2007

Staff Council Meeting Minutes

Follow this and additional works at: https://digitalcommons.georgiasouthern.edu/staff-minutes

Recommended Citation

https://digitalcommons.georgiasouthern.edu/staff-minutes/30

This other is brought to you for free and open access by the Human Resources at Digital Commons@Georgia Southern. It has been accepted for inclusion in Staff Council Meeting Minutes by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.
Georgia Southern University  
Personnel Advisory Council  
January 24, 2007

**Members Present:** Connie Clark, John Davis, Candice Griffith, Patricia Harrell, Jack Heidler, Sherry Hoffman, Margo Hutchins, Gwen Jackson, Belinda Lucas, Melanie Mosley, Donna Orme, Michelle Rivera, Jody Rushing, Craig Strickland, Mehmet Samiratedu

**Absent:** Chrissy Ambler, Tina Brookins, John Davis

Jody read the minutes of the December 13 meeting. Mehmet made a motion to accept the minutes as written. The minutes were approved by acclamation.

Mehmet began the meeting by introducing the new members to the 2007 PAC. Gwen Jackson from Physical Plant replaced Greg Grey, Donna Orme from IT replaced Shanelle Carr, Tina Brookings from COBA replaced Carolyn Boles and Belinda Lucas from COGS replaced Mike Backus. Belinda joined us during the past few meeting. The remaining members introduced themselves to the new members. Mehmet asked the new members about becoming a co-chair. We will need to nominate this position from a new member. He encouraged them to consider the position and we would get back to them for an answer.

Jack said that approximately 16 individuals were sent in as nominations for the Merit Award to be given in March. He indicated that there could be more nomination since he did not check before the meeting. He indicated that they are still taking letters of support, but no more nominations. The deadline for these nominations was January 9th.

A question about the evaluation forms was asked by the committee. Do we need to look at the evaluation questions? Several committee members thought we need to change some of the questions as they were irrelevant or redundant. Because of the time constraints, Mehmet asked for a subcommittee to review this form and get the information back for distribution. Connie, Jody, Craig, and Pat will form the subcommittee and will have information back within a week. Beginning Monday 29th we will start looking at the nominations. Craig suggested we review questions earlier in the process. Mehmet and Margo said this would be good for the next award ceremony. Gwen asked if the new members would be reviewing the nominees as well. Yes, everyone on the committee.

Candice will send an electronic invites and would like a new member to assist to become familiar with that process. Donna volunteered to work with Candice on the electronic invitations. Connie asked about a printed copy. She volunteered to complete the hard copy of the invitation for the print shop. The print shop will then make copies of the invitation to be sent through campus mail. The program will be completed by Jody and sent the print shop for copying for the day of the ceremony. Certificates will be made for the nominees as well as Past PAC members. Margo and Belinda will check with the print shop on past certificates made. The 2006 Past PAC members will be the first group of Past PAC to receive these certificates of recognition.

Mehmet passed out a prize selection page that will be given to the service award winners. He will send this out to the individuals before the ceremony. They will fill out their requests and
send it back to the bookstore before the ceremony. The service award winners will receive a certificate for their service. There are currently 141 that will receive these certificates.

When the question of music the day of the ceremony was brought up, Belinda suggested a harpist. One was used during graduate reception and was very well received. She would check on availability and cost and get back to the committee. Margo asked about name tags for the day of the ceremony. She said she would check with Brenda at the print shop about these as well as the certificates.

Candice said she would be sending out her electronic invitation 4 weeks ahead of time (Feb 16). Another would be sent 2 weeks prior (Mar 2) and the final a week before (Mar 16). Craig asked if we could have payroll attach an invite to the paycheck. Connie said no. Gwen said the departments could put them on their individual employees’ checks as she does this in physical plant. Connor asked when we should send out the hard copy of the invitation. It was decided that March 5th would be plenty of time. Craig reminded the group the Deans and VPs would hold some of the responsibility for getting the word out to their employees early enough. Mehmet will send Deans and VPs a personal reminder.

Mehmet and Connie discussed the line up and seating arrangements – could they be better. It was decided to keep it the same as last year since it worked last year. It just looked awkward because of the low attendance. Sherrie asked if some seating accommodations could be made for those in line needing to sit. Mehmet said we as a group need to meet the day or so before to review the line up and ceremony before March 21st. It was suggested to get the Award of Merit nominees to the ceremony by 9:30.

Mehmet had a question regarding the rotation of the PAC members. When are they eligible to join the PAC again? We are currently on for two years then off for a year. Candice asked if the member would like to – can they stay two terms (4 years) – then off for a year? The committee would consider this. Michelle suggested allowing 5 members to stay an additional year to allow the numbers to become equal. We currently have 5 new members and the remaining will rotate off this year. If 5 stay, both first year and second year will have ten members therefore keeping continuity between the years. After next year, we can allow members to choose an additional term.

Mehmet asked for five members who would like to volunteer to stay an additional year on the committee: Craig, Sherrie, Melanie, Margo and Jody volunteered. Candice nominated Craig to be the co-chair for the 2007 year. The committee approved unanimously.

**HR News**

Jack announced that the new Sick Leave Donation Policy is in effect starting January 16. All faculty and staff that receive sick leave are eligible for this program. They will receive an email as well as a hard copy of the enrollment application to consider. This idea was originated by the PAC, but the policy is from the campus and BOR.

**Dr. Grube**
Dr. Grube complemented Sam Baker and his folks for their quick action on hiring Chris Hatcher as the new Head Football Coach. Chris was on the list to be hired last year as well. The baseball season is about to begin and he encouraged everyone to come out. Dr. Grube commented on the girls basketball team and their hard work.

The Doctorate of Public Health program has been approved by the BOR. This is the fourth doctorate program approved. It will be closely followed by the Doctorate in Nursing and/or Doctorate in Business Administration. These are the next two. We will see which comes first. Dr. Grube thanked Tom Maraden – former chancellor for his help during this process. The next item on the agenda is to request research status for the university.

The numbers are up a bit in the undergraduate area. Our numbers are affected by UGA allowing 1000 more students to attend this year. These students would have come to GSU.

Dr. Grube announced the Crane Meta Marketing would be conducting a survey to give us advice on the marketing we are currently doing and how we can improve.

Thoughts for new dorms are being tossed around, the plans for the dorms by the bookstore (Olliff, Winburn, and Johnson) will be coming down and a new dorm will be coming. Watkins will stay. Dr. Grube would like to create a village effect on the bottom floor of the dorms (stores, restaurants, etc…) a new urban condo idea.

Landrum Center will be remodeled to look like the rest of the campus.

The 100th Anniversary banners have been taken down from the main entrance to campus. Dr. Grube said he was tired of them disappearing. Candice asked when the lights around sweetheart circle come on. She arrived at 6:30 and they are not on at that time.

Dr. Grube said we are cleaning up Beautiful Eagle Creek because of the draining issue.

Meeting was adjourned at 11:00am.

Professional submitted,

Jody Rushing
Georgia Southern University
Personnel Advisory Council
February 7, 2007

Members Present: Tina Brookins, Candace Griffith, Patricia Harrell, Jack Heidler, Sherry Hoffman, Margo Hutchins, Gwen Jackson, Belinda Lucas, Melanie Mosley, Donna Orme, Michelle Rivera, Jody Rushing, Sandy Seibel, Craig Strickland, Mehmet Samiratedu

Absent: Connie Clark, John Davis

Mehmet asked if all had the opportunity to read the minutes of the January 24th meeting. He made a motion to accept the minutes as written. One correction was made by moving Tina Brookins into the present section. The minutes were approved with this correction by acclamation.

Ceremony Preparation – Margo showed the certificates that will be given to the service award winners and explained the differences for those who will be awarded of merit winners. The Program is finished and ready to be printed. Jack asked if the President could look over it before final printing. It was decided that past PAC members (starting last year) would be acknowledged for their contributions.

Food Menu – Melanie spoke with Food Services. They will have 3 serving lines beginning at 11:00 until 1:30. They will need a guaranteed count NLT March 14th. Last year’s count was 536. Mehmet said we should use 600 as our count this year. We will plan a walk through of the ceremony on March 20th at 2:00 at the PAC, this includes set-up.

Awards and Medallions – Craig has spoken with B&J and is ready to go. He is just waiting on the names before he can turn the list in. If we can have the names to them by Monday, that will give 2 weeks. He will ask for them earlier.

Reminders – Candace has sent out the second round of reminders to the service award winners as well as the list of nominees for the award of merit. Jack said each VP will have a script of what to say during their time.

Clarification/Reminder – Jack wanted to clarify that the service award winners will contact the University Store for their gift. Gwen said supervisors will put the reminder of picking up the gifts on their paychecks when they pick them up. We will also type up a statement to be given at the ceremony for those in line describing what they need to do. Craig will read a general statement at the beginning of the ceremony for those in the audience.

Margo said she didn’t receive a service announcement. Jack said we need to get the information to the supervisors and/or managers. Donna said she would send something out again.

PAC Building Preparation – Balloons, water, etc… The University Store will have a Deal of the Day coupon 20% off everything – except textbooks. The PAC decided not to give a coupon with the Deal of the Day, but an announcement will be given at the ceremony for the Deal of the Day. Balloons will be used for the tables the day of the ceremony. Melanie asked
if we can get a room to store some of the items before the day of the ceremony. Craig said we can check on this. We need to get bows to mark the rows as well as reserved signs. Belinda will made directional signs to be printed.

**Holiday Calendar (Draft)** - Joe Franklin asked the PAC to consider the Holiday Calendar for the 2008 year. We would have a week off at Christmas (December 22-26), which would allow 9 days when including weekends. January 1st would be a Thursday; therefore everyone would have to take a vacation day if they choose to take the Friday as well. The committee thought these changes were acceptable.

**Review of Ceremony Responsibilities** – Mehmet recapped the responsibilities of each individual for the upcoming ceremony.

**HR News** –
Jack announced the People Admin should be arriving in April.

HR is working on a series of Campus Training Classes to include customer service and supervisory training.

Ale Kennedy from HR will be working with IT services on Work Flow (electronic PA) since they have having some problems with interfacing with people soft.

**Dr. Grube**

Dr. Grube gave everyone a handout - Adding Value – Serving Society - Georgia Southern University.

Dr. Grube congratulated Mindy Czech on be recognized as the Diving Coach of the Year.

Dr. Grube explained the physical changes that will occur in Hanner Fieldhouse once the pool is gone. The pool area will be changed for CHHS instructional areas and office. This will also include a Biomechanical Analysis lab. The Old Hanner Gym will go to Women’s Volleyball. They will also be changing the softball venue as well.

Professionally submitted,

Jody Rushing
PAC Secretary
Members Present: Connie Clark, John Davis, Candace Griffith, Jack Heidler, Sherry Hoffman, Margo Hutchins, Gwen Jackson, Belinda Lucas, Melanie Mosley, Michelle Rivera, Jody Rushing, Sandy Seibel, Craig Strickland, Mehmet Samiratedu

Absent: Tina Brookins, Patricia Harrell, Donna Orme

Mehmet asked if all had the opportunity to read the minutes of the February 7th meeting. He made a motion to accept the minutes as written. The minutes were approved with this correction by acclamation.

The committee discussed the attendance at the Staff Awards Ceremony. What can we do different? The committee discussed ideas of having a banquet with awards included, not a separate ceremony for the awards. The idea of having a picnic in the circle was discussed. It was decided we would let the staff on campus have thoughts heard. A short survey would be set out by Michelle Rivera on SurveyMonkey.com. The questions will simply be: 1) would you like to have a picnic and award of merit together in the circle, 2) have it at the PAC, 3) keep it the same as before – separate ceremony and banquet. Michelle will have the responses sent back to Mehmet. We will also send something out on gsinfo with responses going back to Mehmet. A quarter sheet page will be sent to those office without email capabilities to be attached to paychecks for responses. Craig and Mehmet asked if we should consider putting this information into the bylaws that the location of the ceremony should remain for 3 years before another choice is made.

A subcommittee will be made up to review the questions used for evaluation purposes of the Award of Merit. Additional questions and a rubric will be devised to help with the decision. Jody, Melanie and Craig volunteered for this subcommittee. Connie asked if the decision could be made by the group. Mehmet said each PAC member should complete individually then we would discuss the top 20 within the group.

Jody had a winner who asked if they could get a copy of their packet submitted. Jack said we would have to ask permission from the nominators. Jody will send Jack the name. The committee decided that next years nomination packet should include permission to send copies if desired.

A question was raised by the committee if HR could post the names of those individuals nominated so others may write letters once they know. Jack said yes.

Mehmet encouraged the PAC members to bring questions back from their divisions for Dr. Grube.

HR News –

- PeopleAdmin – this program has been pushed to June. HR is still working on this, but it is not quite ready.
- RFP – All positions filled with non-faculty are to be evaluated. RFP are due to Atlanta by April 3rd. They will be reviewed to meet minimum qualifications, and then be sent to GSU. A selected group will then rate the RFP and it will be decided who will receive the contract.

- Training and Development catalogs have been sent out. Ali Kennedy has sent out a survey and gotten responses to the training. Classes will begin in April.

- Electronic PA – working slowly

- A Student Employee Center will be made up into one area in the office of HR. It will include HR, Career Services and Financial Aid and will be available for students early this summer.

**Dr. Grube**

- Craig asked about the by-pass and how it affects Old Register Road since he deals with Auxiliary Services. Dr. Grube said the DOT would be able to answer this question. He added that if GSU is successful in purchasing the area along Old Register Road to the by-pass, we can consider closing this area.

- Winburn/Olliff/Johnson Halls – Will be renovated to include a retail area within the student housing area. This will be a “village” like atmosphere.

- A question was asked regarding the names of those building being replaced. Dr. Grube stated that like Dorman Hall became Dorman Drive, the other buildings will probably have a section of the new facility named in their honor.

- The Black Box Theatre is coming up fast.

- A plaque and a Live Oak tree were placed in the back side of the Marvin Pittman Admin building honoring the 1st African American student here at Georgia Southern University.

- Cone Hall should be completed by December – hopefully. Veasey is moving along as well.

- Congratulations to Chuck Taylor, the landscaper for the University for being recognized for his accomplishments. Dr. Grube thanked Chuck, Physical Plant, and all individuals on their hard work to make Georgia Southern University even more beautiful than before with the BOR visiting in April.

- March 30th – Centennial Celebration will be in Sweetheart Circle. Dr. Grube invited everyone and their families to enjoy this festive and historical event.

**Additional Comments**

- Starbucks can now take Starbucks Cards.

- Liverpool Football Academy will be delivering several training sessions with the community soccer teams as well as the GSU soccer team.
Salary compensations this year should be at 3%. BOR will meet in May, GSU will have it ready before the meeting so it will flow smoothly.

Meeting was adjourned at 10:45.

Professionally submitted,

Jody Rushing
PAC Secretary
Georgia Southern University
Personnel Advisory Council
May 23, 2007

Members Present: Tina Brookins, John Davis, Jack Heidler, Belinda Lucas, Melanie Mosley, Donna Orme, Mehmet Samiratedu, Sandy Seibel, and Craig Strickland

Absent: Chrissy Ambler, Connie Clark, Candace Griffith, Patricia Harrell, Sherry Hoffman, Margo Hutchins, Gwen Jackson, Michelle Rivera, Jody Rushing

The format for the annual Awards Ceremony was discussed and it was unanimously decided that the format would remain the same for the next two years. After the ceremony in 2009, the format will be up for review and subject to change if the committee so desires.

The award winner selection criteria form was discussed and decided that it would be little more specific and that all would be evaluated on the same criteria. Also discussed was the suggestion to eliminate names on the applications and replace with nominee numbers (award nominees would remain anonymous to the committee). John Davis suggested that each area submit their selection for award nominees and the discussion continued on submission of nominees based on number of employees in each division.

It was decided that the new awards criteria created by the sub-committee would be emailed out to the entire PAC, everyone will review, and a decision will be made at our June meeting on the criteria we will use for determining our award winners in the future. This new format will be entered into the by-laws for future reference.

Jack Heidler asked for a representative from the Council to offer an official welcome to those at Convocation during the August ceremony. Mehmet nominated Melanie Mosley and she will represent PAC during convocation. Jack Heidler will inform Bede Mitchell of the PAC representative.

HR NEWS –

PeopleAdmin training will begin this summer and should go live after 7/4. This new program will streamline candidate selection and should be fully in place by the Fall.

The RFP has been completed and narrowed to three firms – a decision should be made by July 2007. This will be a one year project and will target 60 positions thru a compensation assessment across campus and compare these to peer institutions. Recommendations will be made from the firm and the institution will determine changes.

Student Employment Center - this will be located in HR with Jana McDonald heading the program. She will work closely with Financial Aid and Career Services in getting all
student employment under one “umbrella” on campus. This program should be up and running by the Fall Semester.

COMMENTS FROM THE PRESIDENT –

Dr. Grube (and Melanie Mosley) gave an update on the Centennial Celebration held in Atlanta on Saturday evening, May 19th. It was a tremendous success with approximately 2000 alumni and families in attendance.

It was reported that the summer enrolment is up over last year - 9 – 10% increase. Fall numbers are looking good as well – approximate increase of 600 over the same time last year. Retention rate is normally 77-78% and target range is 80% -- survey has shown that student employees on campus have a higher retention rate than those not employed on campus.

Thanks to all who helped with the BOR visit in April. A “thank you” picnic was held on the Circle last week and Dr. Grube reported that it will be years before anyone matches what GS did for the regents during their visit! West Georgia is scheduled for the next Regents Visit in 2007.

It will not be long before the road is closed from GA Avenue (Hanner) to the Print Shop.

Renovations are coming along well on the home side concourse at Paulson Stadium. The student/visitor side is scheduled to be renovated next year.

Cone & Veazy Hall construction continues to progress. The parking lot in front of Hendrix will be moved to the back of the Hall. Other projects including Fine Arts Building, Foy expansion, and Library are moving along well.

The new tuition policy states that an incoming freshman has a set tuition rate for four years, but it increases to the current freshmen rate at the beginning of the fifth year – this can be a significant increase for the student. It is quite an incentive to finish within four years.

Dr. Grube gave an update on the Alumni Center (received approval from BOR), fields at the RAC (close to finishing this project), and an athletics update (baseball tournament starts today). He also discussed the fact that our men’s basketball, football, and baseball teams were penalized in terms of scholarships due to their academic performance rate.

OTHER BUSINESS –

Our next meeting will be held on Wed, June 27th.

Meeting was adjourned at 10:40 am.

Professional submitted,

Melanie Mosley
Georgia Southern University
Personnel Advisory Council
June 27, 2007

**Members Present:** Connie Clark, John Davis, Candace Griffith, Patricia Harrell, Jack Heidler, Gwen Jackson, Jody Rushing and Craig Strickland

**Absent:** Chrissy Ambler, Tina Brookins, Sherry Hoffman, Margo Hutchins, Belinda Lucas, Melanie Mosley, Donna Orme, Michelle Rivera, Mehmet Samiratedu, and Sandy Seibel

**COMMITTEE MINUTES**
The meeting opened with Craig asking the present committee members if they had an opportunity to read over the May minutes. With no questions or concerns, he asked for a motion to accept the May 23rd minutes. The minutes were approved by acclamation.

Craig and Jack commented on the absenteeism of committee members. It was recommended that the policy be visited and sent to current committee members. Craig will pass on the recommendation to Mehmet.

Since a forum was not present, only suggestions could be made at this time regarding the inclusion into the bylaws that Staff Awards Ceremonies maintain current format for next two (2) years. The first draft of the nomination form was given to each member present. Craig asked members to look over the form. This draft was developed by a subcommittee of Melanie, Jody, and Craig after the past ceremony to help clarify nominee credentials. The question was asked if this format would be used to help get the large number of nominees divided into those who qualify and those who do not. Once this number is reached, the sub-committee can bring those few (12-14) to the table to be discussed with the entire committee. Using a numbering system was also discussed to keep each nominee anonymous.

With the next meeting not being held until September, Craig suggested an electronic meeting to solidify some of our suggestions for the upcoming ceremony.

**HR NEWS –**
Jack commented that HR needs to know what type of ceremony and when the ceremony will be held as soon as possible.

Jack announced to the committee that he will be leaving within the next two year. Ale Kennedy will be transitioning into his role by attending some of the meetings.

**MESSAGE FROM THE PRESIDENT**
With no business to discuss, Dr. Grube elected not to attend the meeting.

**OTHER BUSINESS –**
Our next meeting will be held on Wed, September 26, 2007. Meeting was adjourned at 9:45 am.

Professional submitted,

Jody Rushing
Georgia Southern University
Personnel Advisory Council
September 26, 2007

Members Present: Chrissy Ambler, Tina Brookins, John Davis, Candace Griffith, Patricia Harrell, Jack Heidler, Sherry Hoffman, Gwen Jackson, Belinda Lucas, Melanie Mosley, Michelle Rivera, Jody Rushing, Mehmet Samiratedu, Sandy Seibel, Craig Strickland

Absent: Connie Clark, Donna Orme

Guest: Melanie Morales

The meeting opened with Mehmet asking the present committee members if they had an opportunity to read over the June minutes. With no questions or concerns, he asked for a motion to accept the June 27th minutes. The minutes were approved by acclamation.

OLD BUSINESS
Mehmet began the meeting by updating everyone on the items needed for the upcoming Awards Ceremony. He asked about the Request for Nominations letter and the criteria form that will be included. When will they go out? What needs to be changed, if anything? After a group discussion about the Explanation of Award Nominations form and suggested corrections, Michelle asked if the form could be put online. The idea of limiting the number of characters was a possibility to keep all forms about the same length. It was decided that the form would be put on-line, but required it to be printed off and sent in, therefore limiting the space to 2 pages for entire nomination. Question 1-4 would be on the front with an open-ended question on the back. (See attached form). Mehmet clarified that each person who nominates someone would need solicit at least (3) forms of reference for their individual nominated. Mehmet asked if the years of service matters on the form. The group agreed this was not relevant since they must be here 2 years before being nominated anyway, the number of years beyond is not important. Jack will give Mehmet a copy of the cover letter that will be sent out with the nomination form. This will be put on-line as well as sent to departments.

Mehmet wanted to clarify the selection process that will be used. He asked the number of awards that will be given. Jack said we would still have 8 awards, but may be able to increase the money to $1000.00. The committee agreed that once the qualified nominees were reviewed and the number was narrowed down to 12-14, we would meet to decide the winners. We would develop a rubric to determine winners. Jody will work on a rubric to help determine winners based on the information in the nomination form. She will send out to the committee prior to the meeting so they can have suggestions ready at the next meeting. Melanie will check on the room availability as well as Dr. Grube’s calendar for the date of the ceremony. We are looking toward March 27, April 3 or April 10. The deadline for turning in nomination forms will be around mid-January. We will begin the process in early November.

NEW BUSINESS
Margo is no longer working at Georgia Southern University. She has accepted a position at Starbucks by the Mall. We will need to find a replacement for her. Amy Heston asked about the number of representatives in each area. Jack said the committee had a pro-rated formula that was based on the number of employees (0-100 = 1, 101-200 = 2, etc…). He said each college and major support unit needs to be represented. Currently, we have 17 individuals on the committee.

Attendance – Mehmet told the members they need to be sure to attend each meeting as decisions cannot be made if a majority is not present. He asked members to let him or Craig know if they would not be able to attend meetings.

Craig was nominated to attend the Staff Council Conference (October 4-5) in Atlanta. He will represent the PAC from Georgia Southern University.
Craig asked about convocation the regarding the date of the event. The people who work at auxiliary services were not able to go since this is their busiest time. He asked if the date is set well in advance. Jack said this event is primarily for faculty; therefore the date probably wouldn’t be changed. Jack and Mehmet thanked Melanie for representing the PAC at this year’s convocation.

**HUMAN RESOURCES –**

MGT – the company hired to do the wage comparison will begin its communication kick-off next week and will continue until next March-April. They will be gathering information on our competitiveness, peer comparisons, assessing jobs. This does not necessarily mean we will get raises. Raises will be based on the priority of the area and other factors.

People Admin has delayed their implementation until June. People Financials needed upgrading in the meanwhile, therefore the implementation may be later.

Training and Development attendance numbers are down. The catalogs have been sent out; Jack encouraged everyone to get the word out on the number of courses being offered. He stated that Ale Kennedy, the Training and Development Director, will gladly do individual training for departments if they desired. Jack said T&D catalogs are available in Human Resources or on-line if someone would like another copy.

Jack said that Kronos has been dropped. The campus has decided not to use this program at this time.

The Electronic PA form is currently being used by some of the campus, but not all. Therefore it is difficult and tends to get bottlenecked at the Budget Office and Human Resources. It is not working well at this time.

Background Investigation Policy – The BOR has a new background investigation policy that goes beyond Georgia limits. The new policy takes a bit longer to process, but goes through a national background check, the sex offender registry as well as checking academic credentials. The background check goes back through seven (7) years. This background check is for any employee of the University System of Georgia including student employees. While filling out the paperwork employment be sure to include any tickets or other activity that may show up in your background check. You can be denied employment if anything shows up on this check that was not previously stated. You will have falsified state records.

Meeting was adjourned at 10:45am

Professionally submitted,

Jody Rushing
Secretary
## Award Nominations

1. **Character** → On and Off the Clock (attitude, punctuality, image for the University)

<table>
<thead>
<tr>
<th>Nominee Name</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Dedication** → Awards and Recognitions, Departmental and University committees they have been on or have been volunteered (ex. Graduation) List all committees or volunteer activities that support the University Mission. Actions that go above and beyond assigned duties.

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. **Job Performance** → Resourcefulness, Quality of Work, Exceed job expectations

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **Customer Service** → Does the nominee interact well with others?

<table>
<thead>
<tr>
<th>Interaction Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*(See Reverse)*
5. What else makes this employee “stand out” above others?

It is the responsibility of the nominator to solicit (3) recommendation forms per nominee. Additional forms may be included if desired.
Georgia Southern University
Personnel Advisory Council
October 24, 2007

Members Present: Connie Clark, Donna Orme, John Davis, Candace Griffith, Patricia Harrell, Jack Heidler, Sherry Hoffman, Gwen Jackson, Belinda Lucas, Melanie Mosley, Michelle Rivera, Jody Rushing, Mehmet Samiratedu, Sandy Seibel, Craig Strickland
Absent: Chrissy Ambler, Tina Brookins, Michelle Rivera

The meeting opened with Mehmet asking the present committee members to review the September minutes. A correction was made in the New Business of Amy Heaston’s name (Heaston – not Heston). With no further questions or concerns, he asked for a motion to accept the September 26th minutes. Candace made the motion to accept with corrected name, Pat provided the second. The minutes were approved by acclamation.

The Award of Merit Announcement form was the top priority of the meeting. Corrections were needed in the top paragraph of the form. Pat asked if “during last year” meant only for the last year or can it go beyond what they have done the past year. It was decided to take out the statement “during last year.” Another question about the added statement “…and members presently serving on the Council are excluded from nomination.” Thoughts were that it didn’t sound like it belonged in that sentence. It was decided to make that sentence separate. Several criteria on this page were also eliminated due to the new criteria needed for the nomination. It was also decided to take away the second page of the announcement form (which is the nomination form). Roman numerals I and II will move to the front of the first page since there is more room available, thus making the announcement/nomination page only one. Jody will make the corrections and send them to the committee prior to the next meeting. Approval will be made through email, NLT November 1.

Wednesday, April 9th is the date for the 2008 Staff Awards of Excellence. This is the only date the Performing Arts Center would be available. The committee will be able to get into the Performing Arts Center on Tuesday afternoon to get it prepared for the following morning. Gwen said she will talk with Physical Plant regarding the plants for the event. Melanie will talk with Pete about the set-up for the day and with food services for the lunch. Craig is working on the awards. A new vendor will be used for the medallions since B&J Awards seems to have gone out of business. Jack and Melanie gave Craig names of possible vendors.

Craig spoke briefly about the Staff Council Conference he attended at Southern Polytechnic State University in Atlanta. He went as a representative of the Presidents Advisory Council. While there he had a chance to meet with the Chancellor, who was the guest speaker, and have lunch with a group of fellow PAC members from other institutions. While speaking the Chancellor said he was firm about salary and job classification. The conference was well attended. The conference moves location every three years, Craig suggested that Georgia Southern consider holding this event. The facilities and layout of the conference in Atlanta was not the most impressive, he stated that Georgia Southern could do much better. Craig also said the PAC needs to send at least send the officers of the PAC to this event every year wherever it is held.

HUMAN RESOURCES

Jack said that we now have (3) certified mediators on campus for employee disputes. Jack said this will be another method of conflict resolution to be used on campus. Mehmet asked if mediation is required. Jack stated no, it is voluntary. However, he continued, both parties need to be willing to mediate. Dr. Dudley will work with the faculty and Ale Kennedy and Melanie Morales will work with the staff.
The Training and Development catalog has gone out to every department. Jack highly encouraged people to use this opportunities.

People Admin – Jack said we are still waiting for our turn on the list. People Admin will go into training around Thanksgiving timeframe.

MGT – (Company that is completing the wage comparisons) – Jack stressed that this program will not automatically give raises – it will just show where we are in comparison to other universities in our area. This should help to align us with our peers. Compensation will be given from bottom upward, therefore if you are not in line with your peers, but are at a higher level, you still may not be given extra compensation. All of this is based on the B-codes and salary. Georgia Southern supplies the wage policy as well as the B-codes to the company to review and they will complete comparisons. This process will take several months to complete.

Human Resources Handbook – Jack said an updated HR Handbook is forthcoming. This will match the policies in the BOR Handbook.

Jack reminded everyone that Open Enrollment is going on. Dental insurance is also open again if anyone is interested. Jack mentioned that he is part of a Health sub-committee at the BOR. They are considering doing a rebidding for the insurance for the BOR. A High Deductible Plan is considered. However, there are many things that make this less desirable. Employees will need to individually find a sponsor for the Health Saving Account. Something should be coming through the mail soon, check the open enrollment packages.

Announcements

Jody asked if the amounts for the Awards will remain the same as last year. Jack said he will be talking with Joe Franklin and Billy Griffis and let us know.

Belinda asked about the on-line Pas. Jack stated how frustrated he is at this point and doesn’t know what is going to happen at this point. Since everyone is not using the form and it requires downloading by the time is gets to budget and HR, it doesn’t seem to be the best process. Connie said the state is doing their own form and it seems to be working fine.

Dr. Grube

Dr. Grube began by stating the Non-University People don’t quite know “who” we are. Their perspective is from 5-10 year ago. He gave a brief history of GSU and followed it by saying the Crane Meta Marketing is working on campus to reposition GSU through marketing toward incoming students and others. Our Carnegie Category is on the third level. The first level is for universities such as Emory, UGA and Georgia Tech in the areas of research, this is followed by the second level which includes Georgia State. Our level is the Doctoral Research level. While this is good to be considered in this category, we are still at the lower part of this ladder. We need to explain to everyone that we are at the beginning of a journey, but we still are working toward preserving the things that we value at Georgia Southern University. We don’t want to lose our small friendly university feel. We need to work on creating a new model that will describe us. This will be the Georgia Southern Model. We need to bring the public on board to where we’ve moved, but not lose the things we do well. Many other universities that go through these growing pains lose site of their undergraduates…we however will not. Dr. Jean Bartels from the Strategic Planning Council will be holding open forums for faculty, staff, and students to discuss how we can make this transition. There is an expected growth of over 100,000 students within the University System of Georgia by 2020. Our portion of this will place us as a university of 25,000 students.
Crane Meta Marketing has produced a “Promise Statement” draft…from this we will build our marketing plan. How do we define it to be a doctoral university? We need a 3-5 word phrase that can describe us to anyone… This was our challenge.

* Pat mentioned the number of calls that come from parents that once attended and then sent their children was amazing.

* Jody commented on the number of Graduate Teaching Assistants that left to get another degree and returned to Georgia Southern to live.

* Donna said our asset is our faculty and department chair who are always available to talk with students.

Dr. Grube said that the Chancellor will be attending the Homecoming game and concert.

The meeting was adjourned at 10:30am

Professionally submitted,

Jody Rushing
Secretary
### Award Nominations

1. **Character ➔ On and Off the Clock** (attitude, punctuality, image for the University)

2. **Dedication ➔ Awards and Recognitions**, Departmental and University committees they have been on or have been volunteered (ex. Graduation) List all committees or volunteer activities that support the University Mission. Actions that go above and beyond assigned duties.

3. **Job Performance ➔ Resourcefulness, Quality of Work**, Exceed job expectations

4. **Customer Service ➔ Does the nominee interact well with others?**

*(See Reverse)*
5. What else makes this employee “stand out” above others?

It is the responsibility of the nominator to solicit (3) recommendation forms per nominee. Additional forms may be included if desired.
Georgia Southern University
Personnel Advisory Council
November 14, 2007

Members Present: Chrissy Ambler, Tina Brookins, Connie Clark, Donna Orme, Candace Griffith, Jack Heidler, Sherry Hoffman, Belinda Lucas, Melanie Mosley, Jody Rushing, Mehmet Samiratedu, Sandy Seibel, Craig Strickland
Absent: John Davis, Pat Harrell, Gwen Jackson, Michelle Rivera

The meeting opened with Mehmet asking Jody to read the October minutes. He asked for a motion to approve the minutes as written. Melanie made the motion to accept and Sherry provided the second. The minutes were approved by acclamation.

Mehmet told the group that the December meeting will be the last for one group. He asked who would be rotating off this year and who would be remaining. It was determined that seven would be leaving and there will be one vacancy. Replacement procedures were discussed. Jack said he would send email to the VP and ask for a replacement in that area.

Everyone was given a copy of the announcement form and nomination form. Jody asked for everyone to critique and let her know of any changes needed before we send it out.

Donna asked a question regarding the money available for the awards. Does the PAC have a foundation account? Can individuals/alumni/previous winners give money to this account to help defray the costs? This money could also be used as scholarships for staff. Melanie said she would check on the possibility of this.

HUMAN RESOURCES

Jack announced the People Admin will begin training campus users in December. This is a great system. It will be implemented in January 2008.

PAF Forms update – they are working to resolve certain issues with this form. They are hoping to use the form as a termination only.

MGT – computer assessment exercise is currently on hold per higher level at University. They may decide to include faculty in this exercise as well.

Open Enrollment is over – Participation in High Deductible Plan – positive program, but need other elements in place next year.

Training and Development continue to add to their program. Jack encouraged all to participate in this program. Ale will be working with the PAC in 2008 calendar year.

Working on IPEGS reporting capabilities (BCATS/BCODES)

HR Handbook has been approved – gone to print this week and will be on website soon. Jack also reminded members that all University policies are listed on the HR website as well.

ANNOUNCEMENTS

Mehmet expressed appreciation to Council for good job and cooperation. We need to appoint a vice chair (Co-Chair) for next year. We will wait until new ones come in to December before we decide.
DR. GRUBE

Dr. Jack Averitt passed away and Dr. Grube will be attending the service this morning.

Update on Cent Place – this is on track, it is a fairly complex project. It is privatized in terms of financing, will be 4 large building housing 1100 students. There will be studio rooms to multi bedroom complexes. Retail space will be on the bottom floor.

Plans are in process to close Georgia Avenue from Chandler to the Bookstore. The challenge will be running the buses through the pedestrian area.

Chrissy asked Dr. Grube the process for P-Card audit. Dr. Grube said the Chancellor said all transactions will be audited. While the P-Card saves a tremendous amount of money, we need to have a better supervisory watch as a whole.

Erk Russell dedication signs have been unveiled; we are waiting to hear from the family on timing for small private dedication.

With the end of the semester quickly approaching, Dr. Grube encouraged all to help out with the students and faculty.

The meeting was adjourned at 10:15am

Professionally submitted,

Jody Rushing
Secretary
The meeting opened with Mehmet welcoming all new and old members. He asked Jody to read the November minutes. He asked for a motion to approve the minutes as written. Mehmet made the motion to accept and Craig provided the second. The minutes were approved by acclamation.

Mehmet continued the meeting by introducing all new members to the committee. Patricia Hendrix is coming from the Provost office in Academic Affairs, Jo Hock is coming from the Political Science, Laura Saunders is coming from the College of Education Advisement Center, Amber Blair is coming from Financial Aid, Erica Minc is coming from Campus Recreation and Intramurals, Cindy Durden is coming from the Budget/Controllers Office, Bryan Hooks is coming from Physical Plant, and Laura McCullough is coming from Public Safety.

As the previous co-chair Craig Strickland will be taking over as the chair, a co-chair would need to be named. Melanie said she would continue as the parliamentarian and Jody will continue as the secretary. Mehmet solicited nominations to fill the co-chair position from the committee. He added that this would need to be a first year committee member so they can continue next year as the chair. Bryan Hooks volunteered to be the co-chair. The 2008 PAC officers will be: Craig Strickland – Chair, Bryan Hooks – co-Chair, Jody Rushing – Secretary, and Melanie Mosley – Parliamentarian.

OLD BUSINESS
The question of a foundation account for the PAC Committee was raised at the previous meeting. Melanie said that there is no account for this purpose. Since we are a committee and not an organization, we are not allowed to have one.

NEW BUSINESS
Mehmet introduced Michelle Martin and Erica Minc from Campus Recreation and Intramurals to the committee. They gave a short presentation of “GSU’s Biggest Loser”. They explained that this program will run from January through April. The RAC is sponsoring this program in hopes to target barriers to exercise for faculty and staff. There is a $150 application fee, but this goes for 12 weeks of personal trainers as well as other items needed to help the participants lose their weight. Participants must be willing to commit 5 hours per week, be in excess of 20 pounds over weight, be full-time employees and agree to a physical prior to the event. A membership to the RAC is NOT required. The RAC is asking the PAC committee to help support this initiative by encouraging a supportive atmosphere for the participants and any of their followers. Michelle asked if the committee could ask the departments to allow for a flexible working plan so they can leave the office occasionally. Craig referred this question to Jack who stated that the department supervisor would need to agree to something of this nature. It is not something the HR or the PAC would be able to do. Sherry asked if the hours would be between 8-5pm. Michelle stated that there are varied hours available for the individual sessions ranging from 6:30am, 12:00 noon, and 5:00 pm. Their will also be educational sessions held in the evenings. Craig asked Erica if the program was a success. Erica said her previous university had this initiative and it was very well received. Mehmet suggested that the Chair may be able to write a short memo to the VPs asking for support from the participants. Michelle and Erica said the research taken from this study will determine how much money it would directly save the university through insurance claims, sick leave, and overall morale of the employees. According the Benefits department in HR, heart disease is the #1 claim with BCBS for Georgia Southern University. Erica continued by announcing that a “Weight Life Style
Management” program will be available to anyone not just RAC members beginning mid January. Bryan asked if the initiative could be payroll deducted. Michelle didn’t think it was possible at this time.

With the new members coming on board, Mehmet took a moment to thank all committee members for their hard work the past year. Those leaving this year include: Chrissy Ambler, Connie Clark, John Davis, Candace Griffith, Patricia Harrell, Michelle Rivera, Mehmet Samiratedu.

**HUMAN RESOURCES**

Jack announced a new initiative with the Student Employment Center. They will be incorporated into the People Admin . A pilot of the Student Employment through people admin will run at the end of January.

MGT – consultant group – deal with Compensation assessment will continue. Faculty are now pursing a similar program. Our website will be a part of the MGT project.

The HR handbook is waiting for an intro letter and then will be sent out and placed on-line.

Jack is on a subcommittee at the BOR level. This subcommittee reviews the health issues on the BOR level. The committee is considering health insurance changes in the 2009 year.

Training and Development continues to build new programs into their catalog. Jack suggested that Craig invite Ale Kennedy to one of the meetings to elaborate on their program. Then the committee could get the word out to their areas as well. Gary Galley, who replaced Marcia Jones, would also be a good person to invite to one of our meeting. Jack told the committee that presentations are good to show what we have available. Melanie Morales will be taking over along with Ale Kennedy in the PAC committee. Jack will be rotating off the committee this year.

**DR. GRUBE**

With this hectic time of the year, Dr. Grube encouraged all to take time for ourselves and enjoy the time off.

Dr. Grube said they are authorizing a feasibility study on our football team. The question of being in a bowl division or not seems to be lingering. Since a freeze has been placed on any movement in this area, we have time to think of the pros and cons of moving the team. This change is not effected by student fees. Student fees are looked at as a whole, not just athletics.

Crane Meta Marketing is still working with the campus to portray us as Big Enough/Yet Small Enough to Care. Dr. Grube said we are still looking for the right words to state this. They are working on new literature and websites. Crane Meta Marketing should be wrapping up within the next few months.

Dr. Grube said the graduation ceremonies went well on Friday.

Cone Hall is finished now, so College of Public Health and other area are moving today.

The meeting was adjourned at 11:00am

Professionally submitted,

Jody Rushing
Secretary