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Georgia Southern University
Personnel Advisory Council
January 16, 2008

Members Present: Amber Blair, Jack Heidler, Patricia Hendrix, Bryan Hooks, Gwen Jackson, America Minc, Melanie Mosley, Jody Rushing, Sandy Siebel, Craig Strickland, Krey Tinker
Absent: Tina Brookins, Cindy Durden, Jo Hoch, Sherry Hoffman, Belinda Lucas, Laura McCollough, Donna Orme, Laura Saunders

Craig called the meeting to order. Everyone received of the December minutes for review. Craig made the motion to accept the minutes, Bryan provided the second. The minutes were approved as written.

Craig gave everyone a copy of the calendar and asked everyone to email him with personal specifics for name plates.

Craig asked Jack if the previous PAC materials need to be archived. Jack said yes they need to be archived. Melanie Mosley will give Craig her information to add to the archive box.

Craig also asked Jack if parliamentary protocol need to be used within PAC. Jack said we need to become more formalized, but not exceptionally strict.

Craig handed out copies from our website on our policies. He asked the members to look over these policies and become familiar.

Craig asked Jack if legal need to be notified if a change was made to the PAC by-laws. Jack said this would be necessary if it affects the University policies. Craig will bring a summary to the next meeting.

Jack stated that attendance of members seems to be an issue. If a member will be absent from the meeting, they need to inform the Chair. Jack said we need to send reminder emails of the meetings to the members.

In previous years, there has been some concern about the awards ceremony as to where the money comes from for the award, and how the winners were selected. Presently, we are trying to be consistent with what we are doing. In the past, the nomination letters included the amount of award. The letter and other information were included in a packet. We are trying to make it easier to put the awards into categories. Since we are dealing with money, people want to know how we arrive at the winners. Craig passed out the previous spreadsheet so everyone had an idea of what we did. A formalized scoring system needs to be developed to keep everything consistent. Jack said as of today we had 10 nominees. One of these packets was not complete. A question came from a member of whether we accept a nomination if the packet is not completed. Patricia said the Faculty Development Committee works with awards such as this; they are very strict. They do not accept a nomination packet if it is not complete. Craig asked the committee about their thoughts. He asked if the deadline should be extended a week? Do we accept any late? Will this be penalizing the employee (nominee)? Jack said HR needs at least two weeks to get everything done. Craig said we should give at least four weeks – March 9th will be the deadline to get everything done. The ceremony is April 9th.

Craig said we will need to begin to review about February 9th. Jack said we have extended it each year, we can add a few days, but not too many. We have many good quality people at GSU

and it is a shame we don't have many more nominated. Announcements have been sent and reminders have gone out. It was decided to extend the deadline until Wednesday, January 23rd. Craig sent out an announcement about the extension and encouraged everyone to participate.

HUMAN RESOURCES

People Admin has been given approval and will go live in February. PeopleAdmin will be incorporating the student employment system as well.

MGT – Salary survey – communication will be provided about the survey and the process it will take. Employees will be identified in various areas to complete assessments for the survey.

Shared Services – Jack announced that a localized admin services is going to be centralized. Human Resources among others from various campuses will possibly be housed in Macon. The BOR will have one main office and teams on the various campuses. This is at the beginning stage so we don't know a lot about it yet.

Jack will be meeting with the State Health Care Committee tomorrow; they will be looking at changing health plans. What's better for the employee as well as cost effective? Would two types of programs would be better? These changes will be not begin until 2009.

The HR handbook will also be available on-line in the future.

On-line Orientation – HR will offer an on-line orientation where new employees can download and complete the appropriate forms and bring them to HR. This will begin in March or April.

The minutes from the previous meetings will be updated soon. The technician has been working on another project and has not had the time to get them on-line.

DR. GRUBE

Dr. Grube joined the Personnel Advisory Council at 10 am and welcomed everyone back from the holidays.

Following the Board of Regents meeting this week, Dr. Grube reported that the Doctorate of Nursing degree was approved and also the Centennial Place Project appears to be on the road to success.

It appears that Spring Semester enrollment is up a little of 600 ahead of Spring Semester enrollment last year. Typically, 91% - 92% of fall attendees return for the spring. Early figures also indicate that fall enrollment will be positive as well.

Dr. Grube reported on *Shared Services*. This is a plan through the BOR to centralize offices across some Georgia College/University Campuses for HR, Payables, etc. (Possibly to be located in the Macon area). Dr. Grube assured everyone that it would not result in job lay-offs or firings on the Georgia Southern campus.

Craig Strickland asked for a football update on the possibility of moving up to the next level. Dr. Grube reported that an external study will be conducted and results should be in around the end of the semester. He commented on several factors involved including a conference home needed

for the move (not available), the current four year moratorium on “no moves” within the division, and ideas, etc. on possible funding (not using student fee increase to fund the move).

A few other items discussed included the “Green Policy” (and the fact that Georgia Southern has signed on to the “Climate Commitment”), Gray Water Policy, Master Plan Discussion, etc.

Dr. Grube informed the group that the state legislative session got off to a rocky start on Monday, with the override of some of Governor Perdue’s vetoes by the House. Several bills are being monitored by Georgia Southern, including one on a bill to permit students to bring guns onto college campuses.

Prior to the meeting adjournment, Craig Strickland informed the committee that he will be emailing out a list of duties involved with the upcoming Awards Ceremony/Luncheon scheduled for Wednesday, April 9th. He asked everyone to review the list and sign up to assist with a particular task at the event.

With no further business, the meeting was adjourned at 10:40 am.

Professionally submitted,

Jody Rushing
Secretary

Georgia Southern University
Personnel Advisory Council
March 19, 2008

Members Present: Amber Blair, Cindy Durden, Jack Heidler, Patricia Hendrix, Jo Hoch, Sherry Hoffman, Bryan Hooks, Ale Kennedy, Gwen Jackson, Belinda Lucas, Laura McCullough, America Minc, Melanee Morales, Melanie Mosley, Donna Orme, Jody Rushing, Laura Saunders, Sandy Siebel, Craig Strickland, Krey Tinker

Absent: Tina Brookins

Craig called the meeting to order at 9:00am. Craig passed out the agenda and a calendar for the next month. He informed the group they would review the ceremony duties to be sure everything was covered. After everyone has a moment to browse over the minutes, Craig asked for a motion to accept as written. Jody made the motion and Belinda provided the second. The minutes were approved by acclamation.

Craig asked everyone to look at the section of the minutes that included the duties as written. He briefly went over each name and duty and provided an explanation. Craig invited additional information from the 2nd year members.

The individuals volunteered for the following:

Laura Saunders – Photographer – *Laura informed Craig that Frank will be out of town, but Suzanne would be available to take pictures.*

Tina, Krey and Jo – sorting and handing out certificates – *Craig said this will be done on stage and we can go over it during the walk-through.*

Craig – Parking – *Craig will contact Bob Chambers about this.*

America – getting medallions made – *Craig asked America to check with the vendor given to check for prices and availability.*

Melanie Mosley – the walk-through – *Melanie said this was set for 2:00pm on the 8th (day before ceremony). Craig asked everyone to attend as they will be going over all aspects of the ceremony.*

Bryan – make arrangements for plants at ceremony – *Craig said verified with Gwen that this could be done. She said she would remind Bryan, but should be no problem.*

Craig – President’s official seal - *Craig asked Melanie who would they need to contact? Melanie agreed since she was coming from the same building, she would contact Marilyn about getting the seal and bring it to the ceremony.*

Laura, Amber and Sherry – Registration and check-in table – *Craig asked Sherry to help the others during the walk-through to get an idea of what to do.*

Laura – Printing of programs, certificates and cheat sheets – *It was suggested that we get nametags for the PAC members during the ceremony. Craig will call Brenda Aytes at Print Services about the nametags. Last year they included a ribbon so to be more visible for those who need assistance.*

Jody – Reserve signs and directional signs, reserve nametags for seats – *Jody asked how many signs we need and asked if anyone had foam board to put them on. Belinda said that she could provide the foam board and a plotter if necessary.*

Cindy and Laura S – Ushers for going up and down on stage – *Craig explained that these individuals need to be somewhat forceful with the first people, and then the remainder will follow. He will show Cindy and Laura more when they go through the walk-through.*

Sandy and Patricia – Banquet line to help merit winners – *Craig told the group we would like to hold one line for the merit winners. This may not be easy as it sounds. Melanie M. said she will*

let the Caterers know when to remove the lids. Then Sandy and Patricia can move the winners that direction.

– floaters – Craig told everyone that finished with their duty or if they are not busy to be floaters, walk back and forth from registration table and/or front entrance.

Craig – balloons, bows and helium – Craig will get this from the bookstore and bring it to the walk-through.

Cindy and Donna – RSVPs – Craig thanked Donna and Cindy for getting reminders out to everyone.

America – Announcements – Craig told America that a script will be provided for her about the winners. It will be a portion of their nomination package. Jody said she would also send her what was written for last year so she can revise to her taste. Craig verified with Jack that Ale will provide the script. Jack said yes.

Jack asked Craig about scripts for the VPs. He wants to be sure that everything promised will be delivered. Craig said yes, he would see that a script was made for each VP.

A question was raised about the service recipients receiving their gifts at the ceremony instead of just the certificate and going to the bookstore later. Could this be done for next year? Craig didn't see a problem from the bookstore as far as a timeline. They would just order earlier. Security became a question as well as wrong gifts given out. This would be something to consider for next year.

Melanie M. said the meal would be the same as last year. She will have the caterers open the lids at 11:00. We will use the same count as last year (536). Jo asked about the dress for the event. Craig said professional dress as this is an important event, a dress or pantsuit would be appropriate.

Craig asked if the group had an opportunity to look over all the folders. Belinda said she would like to look at them one more time. Craig apologized for the calendar issue. He explained how the folders were set-up, why some items were left in or taken out. He encouraged those returning next year to consider the format. Bryan asked if there is a way to limit the number so we don't have 45. Craig said perhaps we could limit per college or division. This is something to be considered.

Jody asked if it could be done electronically with eliminating answers. Sherry asked about nominating the same people every year. Jody asked if the number of nominees has considerably grown over the years. Jack said as the money got larger so did the number of nominees. Patricia said their department does electronic scoring for faculty awards. She said it is efficient and is willing to show the committee the program. The "Limit to 3" was a question asked by Craig. He said while we talked about this, he could not find where it was decided. Craig said he wanted to formalize this process so it could be put in the bylaws. Patricia asked if there was a employed year limited. Craig said one-year.

Bryan, America and Belinda agreed to form a sub-committee to evaluate the scoring sheets. Craig said we could get all scored and narrowed. He said we can electronically talk about these individuals. Bryan suggested we use the cumulative score – perhaps discussing the last 3 or 4 if necessary. Craig said he was open to suggestions. Donna said if we come to a tie, we could scan the group tied and send out to the PAC for revote. Laura S. asked if we redo, can we simplify the process. She suggested we could give them a 1-5, the highest calculated would be the chosen one. Laura S. asked if we do this process with all of them (1-45). Jody and Craig reminded everyone of the procedures we went through last year. Laura asked if we could send our top 8.

Craig asked the group to send the entire audit at this point. The next group can determine if they would like to revisit the process. Craig said we would send out a second request if a tie came about. Craig asked for a motion to accept this process. Bryan made a motion and Jody provided the second.

Human Resources Update

Shared Services – Jack said they met three weeks ago and decided to refocus their efforts. They are only going to consolidate Payroll at this point. 2009 should be the start date. More news will come later.

MGT Consultants – Jack said they are on their second delay. The field experts chosen from each unit that will be working with HR and MGT were in question. At this point, until the list of field experts is finalized, they cannot proceed.

Ale Kennedy and Melanie Morales will be working closely with the PAC since Jack will be retiring August 31st. Jack asked everyone to make them feel welcome.

People Admin - Melanee Morales said that training has begun for the People Admin program. The application, cover letter, and resume will be sent electronically to the hiring manager. She said they (HR) are working closely with the Department of Labor teaching individuals how to use this program. The individual has the option to resend, attach, or edit their application and information for each position they are interested. The hiring managers can start to look at, download, and begin their interviews more quickly with this new program. The applicant can self-eliminate by answering questions. The hiring portion of the program will have an electronic PA. This PA will only be used for new positions, modified positions or straight replacements at this point. April 14-26 the test program will be shutdown and will go live on April 28th.

Dr. Grube

Dr. Grube welcomed everyone to the meeting. He opened the floor for questions.

Craig asked about the raises. Dr. Grube said that all state agencies received a memo reducing their budget from 2.5% to 2%. He said we will not have job freezes at the point. We don't know too much about the reduction yet. He continued that the government has asked that \$67 million dollars be reduced from the 09 budget. Each institution needs to show a savings; Dr. Grube said we don't know what they are asking us to do. Until we have something for us directly we will do nothing. He said we have no intention to do lay-offs as part of this reduction. That is one thing that Georgia Southern University does not do. We would probably delay hires before we consider a hiring freeze.

Dr. Grube said that enrollment is up for fall. This is +700 from this time last year. Summer is also looking pretty good.

Building 805 (Old ROTC Building) is coming down. Dr. Grube said this is in preparation for the new residence hall.

Laura M. asked Dr. Grube if it is possible to have (4) 10 hour days versus 5 days for security and other divisions. Dr. Grube said they have found that the institution has lost in productivity. This is based on previous institutions. At this point he hasn't heard anyone mention it.

Dr. Grube reminded everyone that the Blue & White game is coming up. He encouraged everyone to get out and enjoy the game. The baseball team is playing and doing ok. The warm spring afternoons are inviting to see the games.

Donna asked Dr. Grube if he has heard anything about changing class times to a 15 minute walk time between classes. Dr. Grube said he has not heard anything.

Dr. Grube reminded everyone if they have questions about the budget to let him know. He thanked everyone for being available during spring break and hoped they could get a little down time during the week.

Meeting was adjourned at 10:30am.

Professionally submitted,

Jody Rushing
Secretary

Georgia Southern University
Personnel Advisory Council
April 16, 2008

Members Present: Amber Blair, Cindy Durden, Jack Heidler, Sherry Hoffman, Bryan Hooks, Gwen Jackson, Belinda Lucas, Laura McCullough, America Minc, Melanee Morales, Melanie Mosley, Donna Orme, Jody Rushing, Laura Saunders, Craig Strickland, Krey Tinker

Absent: Patricia Hendrix, Jo Hoch, Sandy Siebel,

Craig called the meeting to order at 9:00am. Craig passed out the minutes from the March meeting and asked everyone to take a minute to review. Craig announced that Tina Brookins had to resign her position for departmental reasons. He will contact the VP to get a replacement. With no changes, Craig asked for a motion to accept the minutes as written. Laura made the motion and Donna provided the second. The minutes were accepted by acclamation.

Bryan made a motion to set up a subcommittee to find a way to get allocations and secondly to come up with an evaluation for it. Craig provided a second. Bryan agreed to take on this task.

Jack and Craig congratulated everyone on the job they did for the Staff Award Ceremony. Craig suggested making an exact list of what needs to be done and when. These directions can be given to future PAC members. He suggested that a calendar might help with this. He also encouraged all to support the council each year, whether they are on the council or not. As we all know how busy it can be, we need support from all staff.

Donna said we need very specific instructions for service award winners as to where, when, and even if they are nominees, they are still to go to the back for lineup.

Bryan asked why Joe Franklin didn't get recognized for his 25 years. Jack said he was a Vice President, which is considered faculty, therefore was not recognized at the staff function. Craig said we need to put this information into our PAC handbook. That way we can explain our reasons. Discussion followed. Jody asked about putting the names of the nominees on the website for the upcoming year.

Craig told the group that each year we need to have someone from various councils (diversity, wellness, etc...) invited for training efforts within the PAC. Bryan suggested that PAC minutes be added to the agenda at staff meetings.

Human Resources

Jack stated that MGT will be coming in early May. They will work with liaisons about job descriptions.

With Jack leaving in May, he thanked the PAC for everything they have done. He reminded them to watch attendance and replace if necessary.

Melanee Morales talked about the People Admin flyer. No paper applications will be accepted. Casual Labor will also be completing a on-line application. All positions need to be advertised. Bryan asked how potential applicants will know. Melanee said we have been advertising in the newspapers (Statesboro and Savannah).

Dr. Grube

Dr. Grube said the retirement ceremony went well yesterday. He was sorry that he was not able to attend.

The Ph.D. programs are normally at Georgia and Georgia Tech. His meeting yesterday was with BOR with the Vice Chancellor. She is one of the few who have campus employee knowledge. She made a change to the language to allow Ph.D. programs on to universities like GSU. The committee will meet with the board today. The next doctoral program will be a Ph.D. in Logistics. This is the first in the state. It will also be the first Ph.D. at GSU.

Property acquisitions – the older apartments on Knight Drive are the next to be purchased for GSU. We would like to acquire this property for safety reasons as well as student housing and parking.

The 2008 Budget – GSU has a higher tuition rate than some, but lower than research institutions. This means 8% increase for Fall 08 freshmen. We are looking for money to redo Hendrix Hall.

Shared Services – Dr. Grube said we will NOT lay off people. Several BOR members do not want shared services and are very influential players. Dr. Grube said we will wait and see what happens.

Ron Core officially begins July 1, 2008. He will be taking over Joe Franklin's position.

The minimum wage is going up. How does it affect campus? We adjust internally.

Admission numbers for the fall are over 600 and over 100 for the summer from this time last year.

Meeting was adjourned at 10:50am

Professionally submitted,

Jody Rushing
Administrative Secretary

Georgia Southern University
Personnel Advisory Council
May 21, 2008

Members Present: Amber Blair, Cindy Durden, Patricia Hendrix, Jo Hoch, Sherry Hoffman, Bryan Hooks, Belinda Lucas, Melanee Morales, Melanie Mosley, Jody Rushing, Laura Saunders, Craig Strickland, Krey Tinker

Absent: Gwen Jackson, Laura McCullough, America Minc, Donna Orme, Sandy Siebel,

Craig called the meeting to order at 9:00am. As the minutes were passed out, Craig asked everyone to review for approval. Craig made a motion to accept the minutes as written, Bryan provided the second.

The meeting began with follow-ups from the Staff Award Ceremony. The question as to a date for next year was brought up. Laura Saunders said she will find the date for the 2009 ceremony and get it on the calendars. Craig asked how the certificates were distributed last year for those who did not attend the ceremony? It was decided that they were sent through campus mail.

We have received a CD of the award winners and service winners from the ceremony. Craig asked Melanee Morales to check with Jack about last year's photos. What do we do with them? Are they sent to the individual? He also asked Laura S. to check with Suzanne Oliver to see what was done before. A question as to the budget for the pictures came up. How do we get them developed and sent out? Craig said the budget needs to be divided into merit award winner money and operating money. There are several places that will not get paid because of the low amount in the budget. We only get \$13,000 for the ceremony and it is running over \$20,000. Craig said he will set up a basic budget based on the bills. He will get the email together and send it out.

The gifts for winners should be arriving next week. Mehmet will not be able to deliver them, therefore Craig asked if the members would be willing to distribute within their divisions. The group unanimously said yes. Craig said he could deliver to a central point for each person.

In America's absence, Craig announced that America would be speaking at the Convocation on August 13 as a representative of the President's Advisory Council.

Craig stated that his office will begin to retype the by-laws with all corrections made over the years so we can get an electronic copy. The current by-laws have handwritten notes and corrections. Craig will send it out once it is completed.

Bob Chambers from Parking and Transportation has asked for 2 representatives from the PAC to sit on the Parking Committee. Bryan and Craig will meet to decide these individuals and will bring back to the next meeting.

Nigel Davies will be coming to the June meeting. Craig asked HR their thoughts on having guests at each meeting. Ale said they didn't have specific meetings, but could invite people as needed. He asked all to think about individuals we felt would be beneficial to talk with the PAC during the meetings. Bryan added that Physical Plant did a *Walk for Wellness* that Nigel had set up for them. It was a half day event with prizes and lunch. Many from Plant walked to the RAC and throughout its course. Bryan said the event was well worth the time put into it. He encouraged other colleges and/or divisions to do this as well.

Craig passed out a flyer on the Leadership Conference at Kennesaw. This was an informative conference that assists PAC members. Craig attended this conference last year and found it very helpful. Many other colleges had their entire PAC committee at the conference. There are several small clinics from wellness to organization. The conference is booked three years in advance at the various schools. Craig said Georgia Southern, regardless of who is on the PAC at the time, should consider hosting this event.

Bryan said the 3rd Annual Grounds Manager and Landscape Architects Conference will be at Georgia Southern in 2009. This conference allows everyone to talk about campus pitfalls and successes. Bryan will represent GSU at this event.

A question was asked about the hearing-impaired employees on campus and events they must attend. Bryan answered that the SDRC can help with some events. Bill Locklear works at the SDRC and another individual is supposed to be hired to help employees specifically. Bryan asked Melanee Morales about getting a class on the deaf culture. The request is not a class to learn sign language, but to understand the deaf culture, the purpose of the interpreter and what it means. Melanee said she would discuss with the Department of Labor.

Cindy asked if the Bookstore would consider credit for textbooks for employees enrolled in the Tuition Assistance Program. Craig said we don't know if that is possible, but it can be discussed.

Human Resources

MGT – The surveys have been distributed electronically. Some people are having difficulties opening them due to supervisors being faculty. If you are having a difficult time logging into the survey, as per Melanee, please send her an email. The deadline for the survey is May 30th.

Belinda asked about functional title and actual title; a blank space is provided for both titles on the survey. Melanee said the actual title would be administrative secretary, and functional title is the working title.

PeopleAdmin went live last week. So far it has been working well. More training will come including the Casual Labor Training on May 27th at the Continuing Ed Building. Casual Labor positions are now hired through PeopleAdmin as well.

Dr. Grube

Governor Purdue has approved the High Deduct for insurance programs. This does not affect GSU, however, because the University System insurance program is different from the State of Georgia.

The budget has been approved at the BOR level. We will be receiving (2) endowed chair matches from the state; \$4 million dollars were approved for Hendrix Hall renovations.

ROTC will be moved to the Communication Arts area temporarily. They will be there just through the summer and hopefully when the Communication Arts and Nursing Trailers are scheduled for demolition. A multi-academic all-purpose building will replace the Annex. Brannen Hall (near baseball stadium) will be the next building to be remodeled. This will house ROTC. The Biology Department will occupy their new building in the wooded area across from

the College of Education. The old Biology building will be used by several other departments on campus including Public Health.

Dr. Grube also stated that Georgia Avenue to the Alumni House (the print shop area) will be closed due to work on the new pedestrian. This will be done during the Summer '08.

Jo asked Dr. Grube if the university have considered shelters for the bus stops. Some have them but some do not. Bryan said when the routes change, the shelters do not always move with them.

Dr. Grube said a firm is looking into the football study to a 1A or Bowl Subdivision. Roser Firm will be doing this study. Many in the community enjoy GSU football but seem to think the cost should be paid by student fees. Dr. Grube reminded the group that last year we (GSU) were tied for #2 for total fees package charged to students. We have dropped to the 5th place which is much better.

Dr. Grube gave an update on the tornado damage done at Macon State and West Georgia. He hasn't heard a dollar amount as of yet. Bryan added that several from Physical Plant went to help with the clean-up. Dr. Grube praised Bryan and his crew on helping out.

The first Nursing co-hort will be going on-line this fall. The Ph.D. program in Logistics is the next doctoral program to be added followed by a science Ph.D. program, but we do not know an exact date at this time.

Dr. Grube asked the group about their thoughts on the spring graduation. Several responded that the program lasts a long time. This was echoed with complaints that it could not be heard at various places around the stadium. Jo asked if they are considering changing the structure of the graduation to accommodate the numbers. Dr. Grube responded that it is not something that we will do in the next few years. Perhaps later the graduate and doctoral candidates would be done at a different time.

Meeting was adjourned at 10:50am

Professionally submitted,

Jody Rushing
Administrative Secretary

Georgia Southern University
Personnel Advisory Council
September 17, 2008

Members Present: Cindy Durden, Patricia Hendrix, Bryan Hooks, Gwen Jackson, Laura McCullough, America Minc, Melanee Morales, Melanie Mosely, Donna Orme, Jody Rushing, Laura Saunders, Sandy Seibel, Craig Strickland

Absent: Amber Blair, Jo Hoch, Sherry Hoffman, Krey Tinker

Minutes were reviewed by all. Craig asked for a motion to accept. Bryan provided motion, Craig provided the second.

Craig introduced Dr. Ron Core who passed out the upcoming holiday schedule. He explained the days that were chosen and why. Craig asked if there were any questions about the schedule. He asked for a motion to accept this schedule. Melanie gave the motion and Bryan provided the second. Dr. Core also announced that the new Human Resources Director- Mr. Paul Michaud, from Idaho State has been chosen and should begin in the beginning of November. In the interim Dr. Core will assume this role.

Craig asked Dr. Core about the finances of the PAC. Craig gave Dr. Core a brief history of the PACs finances and the awards ceremonies. However, due to the unexpected bill for retiree luncheon in amount of \$2500, he was concerned about the available money for the upcoming year. The bookstore has agreed to help pay for some of the cost, but then they will then not be able to pay for gifts. Will PAC be responsible for retiree luncheon in the future?

Dr. Core said there were two issues immediately in question 1) the status of funds available for 2008 (\$13,800) , and 2) \$4500 bill that wasn't paid at bookstore for centerpieces and crystal glass awards. Dr. Core said he would look into the invoice with the bookstore but advised that we should expect the \$13,800 like usually awarded for the PAC. Bryan asked if we would keep the same type of awards and gifts for honorees, Dr. Core said he thought it would be so.

Craig said the bookstore was considering a book loan program for staff taking classes. However with the unexpected finances, this may be moved to a later date.

Craig moved to other business- The Policy on "Low Speed Vehicles" on campus. This includes golf carts, mules, and so on. According to Laura McCullough they are allowed on streets if allowed by ordinances. We at GSU allow them on the streets because of the work they are providing. They do need to follow rules of the road. They are all allowed a lane, not two abreast. They should use amber flashing lights or at least an orange triangle when traveling at night. They are not allowed to drive on the sidewalks or pedestrian just like bicycles and scooters.

Roads such as Chandler, Lanier, and Fair road belong to the city, therefore we need to see about getting an ordinance that will allow them to be driven on these roads. Laura said the law states "low speed vehicles" cannot be on a road with higher speeds than 35mph. Someone asked with the driver needs to have a driver's license. Melanee Morales asked about having a DUI in their background check. Laura said this is a university policy. What if the unlicensed driver should have an accident on campus? The

driver could be responsible for the liability. Laura S. asked if it was lawful to pass a golf cart if they are creating a line behind them. Laura M. suggested encouraging them to pull over if they see traffic behind them. Bryan also asked about parking and storing). Craig asked Dr. Core what the policy is for these vehicles. Cindy said she would send Dr. Core a copy of the current policy for review.

Craig asked Dr. Core if we need to approach the city about getting an ordinance for the city streets on campus (Lanier, Chandler, Fair) Dr. Core didn't think we would do well with this battle. Melanee Morales asked about the bikes on the pedestrian, if they cannot ride there, how are they supposed to get to class. Laura M. said the streets should get them close enough and they can walk the bikes to the racks. They should not be chained to anything but the racks. Bryan asked where permanent bike racks should go. Front of the building or side? Craig said that Dr. Grube will not want the bikes in the front of the building. Again, Cindy said she would bring all her information to Dr. Core for review on this policy.

Upcoming Ceremony

Craig asked the group if they were aware of any major events in March/April that would need to be considered for the award ceremony date. He asked Melanie Mosley to bring a few options for dates for the 2009 ceremony to the next meeting.

Replacement PAC Members

Craig asked Melanee Morales to send the recommendation letters out from Human Resources for those who will be rotating off the committee this year. She asked how it was done in the past. The group discussed the methods used in the past. A letter needs to be sent to the Dean/Director who should filter it down to the staff. Any staff who would like to be considered should let the Dean/Director know. The letters should be sent out in October since the new members will need to be at the December meeting. Dr. Core encouraged a process to be conducted for nominees for the PAC. He said if each area sends a request to see who was interested then it could go upward to the Dean/Director. Dr. Core asked how the divisions were allocated. How many representatives does each division get? Craig read the portion of the by-laws that discussed this. Jody asked if this would be in question since we don't want the same positions (such as all secretaries, etc...) on the committee. It was discussed that those who volunteer would have more interest in the PAC. Jody asked if visitors could come to the meetings to see what happens. That way they would know what to expect if they decided to volunteer. It could alleviate some stress.

Craig reminded everyone that he and Bryan would be attending the State Council Meeting. This is the same conference that Craig attended last year. Those universities who attended last year came from all over Georgia. They seemed to be interested and supportive of their universities. Craig said he will be rotating off the committee but encouraged the chair and at least co-chair to go each year. This needs to continue. Craig also stated that while they are in attendance at the meeting this year, they are going to try to get the next meeting in 2012 to come to Statesboro.

Craig opened for the floor for any other business.

Human Resources

Melanee Morales announced some of the changes that will be taking place in our health care system.

Open enrollment will be October 6 through November 7, 2008.

There will be the 1st Benefits Fair on October 22 in the Union Ballroom from 10:0-am.-2:00pm. More news will come later on this.

A new dental plan will be used – Metlife.

CIGNA – the life insurance carrier we currently use has a new program to help prepare wills. More news will come later.

The new pharmacy provider will be MEDCO. Everyone will receive new cards for both the doctor and the pharmacy in January. Melanee told everyone to keep an eye out for this envelope – very important.

PPO Network has expanded with Blue Cross/Blue Choice. They are also including some out-of-country areas.

The new High Deductible plan is getting place where pre-taxed monies can be taken out and put into Health Savings Plan. This savings plan will roll over unlike the current Health Flex Spending Plan.

Dr. Core added as part of the budget reduction the Indemnity Health Insurance Rates will be increasing tremendously. The employer match for Indemnity will exceed the PPO rate. PPO will be a bit less, and HMO will remain about the same.

Dr. Grube

Dr. Grube announced the three Dean searches that will be taking place this year, The Dean of College of Liberal Arts and Social Sciences (CLASS), Dean of College of Information Technology (CIT) and the Dean of College of Education (COE).

Budget Cuts – The Governor and other leadership are holding off on additional cuts until they get more information. It will be at least the end of October before anything will be known. Regardless of the turnout, Dr. Grube reminded everyone that GSU does not lay people off.

Final enrollment numbers will come out toward the end of October, but a guess would be 17,700-17,800.

The new Performing Arts Center season has begun.

The COE traffic circle is near completion. It is functional at this point, but we need to get with the City of Statesboro to discuss landscaping.

The Library is now open.

Once Foy is finished, music will move back and we can begin renovation on Hendrix. The Old Nursing building and the Annex building will be going away soon.

America asked about the Alumni House – will the Welcome Center be moving in it as planned. Dr. Grube said Billy Griffis and Theresa Thompson are considering leaving it where it is currently. More to come. The Old Alumni House will become the home of the University Honors program.

Dr. Grube said the Chancellor's visit went well. He was very personable, a good listener, and was responsive to their ideas.

America asked when the new Marketing program will be unveiled. Dr. Grube said he would check with Theresa Thompson to see when they will do this. This is a recruitment tool for student enrollment. The theme of this is Georgia Southern University is large in what it offers, but small in its feeling.

The next meeting will be October 15th at 9:00. Meeting was adjourned at 10:30.

Professionally submitted,

Jody Rushing, Secretary

Georgia Southern University Personnel Advisory Council October 15, 2008

Members Present: Cindy Durden, Patricia Hendrix, Jo Hoch, Sherry Hoffman, Bryan Hooks, Laura McCullough, Melanee Morales, Melanie Mosley, Laura Saunders, Sandy Seibel, Craig Strickland, Krey Tinker, and Dr. Ron Core.

Absent: Amber Blair, Gwen Jackson, America Minc, Donna Orme, Jody Rushing

Minutes from the September meeting were reviewed and a motion was made to accept the minutes. A second by given by Sherry Hoffman and the motion passed.

Craig Strickland provided an update on the State Conference that he and Bryan Hooks attended in September at Kennesaw State. Due to travel restrictions, only 17 schools around the state attended. Craig was very complimentary of the speakers, presentations, and information provided to the participants. He also reported that Georgia Southern University will host the State Conference for PAC in 2012 and there is a possibility that Georgia Southern will host a quarterly meeting for PAC State Senate during the next couple of years. Bryan reported that very good suggestions were given concerning the use of sub committees within the Advisory Council and suggested that we possibly implement some of these practices within our Council.

Craig reported that Susan Davies will be presenting the new Crane Marketing material at our November meeting. Also, he asked that members make sure staff is aware that flu shots are being given during the next few weeks. In addition, Craig asked for volunteers to serve on the Parking & Transportation Committee. Jo Hoch and Laura Saunders will serve and Cindy Durden will be an alternate.

Melanee Morales from HR gave an update on areas across campus that are currently represented by staff members on PAC. Per her findings, the following areas need to be added for representation on the PAC: Library, Academic Enrollment, and Athletics. A motion was made to accept Melanee Morales' recommendation for additional representation. Discussion followed on departments represented and Dr. Core offered input on review of the Bylaws & Guidelines. Bryan Hooks made a motion to table the discussion and amend the motion by asking for a subcommittee to be appointed in order to review the By Laws & Guidelines on campus representation. Bryan Hooks will serve as Chair, Melanee Morales will serve as Advisor, and Krey Tinker will serve on the sub committee. The amended motion carried, was seconded and all voted in favor.

Dr. Core reported on the recent MGT study (job classification/salary ranges) and they are currently in the data collection stage. It should be complete by late November with final report in by end of the calendar year.

Open Enrollment period is currently underway until November 7th with information sessions planned and a Benefits Fair scheduled for October 22nd in the RU Ballroom.

Dr. Core also encouraged everyone to view their training catalogs and participate in the training program provided thru the Human Resources Department.

Discussion followed concerning the insurance plans offered thru the University and percentages paid by the employer/employee.

UPDATE FROM DR. GRUBE

Dr. Grube asked for items of interest from the group. Craig Strickland and Bryan Hooks provided a brief update on the State Conference.

Dr. Grube reported that we have more than 900 more students on campus this fall (over last fall). This helps in the budget crunch that we are currently facing and generates additional funds for the University. Dr. Grube's goal is to protect jobs first and hopefully the situation will become more stable after the election.

Centennial Place is moving along very quickly. August 09 is the projected move-in date for students.

It was reported that the TRS (Teachers Retirement System) is looking into the possibility of changing the cost of living clause to "may" increase cost of living instead of "shall" increase cost of living. This is a very important issue (especially for retirees) and the campus will make its voice heard in speaking against this possible change. The final decision will be made by the TRS Board.

Laura Saunders asked if there are plans in effect to update the Carroll Building. Dr. Grube reported that it was renovated in 2002-2003 and there are currently no plans to renovate in the near future.

Bryan Hooks expressed his desire for the PAC to better serve the President and asked Dr. Grube how we may go about doing that. Dr. Grube asked that the Council act as a sounding board and bring in information that he may not be aware of. He asked that the Council try to catch any problematic items early and use "rumor control" in making sure correct information is distributed around campus. He commented that this is a great group to communicate with and to gather information from at the meetings.

Discussion followed concerning the new Emergency Messaging System and possible suggestions on handling emergency situations, should they arise.

With no further business, the meeting adjourned at 10:15 am.

Respectfully submitted,

Melanie Mosley

Georgia Southern University
Personnel Advisory Council
November 19, 2008

Members Present: Amber Blair, Cindy Durden, Patricia Hendrix, Bryan Hooks, Laura McCullough, Melanee Morales, Melanie Mosely, Donna Orme, Jody Rushing, Laura Saunders, Sandy Seibel

Absent: Jo Hoch, Sherry Hoffman, Gwen Jackson, America Minc, Craig Strickland, Krey Tinker

Guests: Susan Davies and Sarah Smith from Admissions

Minutes were reviewed by all. Laura McCollough made the motion to accept the October minutes, Amber provided the second. The minutes were approved by acclamation.

In Craig's absence, Brian began the meeting by introducing Paul Michaud, new Human Resources Director. Paul is coming to us from University of Idaho. Paul briefly spoke to the group stating that he is reviewing policy and procedures for the university. He said the new system of "onboarding" (orientation) is taking place. This should help orientate the new employees to the university within the first 48 hours. They will be updating the links on the HR website as well. He also mentioned the new Organization and Develop Learning (training) program with Ale Kennedy. Brian asked if the group had any questions for Paul. Brian said the Award Ceremony is the main focus – but the PAC would like to expand to other issues with HR and other areas. Paul encouraged the PAC to look outside the university for recognition programs, i.e., individual companies to provide funding the meals and/or gifts.

Brian continued the meeting by introducing Susan Davies and Sarah Smith from Admissions. Susan and Sarah gave a presentation on the new marketing tools used by Georgia Southern. These marketing tools are a direct result of the work completed by Crane Marketing. The program entitled Large Scale-Small Feel Georgia Southern University used a variety of squares and circles to show how potential students can get the best of both worlds. Paul asked if this marketing program could also be used to recruit faculty and staff as well. Susan thought it would with a few slide changes. She passed out the literature that is given to schools and students. Brian asked if Admissions could come to Physical Plant to do this presentation. Susan told him to contact her office. Laura McCullough asked how long will this theme be used at GSU. Susan said 3-5 years according the Crane Marketing. She followed by stating that the literature is not dated.

The group discussed dates for the acceptance of Award of Merit nominee information. April 8th will be the Award Ceremony. Brian suggested the same subcommittee be used review the nomination form. The subcommittee is Brian, Cindy Durden, and Laura Saunders.

Brian asked the group to look over the PAC guidelines/bylaws. He specifically asked about paragraph J2- how many members should be replaced. Paul asked about the number of committee members were on the council. The group discussed how to determine the members to be replaced, should this be done by classification, by building, or by college. Since nominations have already been requested, it was decided we would decide what to do before the committee meets in January.

Brian made a motion for the PAC for the 2009 year will be 13 voting members. Laura McCollough made the motion and Amber provided the second. All approved unanimously (10- yes, 0-no).

The 2008 Ceremony pictures are ready for distribution. Brian asked if HR will be willing to distribute these pictures. Melanee said yes.

NEW BUSINESS

With new members coming in and others going out, Brian suggested a Hale and Farewell Breakfast at the next meeting in December or January. The group liked the idea. The exact date will be determined once we know who will be coming into the Council.

Paul asked about a newsletter to be sent out to staff from the PAC. He encouraged visibility by the PAC, perhaps nametags when we are out.

A suggestion was offered to changing the term of the council from an annual year to an academic calendar year. This would follow along with the campus thus making it easier for members to attend.

The next meeting will be December 17, 2008.

Meeting was adjourned at 10:30am

Professionally submitted,

Jody Rushing
Secretary, PAC 2008

Georgia Southern University
Personnel Advisory Council
December 17, 2008

Members Present: Amber Blair, Jo-Lyn Bender, Cindy Durden, Jill Forehand, Jane Harkleroad, Patricia Hendrix, Sherry Hoffman, Bryan Hooks, Paul Michaud, Melanee Morales, Melanie Mosely, Nicki Newton, Kimberly Robinson, Jody Rushing, Laura Saunders, Sandy Seibel, Linda Smith, Craig Strickland, Michael Waters, Alan Woodrum

Absent: Jo Hoch, Gwen Jackson, Laura McCullough, America Minc, Donna Orme, Kent Tatum, Krey Tinker

Craig introduced himself to the group of new PAC members. Each member had the opportunity to introduce themselves. New members included: Jo-Lyn Bender, Jill Forehand, Maria Graham, Jane Harkleroad, Nicki Newton, Kimberly Robinson, Linda Smith, Kent Tatum, Michael Waters, and Alan Woodrum. Craig gave a brief explanation of how a typical meeting would be run. Craig asked everyone to take a moment to look over the minutes and then asked for a motion to accept the minutes as written. Bryan made the motion and Melanie provided the second. The motion was passed unanimously.

The out-going members of the PAC for the upcoming year are as follows: Sherry Hoffman, Gwen Jackson, Belinda Lucas, Melanie Mosley, Donna Orme, Jody Rushing, Sandy Seibel, and Craig Strickland.

With several questions about the deadlines for merit award nominations, Craig reminded everyone the deadline for nomination is 12/18 and endorsement letters would be due by 1/2/09. Once someone has been nominated, the nominator should begin to solicit letters of endorsement. The question of not having computer access for the submission form came up. Craig said it would be the supervisor's responsibility to ensure a computer would be available for anyone who would like to use one. Melanie added that many people would be taking the week after Christmas off and were worried about not getting the letters in on time. Craig asked Bryan to update the PAC on the committee's decision.

Bryan said with new information about the Bulloch County schools being out on break during the week of the ceremony, it was decided to move the ceremony ahead a week. The new date will be April 16th. All involved have been notified of the change, Performing Arts center, catering, etc. He said with this change we are able to extend the date for endorsement letters to January 9th. Alan asked how many endorsement letters came from faculty. Bryan said there were quite a few so this would help them as well. 77 nominations have been turned in to date; most are still awaiting endorsement letters. The names will be published on the website on Friday, December 19, 2008. Each nominee is encouraged to have 3 endorsement letters; but they may have more. Bryan said a list of the duties required for the award ceremony will be coming before the next meeting.

Paul reminded everyone that outside vendors are good sources for financial support for future ceremonies. He suggested in the future that we consider having an Outstanding Casual Labor/Temporary Staff award as well.

To welcome the new members and thank the old members, Bryan said the PAC would like to have a breakfast on January 13th. Some PAC secretaries voiced concerns about classes beginning in that same time period and could it be done the week before? Craig said he would check with catering and get more information out once he did.

Paul mentioned that service awards would be distributed as follows: 40 from Academic Affairs, 4 from University Advancement, 71 from Business/Finance, 11 from Information Technology, 2 from President's office, and 12 from Student Affairs.

Bryan said the next meeting of the PAC would be January 14th. This meeting would take place in the Anderson Hall Conference Room. Each meeting thereafter will be in the President's Conference Room.

Craig announced that new positions would need to be filled. Bryan gave a brief description of the duties each officer held (Co-Chair, Secretary, and Parliamentarian). He said that it was better to have a first year member take on the role of co-chair so he/she can assume the role as chair for the following year. However, this is just a suggestion. Paul also reminded everyone to let their supervisor's know and approve their time off from work if they are nominated and accept a position as it may consume more time than just being a member.

Jill Forehand was nominated as co-chair and accepted the position. Amber Blair was nominated and accepted the position as Secretary. And Laura Saunders was nominated as Parliamentarian. The group was in agreement. All positions were voted on and unanimously approved.

Human Resources

Paul said that Open Enrollment was reopened due to the Governor's announcement that the employer's share of the cost of benefits was being reduced from 75% to 70% and would be continued through December 15th. The High Deductible Health plan has been very popular this year. The new insurance cards will be coming out in the next few weeks. You may get two sets of cards if you made a change. The 2nd set is one you will use. Paul told everyone to contact HR if they had any questions as to which card was the most current.

Skillssoft – This new e-learning training program is something we are considering to supplement the face-to-face training currently being done by Ale Kennedy.

Tuition Waiver for Dependents – this is a major benefit which is not being offered currently by the university. Paul stated we should consider exploring this option since some of our faculty and staff may leave the University for other Employment when their dependents reach college age. Perhaps a certain number of credits for the entire family may be an option. This change would require Regent's approval.

ADP will be going live in July. This program involves the shared services with HR, payroll, and various other offices. More will be forthcoming.

MGT – the survey that many of you were involved with several months ago is now being finalized and HR will be receiving the results at the beginning of the new calendar year. More will be forthcoming once it is ready.

PeopleAdmin – this is our new paperless, online system. This program will take over the benefitted employee request form. Paul stated if you are not yet trained on PeopleSoft, you will need to do so or you will not be able to do this paperwork.

Snelling and WillStaff, temporary staff services agencies, can no longer be used after January 1st. The state has approved seven new temp hiring agencies and three have been assigned to our institution for hiring temp employees effective January 1, 2009.

Announcements

Bryan stated that Ale Kennedy will be our guest speaker at the next meeting. He asked the PAC if they would like to share information with the group, they could make presentations about campus and/or their departments if they like. (i.e., Cindy Durden and accounts payable as it pertains to car insurances).

Bryan asked if anyone knew about the selection process for the new President. Craig encouraged Bryan or someone from the group to talk with candidates to answer any questions. Bryan asked whether someone from the PAC should be on the committee. We would check on this idea.

Paul suggested a name change for the President's Advisory Council; Not PAC since it is now being confused with the Performing Arts Complex. Perhaps Staff Senate, Staff Council, etc... Craig stated that at the State Staff Conference, Councils or Senates were the most common names.

Cindy asked about the protocol for a student who recently died. Who and how do we contact families. Where do we send their paperwork if the parent is already gone? Bryan said he would talk with Dean Lewis to see if they have a process currently being used. Melanee Morales followed up by encouraging everyone to check their self service to be sure their current address is correct.

Motion to adjourn.

Professionally submitted,

Jody Rushing
Secretary