of Warning</b>			
Excessive Absenteeism		Timekeeping	
Habitual Tardiness		Leaving work station w/o authorization	
Attitude		Work Performance	
Working on non-university business during regular business hours (8-5)*		Unsatisfactory conduct	
Other (please specify):			
<small>*Regular business hours may vary if employee is on a flex work schedule or compressed work week.</small>			
<b>Section III: Details of the Offense</b>			

**Change in Form:** Section added which lists various reasons for issuance of warning. Reasons are consistent with Progressive Discipline Guidelines.

Georgia Southern University Written/Formal Warning			
<b>Section I: Background Information</b>			
Supervisor's Name:		Employee's Name:	
Today's Date:		Employee's Position:	
Department:			
<b>Section II: Reason(s) for the Issue of Warning</b>			
Habitual Tardiness/Absenteeism		Timekeeping	
Attitude		Work Performance	
Unauthorized Leave (leave not approved by supervisor)		Failure to report to work (for up to 2 days)	
Abuse of Sick Leave		Unsatisfactory Conduct	
Failure to follow instructions/insubordination		Working on Non-University business during regular business hours (8-5)*	
Harassment		Damage to University Property	
Violation of University Policies		Negligent Operation of a State Vehicle	
Other (please specify):			
<small>*Regular business hours may vary if employee is on a flex work schedule or compressed work week.</small>			

**Change in Form:** Section added which lists various reasons for issuance of formal written warning. Reasons are consistent with Progressive Discipline Guidelines.

## Records and Compliance

# Personnel Action Form



Human Resources and the Budget Office have completed the revision of the new Personnel Action Form. A Personal Action Form is to be completed when any personnel changes or actions are made.

The new form has been updated to include features that will assist users in completing the form. Human Resources has placed the new form on the HR webpage <http://jobs.georgiasouthern.edu/facultystaff/forms/>, the new Personnel Action Form is located under the “Other” tab. We have also included an instructions manual link on this webpage.

★ **Please begin using the NEW Personnel Action Form immediately. We will accept the old version through January 31, 2015.**

★ **However, please note beginning February 1, 2015 the old version will not be accepted and will be returned to the submitter to be resubmitted using the new version of the Personnel Action Form.**



- ⇒ Changes to the Effective Date Field
- ⇒ Compensation Field—the user now has three Payment Options to choose from
- ⇒ Drop down menu options have been added to make it easier to define Pay Group Codes and Earn Codes

## Personnel Action Form Training

Personnel Action Form Training is held monthly. All sessions are held in the Human Resources Training Room from 9:00 to 10:30 AM.

- February 18
- March 18
- April 15



*To sign up for any of these sessions, please visit [training.georgiasouthern.edu](http://training.georgiasouthern.edu).*

## **Need PAF Help Fast?**

For immediate help navigating through the new Personnel Action Form, please be sure to check out the Instruction Manual at; <https://docs.google.com/a/georgiasouthern.edu/file/d/0B4n5cbpr3UJWX0w1Wk52N3ozeXM/edit>

*For questions, please contact Karen Iler, Director of Records and Compliance, at 478-5529.*



## Student Employment Job Fair was a Success!

We had 417 students attend the job fair to visit with the 28 University departments and the 23 local businesses seeking candidates.

The Student Employment Center would like to thank the following University departments for participating:

- Academic Success Center
- Annual Giving
- Athletic Facilities & Operations
- Biology, Botanical Gardens
- Business and Finance IT
- Campus Recreation & Intramurals
- Career Services
- CEIT Student Success Center
- Chick-Fil-A
- COE Student Success Center
- Facilities Services
- Mathematical Sciences
- Eagle Eye Care
- Electrical Engineering
- Health and Kinesiology
- Henderson Library – Learning Commons
- Lakeside Cafe
- Multicultural Student Center
- Museum
- Office of Alcohol and Other Drugs Program
- Office of Student Leadership and Civic Engagement
- Parking and Transportation
- Physics
- Public Safety
- Student Disability Resource Center
- Tech Corner / University Store
- University Housing

## Employment

### Affordable Care Act (ACA)— How Compliant Are You?



The Department of Human Resources, in coordination with efforts from hiring managers, is monitoring work hours for employees in non-benefited positions. As a reminder, please note the following:

#### Student Employees

- Effective May 1, 2014, hours worked must be recorded for all student employees.
- A student employee may not exceed 1,300 hours in a 12-consecutive month period.
- Student employees can work continuously for up to 1,300 hours over a 12 month period as long as they meet the definition of a student employee (i.e. enrolled in 6 or more credit hours during the Fall and Spring Semesters).
- In accordance with University policy, student employees are to work up to 25 hours each week.

#### Temporary Employees

- Effective May 1, 2014, hours worked must be recorded for all temporary employees.
- A temporary employee may not exceed 1,300 hours in a 12-consecutive month period.
- Once a temporary employee has worked up to 1,300 hours or has been employed for 12 consecutive months, then he/she must be terminated for at least 26 weeks.
- The 1,300 hours can be accumulated in any combination during the 12 month period.
- A temporary employee can only work up to 1,300 hours during a 12-consecutive month period even if they transfer or are rehired in another department.
- If an individual is employed at another USG institution in a temporary position, then the hours worked at the previous institution will be counted towards the 1,300 hours worked limit.

Hiring managers are asked to ensure that student and temporary employees remain compliant with these regulations. You can do so by running reports regularly in ADP. For help with ACA reporting, go to <http://jobs.georgiasouthern.edu/adp/how-to-videos/> and go to the “How to Check Hours Worked in ADP” video. When an employee is nearing 1300 hours, please speak with Demetrius Bynes to create a plan of action.

Thank you for your cooperation and efforts. If you have any questions, please contact Demetrius Bynes, Director of Employment Services, at 478-5713.

## It's Time to Hire Someone. Now What?

In June of 2014, the University went live with PeopleAdmin 7. This system is used to post positions, view applications, and hire employees into the University. It is the vehicle for which all staffing and hiring is completed. Once a position becomes vacant, a request to post the position is placed in PeopleAdmin and then posted online for applicants to apply.

Now we wait for the right applicant to stumble across our website and hope that he/she applies, right?

We can't place an ad onto our online system and **hope** that we get the right applicants. As a hiring manager, you must ensure that you take other strategic measures to ensure that your position collects a diverse and qualified applicant pool.

Currently, all exempt positions are posted to the following outlets:

- Inside Higher Ed.com
- HigherEdJobs.com
- University System of Georgia Applicant Clearinghouse

All positions (Exempt and Non-Exempt) are posted to:

- The Georgia Department of Labor website
- GSInfo
- Statesboro Herald (positions housed in Bulloch County)
- Savannah Morning News (positions housed in Chatham County)

Other resources that can be utilized to expand advertising and visibility for posted positions:

- Monster
- BigFoot
- Bulloch PennySaver
- CareerBuilder
- SavannahJobs
- The Chronicle of Higher Education
- Diverse Issues in Higher Education

Hiring managers are encouraged to select additional outlets for advertising positions beyond the standard outlets. "Casting a Wide Net" ensures that the position is visible and accessible to a variety of candidates. Employment Services will be glad to provide guidance to departments when selecting the appropriate outlets to meet their recruiting needs.

*If you have any questions about selecting recruiting outlets to "cast your net," please contact Heather Bradley at 478-7727.*

## Quick Tips for Screening Applications

Screening applications can be a tedious process. Sometimes, it may leave hiring managers feeling overwhelmed. The following are quick tips for best practices for screening applications.

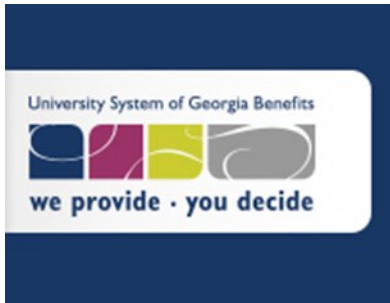
1. **Know what you are looking for.** Before recruiting for a position, hiring managers should review the job description to ensure responsibilities and minimum qualifications are clearly outlined. If a hiring manager is unsure what's required for the position, he/she should speak with the employee vacating the position or someone in a similar role to assist in determining what is needed for the position. A position should never be recruited if there are questions or concerns about the job description. Failure to do so may in return recruit an unfavorable applicant pool.
2. **Schedule Time.** When working in a fast paced work environment, scheduling time to screen applications can be difficult. The bonus of scheduling time with no interruptions will allow a hiring manager time to review each application carefully. Constant interruptions can cause a hiring manager to overlook high-potential candidates.
3. **Use the job description.** The job description provides guidance for hiring managers when screening applications. The job description should be available to verify if applicants meet the minimum qualifications. The minimum qualifications are the education and years of experience required for the position. These are considered the "must haves" for the position. Hiring managers should review the job description to verify if there are any substitutions. Some positions may substitute years of experience for education requirements and vice versa, education may substitute some years of experience. If a candidate does not meet the minimum qualifications, then he/she should be screened out from consideration. If a hiring manager has difficulty determining if an applicant meets the minimum qualifications, then he/she should contact the Department of Human Resources for guidance.

*For questions regarding the applicant screening process, contact Jamie Thomas at 478-0520.*



**Benefits**

## Get to Know Our Partners



We are proud to introduce our 2015 benefit administrators:

**Healthcare:** Blue Cross Blue Shield of Georgia provide our employees with health plan choices.

Blue Cross Blue Shield of Georgia (BCBSGa) provides the Consumer Choice HSA, Comprehensive Care, and BlueChoice HMO options. BCBSGa's large networks mean you'll likely find the doctors you know.



Phone: **1-800-424-8950**; Website: <http://www.bcbsga.com/usg>

**Dental:** Delta Dental, which provides affordable, quality dental insurance to 25 million people, offers two benefit options to USG employees.



Phone: **1-800-471-4214**; Website: <http://www.deltadentalins.com/usg>

**Vision:** EyeMed offers a vision plan for USG employees. EyeMed's provider network includes top national retail chains, such as LensCrafters, Sears Optical, Target Optical, and many Pearl Vision locations. Most employees will have access to local, in-network providers.



Phone: **1-866-800-5457**; Website: <http://www.eyemedvisioncare.com/usg>

**HSA & FSA:** U.S. Bank will offer HSAs and FSAs for USG employees. U.S. Bank can help you reap tax savings and take more control of your healthcare spending so you can make smart decisions about what you need to stay healthy.



Phone: **1-877-470-1771**; Website: <http://www.mycdh.usbank.com>

## Benefits Continued

**Pharmacy:** CVS Caremark will be USG's pharmacy benefit provider for all healthcare plans. CVS Caremark helps you manage your prescriptions, saving you time and money.

Phone: **1-800-231-4403**; or for Silverscript Medicare D call **1-866-275-5247**; <http://www.caremark.com>; or for Silverscript Medicare D use <http://usga.silverscript.com/>



**Castlight:** This new tool for 2015 will help users compare healthcare providers and services by quality, convenience, and cost for those enrolled in the Consumer Choice HSA and the Comprehensive Care Health Plans.

Phone: **1-800-424-8950**; Website: <https://mycastlight.com/usg>



**Lifestyle Benefits:** These new discounts aim to help USG employees with roadside assistance, identity theft protection, fitness center memberships, legal counseling, tax help, and pet care.

Phone: **1-855-647-6766** (for members) or **1-888-417-6187**



**USG Perks:** Also new for 2015, by leveraging the purchasing power of all our employees, USG Perks helps you save on almost everything you want to buy. Earn points for every dollar you spend and get even more stuff for free.

<https://usg.affinityperks.com/login>

**Life and AD&D:** Minnesota Life will offer all life and accidental death and dismemberment benefit options to USG employees. Minnesota Life offers the tools and resources you need to keep life insurance simple.

Phone: **1-866-293-6047**; Website: <http://www.lifebenefits.com>



**Disability:** MetLife will offer long and short term disability coverage for USG employees.

Phone: **1-866-832-5759**; Website: <http://www.mybenefits.metlife.com>



**EAP:** If you are enrolled in the long-term disability plan, EmployeeConnect Services will offer an Employee Assistance Program to help you deal with the challenges of life, including work, family, money, relationships and more.

Phone: **1-877-757-7587**; Website: <http://www.eapadvantage.com>







### Monthly Staff Council Meetings

February 20

March 20

April 17

May 15

### Staff Council Members

- Kendria Lee, Chair
- Michele Martin, Chair-Elect
- Bo Galvin, Past-Chair
- Tifani Pool, Secretary
- Patrick Robertson, Parliamentarian
- Karen Nunnally, Treasurer
- Debbie Tyson
- Will Avra
- Kristine Yager-Rushton
- Julie Ogburn
- Christopher McBride
- Brenda Aytes
- Karen Nunnally
- Suzanne Tatum
- Nikki Collins
- Robert Hisey
- Bert Lensch
- Erin Shuman
- Dr. Ale Kennedy, Advisor

### Questions, Comments, Suggestions?

If you have any ideas, suggestions, questions, or comments, please feel free to contact your division Staff Council representative or email Staff Council directly at [StaffCouncil@georgiasouthern.edu](mailto:StaffCouncil@georgiasouthern.edu)

## Staff Service & Awards of Excellence Ceremony

The annual Staff Service and Merit Awards of Excellence Ceremony was held on January 8th, 2015. The event was a successful and joyous one as 169 staff members were recognized for years of service and 49 staff members were recognized as Merit Award of Excellence nominees. Of the 49 staff members recognized, 8 employees received the Merit Award of Excellence:

- Ashlea Anderson, Center for Academic Technology Support
- Harvey Billups, Custodial Services
- Amanda Catron, Rural Health & Research Office
- Sonya Chance, Center for Academic Technology Support
- Patricia Eason, Custodial Services
- Meg Heins, Residence Life
- Alicia Spence, First-Year Experience
- Lori Wiggins, College of Education, Dept. of Teaching and Learning

Special thanks to Mr. James Kelly of TIAA-Cref. TIAA-Cref generously sponsored one of the Merit Awards of Excellence.

Please join us in congratulating the Merit Award of Excellence winners!

### Staff Council Thanks You

Staff Council would like to thank all staff members for your hard work. Georgia Southern University would not be the successful institution that it is today without YOU! The Staff here at Georgia Southern are the best and for that we are grateful. We salute not just our service award recipients and Merit Award of Excellence nominees, but all of you. Whether you deal in the flow of information or the flow of water; clean floors and windows or clean up documentation; plant flowers and shrubs or plant the seeds of student success – you are the people who make Georgia Southern work.

Staff Council would also like to thank everyone that helped the ceremony be the success that it was. Putting together a ceremony of that magnitude is no easy feat. It would not have been possible without the selfless individuals and departments that worked with us.

#### Special thanks to:

- |  |   |
|--|---|
| • The President's Office                         | • The Carpentry Shop                            |
| • Human Resources                                | • ETS   |
| • The University Store                           | • Jeremy Wilburn                                |
| • Brenda Aytes and the staff at Eagle Print Shop | • Jane Griffith, Sign Language Interpreter SDRC |
| • The Performing Arts Center                     | • Stan Akins and Catering Staff                 |
| • Nessmith Lane                                  | • TIAA—Cref representative, Mr. James Kelly     |
| • Auxiliary Services                             | • Parking and Transportation                    |

## Upcoming Events — Save the Date!

### 2015 Random Acts of Kindness

International Random Acts of Kindness Week is February 9 –15, 2015. Staff Council is proud to acknowledge Random Acts of Kindness by Georgia Southern Staff Members. All Georgia Southern staff members are eligible to be nominated. The nomination period will be the week of February 2nd - February 5th. These Random Acts of Kindness days give Georgia Southern University employees at all levels the opportunity to recognize an employee who has made a difference in their lives. A link to the nomination form will be sent via GSNews very soon. Keep an eye out!

### 2015 Annual Staff Appreciation Picnic

Spring is quickly approaching. Staff Council will be hosting The Annual Staff Appreciation Picnic in the Spring. Date to be announced at a later time.



# University Wellness



## Upcoming Programs....

### Meditation

Thursdays @ noon  
Library, Room 1300

### Walking group

Tuesdays @ 12:30  
Rotunda

### LiveWell Wellness Fair

Feb. 11, 10am-2pm  
Russell Union

### Empty Bowl Project

Feb. 11, 11am-2pm  
Rotunda

## We Are Helping You Keep Your Resolutions!

We are all guilty of making New Year's Resolutions and giving up on them by the time April rolls around. Let the University Wellness Program help you with yours this year. Below are ways you can help us help you!

- Read our blog at [www.GSUworkwell.wordpress.com](http://www.GSUworkwell.wordpress.com) to learn best wellness practices
- Walk with us every Tuesday at 12:30 starting at the Rotunda
- Attend the LiveWell Wellness Fair to meet with on and off campus resources seeking to help you be well
- Tell a friend about your resolution
- Practice meditation with us Thursdays at noon at the Library Room 1300
- Keep a journal daily logging your efforts to keep your resolution
- Check out our new Faculty/Staff page on our website listed below
- Get blood work done to learn your cholesterol and blood glucose levels
- Use Fitbolt® while at work to move every 30 minutes



For more information...

[www.recreation.georgiasouthern.edu/wellness/](http://www.recreation.georgiasouthern.edu/wellness/)

[www.GSUworkwell.wordpress.com](http://www.GSUworkwell.wordpress.com)

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