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Staff Council Meeting Agenda and Minutes

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2006

## Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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Personnel Advisory Council  
January 25, 2006  
Minutes

Members Present: Chrissy Ambler, Mike Backus, Carolyn Boles, Shanelle Carr, Connie Clark, John Davis, Greg Grey, Candace Griffith, Patricia Harrell, Sherry Hoffman, Margo Hutchins, Michelle Rivera, Jody Rushing, Mehmet Samiratedu, Susan Shryock

Absent: Julie Franklin and Craig Strickland

Council was updated on the 2006 Award of Excellence Ceremony. Nominations have been received and the committee will need to make arrangements with Greg Grey to review each nominee. All information will be reviewed in Greg's conference room at Physical Plant. An evaluation spreadsheet will be emailed to the Council to be used during the review process of the ceremony candidates. The winners will need to be selected between now and March 1<sup>st</sup>.

Members volunteered for tasks for the upcoming ceremony.

Sick Pool Leave was discussed. The history of the Sick Leave Policy was addressed to the new members that were not present at the first meeting in December. Currently, the policy is under reviewed by Joe Franklin.

Personnel Evaluation update from Jack Heidler – 2006 job descriptions will be reviewed and aligned with our current pay scale based on grade and class. The priority is to get the plan more competitive. Also, the performance evaluation forms will be due in March instead of June. The history of this form was given to the Council.

Parliamentarian Election – Shanell Carr volunteered for the position, council agreed.

Dr. Grube arrived. New members of the Council were introduced. Dr. Grube announced Dr. Thompson as the Vice President of Student Affairs and Enrollment Management. Many updates were given to the Council in terms of facility renovations, departmental relocations and buildings to be demolished. Also, mentioned that the transit system is working well, between 7,000-8,000 students use the bus system daily.

Personnel Advisory Council  
February 22, 2006  
Minutes

Members Present: Chrissy Ambler, Carolyn Boles, Shanelle Carr, Connie Clark, John Davis, Julie Franklin, Greg Grey, Candace Griffith, Patricia Harrell, Sherry Hoffman, Margo Hutchins, Michelle Rivera, Mehmet Samiratedu, Craig Strickland

Absent: Mike Backus, Susan Shyrock, Jody Rushing

Minutes were approved with one amendment

#### Staff Awards

Medallions have arrived at B&J Awards and are ready to be engraved once the winners have been selected. Greg will allow the PAC members to pick up the nomination packets to be reviewed. Please contact him to schedule a time to do so. They need to be reviewed by the middle of March.

Candace Griffith and Julie Franklin are handling publicity for the ceremony and they updated us on their plan of action. An email will be sent to the service recipients, merit nominees, and to the campus to "save the date". On March 27, the formal invitations will be sent out.

Craig Strickland will review what other businesses do for the service recipients and merit nominees in terms of gifts. The idea of an Employee Acknowledgement Program was discussed. This would allow for people on campus to be recognized before they are given their award - to create interest. One idea was to possibly place ads in the *George Anne* about the group or individuals. This idea was tabled until further notice.

The Staff Award webpage was to go live the afternoon of February 22.

The PAC will contact the Vice President's and the direct supervisor of the award winners and it will be up to the Vice President to pass this information along to any other people necessary. This information will be sent a week before the ceremony.

Sick Leave Pool – The Board of Regents is reviewing the policy and they would like to make it consistent across along colleges and universities in the state of Georgia.

Evaluations – the personnel evaluations will be due in March, but Mr. Heilder is waiting for the new date to be approved.

FLSA – Georgia Southern will be the pilot institution for the Fair Labor Standards Act. They have currently reviewed Bainbridge, Valdosta, and East Georgia.

Discussed along the same lines was overtime and compensatory time—how employees should be compensated if departments aren't budgeted for overtime. Mr. Heilder stated that all non-exempt employees should be compensated at a rate of time and a half for every hour worked over 40 per week. This information should also be reported on the individual's timesheet as well.

Dr. Grube arrived and provided updates:

- The Chancellor will be quickly visiting the campus next Tuesday.
- Governor Purdue will be speaking at our spring commencement.
- Coach Pate has been named Athletic Director and Head Football Coach at Dublin High School.
- No increase in health care premiums, salary increase in good shape.
- The Scene Shop has been relocated behind the ceramics building.
- Hired a new attorney, Joe Murray, he begins work on Monday, February 27.
- Enrollment – increase 400-500 students every year. Only the BOR can cap our enrollment, so increasing our requirements has provided us a modified cap.
- Publix lease is still in negotiation.

Personnel Advisory Council  
March 22, 2006  
Minutes

Members Present: Chrissy Ambler, Carolyn Boles, Shanelle Carr, Connie Clark, John Davis, Julie Franklin, Greg Grey, Candace Griffith, Patricia Harrell, Sherry Hoffman, Margo Hutchins, Michelle Rivera, Jody Rushing, Mehmet Samiratedu, Susan Shryock, Craig Strickland

Absent: Mike Backus

Minutes were approved with one amendment

Staff Awards:

Assignments were reviewed for the award ceremony; a complete listing will be sent out. Hard copies of invitations will be sent out Tuesday. Winners need to be decided very quickly so the checks can be printed for disbursement during the actual ceremony. Six to seven people have been invited to receive service pins that retired prior to the ceremony. It was decided that any personnel retiring prior to the ceremony will be invited too from now on.

Shanelle Carr announced that Mike Backus is retiring in May, so a replacement will need to be appointed.

Human Resource updates:

Personnel Evaluation date – Performance Evaluations are due to be completed with the employee by the end of March for all Division except Academic Affairs, Academic Affairs is on a different evaluation schedule. All Performance Evaluations are to be submitted to The Division of Human Resources for inclusion in the employee's official personnel file by May 31, 2006

There are a number of vacancies in HR due to retirements and regular turnover. Presently, the Employment Manager and Benefits Manager positions are vacant. HR is doing focus recruiting to expedite the employment of qualified personnel in these two positions.

Work continues relative to establishment of a Training function within The Human Resource Division. Jack Heidler mentioned that supervisory training was recommended for employees that move up to a supervisory role such as: policy orientation, performance evaluation, and counseling. He would like to do a 'needs' survey to see what areas of training are needed on the GSU campus. In addition a budget recommendation has been submitted for an automated employment system software package as well as a comprehensive consulting study of the compensation plan.

Heidler also mentioned that the current compensatory policy is on HR's website along with the personnel policies, which were rewritten in 2004. All university policies can be found on the University Policy website is now on line.

Craig Strickland updated the committee on incentives given to award winners by other companies. He wanted a list of the program from last year to do a cost analysis. Some incentives are:

- Employee Parking spaces – designated with the employees name and provide this for 6 months-1 year.
- Gift certificates for groceries, the Bookstore etc...places that are useful
- Free meal plan – this allows us to keep the money on campus
- The University Bookstore could allow service recipients to go to the Bookstore and pick out gifts from a catalog and allow them to return any broken or malfunctioning items directly to the Bookstore instead of going through HR.

It was asked that we talk with co-workers and see what incentives they would like to receive.

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#### **Dr. Grube arrived and provided updates:**

His main focus was the City's proposed alcohol ordinance and how they are doing away with the proximity rule to the university but not to churches or other schools. He is very concerned that they did this without even consulting us.

He did mention that Georj Lewis gave a great research based presentation on the effects of alcohol in proximity to a university.

He also mentioned that Dr. Thompson spoke about recruiting students with the beauty of campus and the community will play a role in that if 301 as they drive in [ifs](#) littered with bars and metal buildings.

**Salary** - things looking good from the state

Very preliminary discussions about **expanding the Union** and how that will affect the Bookstore.

Also mentioned, the **Library** and how well the expansion is going.

**Starbucks** to open in June, if everything goes well.

**NCAA** - new requirements for graduation rates tied to scholarships:

Football lost 5 scholarships

Baseball lost a partial scholarship

5 other athletic teams are on the border

He is working hard to come up with ways/programs to retain these students since only 1% of the students at this level go on to play professional sports, so they need a degree.

He also talked about the Athletics radio contract not being renewed and that Nate Hearch has a non-compete clause - meaning that he cannot work for a competing network.

Personnel Advisory Council  
April 12, 2006  
Minutes

Members Present: Carolyn Boles, Connie Clark, John Davis, Julie Franklin, Greg Grey, Candace Griffith, Pat Harrell, Sherry Hoffman, Margo Hutchins, Jody Rushing, Mehmet Samiratedu, Susan Shryock, Craig Strickland

Absent: Chrissy Ambler, Mike Backus, Shanelle Carr, Michelle Rivera

Minutes from March 22<sup>nd</sup> meeting were approved.

**Staff Awards:**

Discussion was given on all final aspects of the awards ceremony. Greg Grey announced that the Merit Award winners have been selected for 2006. All members decided that the names should remain confidential until their announcement at the awards ceremony, including to PAC. Jack Heidler stated that the checks have been cut for the winners, their VP's and immediate supervisors have been notified and their nominators have been asked to speak for their winner. He also stated his dissatisfaction with the service provided by B & J Awards this year, as well as, in past years and a suggestion was made that in the future we should look for these services from some one else. Greg Grey stated that the use of the university seal for the podium had been confirmed. Jack Heidler requested that Greg Grey send a copy of the program to the President's office when completed. He also stated that he would get the list of nominators to Greg Grey. Julie Franklin went over protocol to be used in handing out awards from the tables and the calling of names of recipients. Concern was mentioned that so many names get called out and they are not present to receive the award. Jack Heidler stated that he believes acknowledgement should be given to the Foundation, Bookstore Performing Arts center and Food Service for their assistance in this event.

**Human Resources updates:**

Jack Heidler reported that current information is now up on the PAC website, such as, information on the awards luncheon menu, bookstore discounts, meeting minutes, list of merit award nominees and service award recipients.

- Melanee Morales has been hired as Employment Mgr to replace Mary Erickson.
- Demetrius Bynes has been hired as a Manager in the Benefits unit.
- Ken Manwaring has announced he will retire on May 31, 2006.
- Harriett Agnew will be retiring on June 30, 2006.

Dr. Grube arrived and provided the following updates:

- He stated that GSU was successful in working with the city to establish 65% food/35% alcohol sales. He feels that it is our responsibility to police what businesses move in around our university. The second reading on this rule will be presented at the next council meeting.
- Mention was made regarding the Retirement Ceremony held yesterday.
- He gave an update on the beautification efforts going on at Southern Drive.
- The Newton Bldg water problem was mentioned and the effort that has been made to correct the problem and the landscaping that has been done to help with this.



- The trailers are being removed from behind Hanner Fieldhouse soon and the space will be turned into faculty/staff parking.
- Work is still ongoing to obtain the old Publix building for Library use.
- Delivery of the new buses has been delayed yet again.
- A proposal has been submitted to the Board of Regents changing our mission from Regional University status to Research status. There are no research institutions south of Atlanta/Athens. The Board meeting is next week, April 18-19 at which time we are asking for the Doctorate of Philosophy degree.
- Accreditation group NCATE is on campus for College of Education.

Meeting was adjourned.

Personnel Advisory Council  
May 10, 2006

Members Present: John Davis, Greg Grey, Candice Griffith, Patricia Harrell, Sherry Hoffman, Margo Hutchins, Michelle Rivera, Jody Rushing, Mehmet Samiratedu, Susan Shryock, Craig Strickland, Chrissy Ambler (late)

Absent: Carolyn Boyles, Shanelle Carr, Connie Clark, Julie Franklin, Mike Backus, Jack Heidler

Concerns were expressed about gifts for award recipients:

- Eagle cubes-not personal enough
- Two emails from campus staff were passed out about concerns at the Awards Ceremony.

An alternative gift was suggested -- a plaque and gift from the University Bookstore. A concern was made about the plaques needing to be proofed carefully and in a timely manner. Maybe look at a basic plaque with a small plate added for each by name and years. Craig Strickland reviewed the various costs for these items. This will be the year changes need to be made because the eagle cubes are almost out of stock. A company that The Bookstore uses has many nice options. A subcommittee needs to be selected in order to choose a few items from each award level for the various meetings. Mehmet Samiratedu will bring in some samples for the group to see. Greg Grey said perhaps Physical Plant may be able to make the plaques. He will bring in some samples and a cost analysis.

Mehmet said he heard that all nominees should have had their names correct.

-Craig said once the nominators stood up-everyone knew who the winners would be. Susan suggested a certificate for all who were recognized for staff awards. Greg said it would take more time. It was suggested that the certificates could be mailed and name just read at the ceremony.

-V.P's needed to know a bit more info before they were to speak so all were doing the same thing (some walked in front, some shook hands, etc...)

The committee decided that Monday was a bad day to have the awards ceremony. The group decided that the next ceremony would be in the middle of the work week perhaps Tuesday or Wednesday. This would give time to send out a reminder via email to all staff.

Candice said she heard about people needing invitations (small postcards) because they do not have/use emails. Jody suggested emails to the dept secretary's for announcements to be posted in prominent locations. Mehmet said they could check with Eagle Print Shop but postage may be a different issue.

Eligibility of Recipients

When can a nominee/winner be a winner again? PAC members agreed that 3 years was a good time frame between winners. The winners can still be nominated each year but will not be awarded. Greg said we need to get it in writing and give permission. (?) Greg asked for a motion to be made to accept this change in eligibility. Jody Rushing made motion, Michelle Rivera seconded. All agreed.

Jody kept laminated 'reserved' signs for seats so they can be used again. More directional signs were needed for the award recipients and a poster board needs to be purchased to help hang the posters.

Michelle sent email-no timeline

What else is needed?

Laura Saunders emailed the PAC and asked about payroll deductions for Family Life Center. Greg said he would check into it.

Solicitations- Sheryl Lewis asked if it was authorized to have off campus people solicit on campus employees. She sent a copy of something from Sea island bank. Candice said she thought there was a policy. Greg suggested she talk to George Horn, Lee Davis or Joe Franklin.

The next ceremony will need to be scheduled soon. Where will it be held? Union or PAC? More difficult to do food in Union but well attended in Union. Attendance was poor at PAC. Craig suggested we work on finding a better time. Is April a bad time? Mid March possibly; Tuesday or Wednesday; not Monday or Friday....

#### Dr. Grube

Gov signed budget-All salary increase are in. No changes.

- have funding for final Fine Arts Project (start within a few months)
- water policy passed

Next year don't see issues with money still not enough resources to do everything on our 'wish list'.

Carnegie-restructured GSU to Doctoral /Research institution

\$350,000 to work on RPG; more advisement centers and programming

1<sup>st</sup> doctoral degree was granted in Psychology. Public Health, Nursing, and Business will be next.

Looking at redoing Johnson, Olliff, Windburn, ROTC, Bldg 805 to student housing; in the beginning stages.

RAC expansion still up and running well

Library is getting closer to being completed

Money for Cone Hall, College of Public Health-set aside money to renovate

Building will be able to be used by graduated students (within 1-2 years)-Dr. Grube asked him to check with Teresa Thompson.

Patricia asked about Fine Arts approved- will this effect Black Box Theatre. Dr. Grube said they will be building it regardless that it came in 2.5 million more. He thinks they could begin within the next six months.

Dr. Grube said summer enrollment is projected at 50% of fall= 8,000.

EIP has helped with this larger number. This is for students who don't get into GSU regularly, but do okay in school. If they can pass seven hours successfully, they are regularly admitted then.

Get graduation rate over 50%; New Math class being offered for those students who don't plan to go any higher in Math; suggest alternative Math class for non science majors

Math, writing, English are problem areas in core areas - hurts retention.

Starbucks is coming-slower than usual-July 21<sup>st</sup> to open in game room of union. Blue prints needed to be sent back to us. Signs at Distribution Center. University of GA gave up on working with Starbucks

Budget-system of GA pressure to close books earlier

NCATE-gave COE accreditation

International Network for Educators-1<sup>st</sup> American University to be invited and join (Marketing)

South Main is looking better-Townhouses being built back by Churches.

Working with city for light or four way stop for Chandler and Knight Drive instead of caution light.

**Personnel Advisory Council**  
**June 14, 2006**

Members Present: Carolyn Boles, Connie Clark, John Davis, Greg Grey, Candice Griffith, Patricia Harrell, Sherry Hoffman, Margo Hutchins, Craig Strickland, Mehmet Samiratedu, Jody Rushing

Absent: Chrissy Ambler, Shanelle Carr, Michelle Rivera, Susan Shryock,  
Pat read the minutes of the May 16 meeting. Jody made a motion to accept the minutes as written. The minutes were approved by acclamation.

Greg told the PAC we needed to find a date and venue for the next award ceremony. Jack gave a brief history of the dates for the award ceremonies in the past. The committee decided that Tuesdays and Wednesday seem to be the best days. The committee will find someone to check Dr. Grube's calendar for a Tuesday or Wednesday date in late March or early April. Spring break will be the 12-16<sup>th</sup> of March and St. Patrick's Day is the 17<sup>th</sup>, we want to avoid these dates. Jack volunteered to check with Marilyn about this date for the next award ceremony on Dr. Grube's calendar.

The question of the venue for the next award ceremony brought two choices, the union or the PAC. Greg liked to have the PAC for this event. He and several other committee members said it works better to have the food next door for the luncheon portion of the ceremony. John asked about the Theater and the Union. Carolyn said the theater has no Stage, but thought the stage could be modified to work for this event. Sherry didn't think it would be big enough to hold the entire group. The committee voted and decided the PAC was the best place for the next award ceremony.

Jack said the Committee did an outstanding job. Attendance was the only issue that went wrong. He said the VPs had a question about what they were to do. Greg thought the supervisors should be "highly encouraged" or have it mandatory to attend. Sherry said her department could only allow 5 out of 25 to attend. Some departments may not have the staff to do this.

The "appreciation" part of our ceremony seems to be an issue. Jack said it is a managerial element that needs to be addressed at that level. Margo asked about having door prizes for those attending. Something small, discounts on GSU items, food, etc... Jack suggested that the VPs make a statement to their departments about the importance of being represented.

Jody asked if the campus offered any "appreciation" times in the fall. The Tree Lighting Ceremony in the fall is for faculty and staff. However, this is usually not attended as well. Pat told the committee that even faculty award ceremonies are not attended by faculty. Connie said the Controllers' office have a picnic each year to show their appreciation for their folks.

Greg passed around a plaque made by physical plant as a suggestion for our nominated staff. These plaques can be made for about \$10 a piece. 160 plaques ~ \$1600.00. A subcommittee consisting of Mehmet, Craig, Candace, and Margo was developed at the last meeting to review gift items that could be purchased at the bookstore. Mehmet said the subcommittee would check their gifts and get back with the PAC on a few items from each category. It was also suggested the during an awards ceremony, past members of the PAC should be recognized.

Several committee members will be moving off the PAC in the fall , Greg Grey, Susan Shryock, Carolyn Boyles, and Shanelle Carr. Julie Franklin will not be returning as she has taken a job off campus. Jack said he would talk to the VPs about finding replacements.

Greg said Evaluation forms need to be revised for the upcoming year. Pat and Greg will review these and get the information back by the September meeting. Greg asked the committee about the dates for next year's meetings. Jody said she would check with Dr. Grube's calendar for next year dates.

### **Dr. Grube**

Bill Golden – GSU lobbyist – and Dr. Grube has been and will continue to meet with the senate and house legislation in their hometowns to thank them for the job they have done. The new BOR members will be visited as well. This will help build a connection between the university and these individuals.

The new Chancellor is working together with the universities.

Veazey Hall's renovation has begun. The fence is up and the work has started. Cone Hall will be the next.

GSU has leased the old Publix's building for the library.

Additional projects that have been funded: Fine Arts 3 – Black Box by Marvin Pittman School.

Athletes Grades Football went from a 2.0 to 2.68, baseball also went up. Basketball they are keeping an eye on.

Greg asked if the new buses have arrived yet. Margo said the buses will run during SOAR sessions.

Starbucks will begin construction. John Lavender was the only contract bid that came in.

Margo asked about the Visa on campus. Dr. Grube said we can't make tuition payments with a VISA because of the fees attached. Mastercard and Discover can be used. VISA cannot be used for tuition, but can be used on campus for other items.

Mehmet said many people were concerned about using the VISA at the bookstore during the SOAR sessions. Dr. Grube told him to check with Susan Davies to make a statement at the sessions.

Connie asked about the parking at the library – if it will ever get back to normal. Dr. Grube yes their will be a few more, but they will not go up to the door.

The trailers are being pulled away from behind Hanner. This area will be turned into faculty/staff parking.

Fine Arts 4 – the renovation of Foy will include the AC/Heating system being replaced as will remodeling the building. The music department will move to Hendrix hall for a year until this is finished.

Johnson Hall, Winburn Hall, ROTC, and Building 805 will be the next to go. They will be changing the block to student housing.

Improvements have been made in Eagle Village. The parking lot has been landscaped.

Southern Drive and Sweetheart Circle are being improved with landscaping as well.

Meeting was adjourned at 11:00am.

Professional submitted,

Jody Rushing

Personnel Advisory Council (PAC)  
September 20, 2006

Members present: Mehmet Samiratedu, Jody Rushing, Susan Shryock, Melanie Mosley, Margo Hutchins, Pat Harrell, Shanelle Carr, Carolyn Boles, Sherry Hoffman, Chrissy Ambler

Absent members: Connie Clark, John Davis, Greg Grey, Candace Griffith, Michelle Rivera, Craig Strickland

Minutes read and approved with one change.

New Member:

Melanie Mosley was introduced to the group; she is Julie Franklin's replacement on the committee.

Staff Awards Update for 2007:

Jack Heidler began discussing the gifts for the award recipients. The service pen stock is depleted. And Daryl Tucker out of Jacksonville has contacted Jack to see if we would like to reorder cubes. So Jack asked for us to decide if we wanted to continue using them or move on to something else. Daryl suggested that he could come and do a presentation and provide the committee with other gift ideas if we needed him too. Jack stated that the committee needs to move quickly so we can get this resolved for the next award ceremony. The committee decided that they no longer want to use the service pens or the cubes. Mehmet Samiratedu said that he would get a group of committee members together to decide alternate gifts for recipients. The suggestion was made that we go back to allowing recipients to pick out their gifts from a catalog. Each year's recipient would be given 3-5 options to choose from. The items will be carefully selected by the sub-committee to insure that there is a gift for everyone's taste and also within our budget.

A concern arose that not everyone would know to pick out a gift or just wouldn't get around to getting by the Bookstore. So the committee decided to split the recipient list provided by Human Resources and call each recipient to insure that everyone is well informed. A certificate, not the actual gift, will be presented to each recipient at the award ceremony. The recipient would then present their certificate at the Bookstore in order to receive their gift.

In terms of the date for the event, Jack contacted Marilyn Bruce about Dr. Grube's schedule. She said that the weeks of March 19 and March 26 were good, and for us to avoid April 5, 17, 18 and also Thursday mornings due to the President's Cabinet meeting. The committee agreed that we should hold the event on Wednesday of those available weeks: March 21, 28. Melanie Mosley offered to check the Performing Arts calendar for availability.

Schedule for next year's meetings:



Jack asked for Jody to resend him the calendar for this year's meetings. He stated that the website is updated through December.

#### Other News and Issues:

New Employee Parking – Jack is working with Bob Chambers in Parking and Transportation and Joe Franklin, VP of Business and Finance to issue a one day temporary parking permit to new employees. This permit will be issued by the Human Resources department.

Jack announced that he has been given permission to go ahead with the compensation study. This study, with help of a consultant, will look at the compensation plan, job description, and salaries. The Provost wants to do this study with faculty salaries as well. So, Jack is working with Joe Franklin to work do this analysis across campus.

The Human Resources Office is purchasing automated hiring software called *PeopleAdmin*. This software does everything; it even provides the Affirmative Action area with all of the required paperwork. Mercer, Kennesaw, Auburn (so successful they are going to faculty searches) and Florida. This software is web that is keyed to the identity of the institution. Wendy Jacobs is working with Human Resources to determine how the entire process works and get it mapped out.

Jack is also bringing in an outside consultant to review the current hiring process at Georgia Southern and see why it takes so long to hire an employee.

*Cronos* is additional software Human Resources is planning to implement. *Cronos* is an employee time keeping software package. It will produce timesheets from the data collected during the weeks and insure that everyone's time is being kept consistently. Kennesaw and Valdosta are using it. Georgia Southern will be a pilot school for this software.

Joe Murray, Georgia Southern Attorney, reviewed the smoking and dress code policy.

#### Smoking:

Smoking on campus, outside of buildings, is determined by the "owner" of the building. They can create a no-smoke zone area. It was determined that more consistent signage needs to be placed around buildings. Smokeless tobacco is not necessarily addressed, but faculty members can address it in their classrooms. Mr. Murray said he would check on faculty and staff members using it in office buildings. A question was raised about smoking while working or operating a university vehicle. Mr. Murray stated that smoking is only allowed during smoke breaks and not in university vehicles.

#### Dress Code:

When an office issues uniforms, they can determine how they are worn. Shirts tucked in, hats worn straight, and matching attire. Hygiene is a basic performance issue and can be enforced.

Dr. Grube arrived

There will be more activity in Veazey and Cone Hall. Joe Franklin has been asked to have them completed within one year.

The Bishop Building is almost completed there is still some landscaping to be completed. It should be done by the next home game.

Dr. Grube has been meeting with the brand new faculty members. He is very excited about them, especially the international faculty.

Saturday night, two football players were arrested for possession of marijuana. Brian Van Gorder is waiting to see what the courts will decide. He has been a stickler for discipline.

Statesboro has recently lost two great community figures, Erk Russell and Dr. Emory Bohler. Dr. Bohler was on the Foundation Board and a family physician in Bulloch County for many years. Erk Russell, football coach, will be recognized, but Dr. Grube is allowing a little time to pass before approaching the family. A month ago Dr. Grube was able to sit down with Erk and talk about recognizing him.

Customer Service presentation was very successful. Dr. Grube really enjoyed the "everything speaks" section. He thought it was great that everyone understood at Disney World that they were required to pick up trash. The program also helped for everyone to think of the university more holistically, not to just think that Admissions is in charge of recruiting, but that we all impact it.

Dr. Grube allowed Margo Hutchins to give everyone an update on Starbucks. They will have their grand opening the Friday of Homecoming. They will be giving away a free gift (yet to be determined). Remember if you bring your own cup to get coffee, you get .10 cents off your purchase.

December through Homecoming 2007 the University will celebrate our 100<sup>th</sup> Anniversary.

The goal was met for the Capital Campaign. Has not been announced yet, waiting for a few more donations to come in.

Personnel Advisory Council (PAC)  
October 11, 2006

Members present: Jack Heidler, Jody Rushing, John Davis, Connie Clark, Susan Shryock, Melanie Mosley, Greg Grey, Candace Griffith, Margo Hutchins, Shanelle Carr, Carolyn Boles, Sherry Hoffman, and Chrissy Ambler

Absent members: Mehmet Samiratedu, Michelle Rivera, Pat Harrell, and Craig Strickland

Minutes read and approved with changes.

New Member:

Belinda Lucas has been added to the committee to replace

Staff Awards 2007

March 21, 2007 at the PAC beginning at 10:00 AM – 1:30 PM

Merit Award Nomination Forms due January 9

The committee decided that a policy needs to be created that if a PAC member is nominated for a merit award, then that nomination will not be sent through until the member is no longer serving on the committee. The names of all PAC members will be posted on the nominating form and on the web site so everyone will be aware that they cannot be nominated.

Mr. Heidler is working with the Foundation to determine if we can increase the award amount by \$100 to make the winnings \$750. The committee preferred that if we were able to increase the award amount, they would rather increase the number of recipients to ten instead of eight. So we will either offer eight awards at \$650 or we will award 10 at \$650 for next year.

Schedule for next year's meeting

These are provided PAC the Web site.

Other issues

RFP – revising it. Jack Heidler is going to do an onsite visit at Kennesaw State to review *People Admin* hiring system. They would like to go over the problems Kennesaw had when implementing this new system.

Electronic Personnel Action Forms will be implemented through the entire university. This has caused the process to be more manual than before for the Budget Office and Human Resources. This process is not totally streamlined at this time.

United Way campaign will be held November 5-11. This is the state charitable contribution campaign. Dean Hudak and Dean Chance are working with the other Deans and Academic Affairs to assign coordinators for each area. By November 10 at noon the forms must be returned. Cash donations are not accepted.

### Dress Policy for office personnel and students

If you are going to write a dress policy, send it through the Legal Affairs Office first. A dress policy can be set up unit by unit. Note that a dress policy is good for safety and keeping up business appearances. A dress policy is considered “fair” when both men and women are equally being asked to compile. For new employees, you should have them sign an (internally) created form/contract during the orientation process that goes over expectations, the evaluation process, and appearance.

### Children in the work place

The university has a “right to control our site”. Small children in offices unsupervised are inappropriate and someone needs to bring this up to a supervisor. The faculty handbook addresses this issue. Children can be brought to campus for a little while, but they must be supervised. Departmental secretaries should not be asked to watch their children.

### Pets in the workplace

Seeing Eye dogs and hearing impaired dogs are acceptable. No right to bring a dog into the workplace.

### Dr. Grube arrived

- Matter of time before the University System of Georgia recognizes us as a research institution instead of regional. The addition of doctoral degrees in or to make this happen. Should be with in the next years.
- Hopeful to turn the RAC over at the end of the month and begin working on the “old” RAC. By the spring the entire RAC should be complete.
- Fine Arts III is moving along nicely.
- Two years on the library renovation.
- Addition of traffic light at Chandler Rd.
- Remodel the exterior of Landrum
- Looking into expanding the Student Union. Dr. Thompson is in the very early stages of planning.
- The Board of Regents are thinking about a new way to allocate funds. A new process to determine needs across campus; process taken from political sector. This would help determine how much money each group will receive over the next years.

Personnel Advisory Council (PAC)  
November 15, 2006

Members present: Jack Heidler, Jody Rushing, John Davis, Connie Clark, Susan Shryock, Melanie Mosley, Greg Grey, Candace Griffith, Carolyn Boles, Sherry Hoffman, Chrissy Ambler, Mehmet Samiratedu, Pat Harrell, and Craig Strickland

Absent members: Michelle Rivera, Margo Hutchins, Shanelle Carr, Belinda Lucas

Minutes read and approved.

#### Staff Awards 2007

- \$750 for eight awards
- Nomination form has been adjusted to include the statement about the PAC members not being nominated
- Jody Rushing and Chrissy Ambler to create certificates for all service recipients
- No plaques needed
- Craig Strickland offered to work with B& J Awards to get the medallions for the Merit Award recipients.

#### Outgoing members

- Greg Grey, Susan Shryock, Carolyn Boles, Shanelle Carr
- Officers are needed as well, nominations will be taking at the next meeting
- Jack Heidler will contact the areas that do not have a PAC representative

#### Human Resources new

- Personnel Administration – FRP will be sent to Atlanta at the end of the month. Survey for faculty at Georgia Southern. This is a major project that will be bid out of Atlanta. Restructure salaries
- People Admin – Beta test in February. Applicant tracking, control and evaluation. Online application. It will establish a pool of candidates. People will be notified that they were not wanted for the position. This should speed the hiring process up. Works well at Kennesaw, Auburn, and Mercer. There will be an announcement in December for implementation in February. Changes will be made to B-codes. Job descriptions will be consistent. By March the system will go live.
- Jack Heidler met with a consultant from Hewitt & Associates about streamlining the systems and processes in place currently for hiring. Jack reviewed the entire hiring process to the PAC members so we could understand why it is currently such a lengthy process and why we need a consultant to help us fix the process. The process currently takes 3-6 months.
- Retirement Ceremony – April 3<sup>rd</sup>, 2007 recognizing retirees by July 1, 2007.
- Closed United Way campaign. Goal \$40,000 – currently at \$37,000.

Dr. Grube was unable to attend.

**Georgia Southern University  
Personnel Advisory Council  
December 13, 2006**

**Members Present:** Carolyn Boles, Shanelle Carr, Connie Clark, John Davis, Greg Grey, Jack Heidler, Sherry Hoffman, Melanie Mosley, Michelle Rivera, Jody Rushing, Susan Shryock, Craig Strickland, Mehmet Samiratedu

**Absent:** Chrissy Ambler, Candice Griffith, Patricia Harrell, Margo Hutchins, Belinda Lucas

Jody read the minutes of the Nov. 15<sup>th</sup> meeting. Greg made a motion to accept the minutes as written. Jack had one correction was made to the minutes the FRP should have read RFP in HR News. The minutes were approved by acclamation with this correction.

Greg began the meeting by discussing the distribution of material for the Staff Award of Merit nominations. They have been sent out through the GSINFO. Questions were asked if everyone has access to GSINFO. Since this is a listserv that you need to register for, it was suggested that we also send out to GSNEWS and any other listservs available. Jody suggested sending it to the Dean's offices and they could send it out to the academic departments. Mehmet asked about the deadline for the nominations. Jack said the deadline was January 9<sup>th</sup>, but letters of support could come in after the nominations. Greg said he would send another announcement to the campus. He also said the ceremony has been moved up to March 21<sup>st</sup> this year so we don't need to wait too long for the letters. Greg asked if the new committee would like to use the same criteria or revise it to reflect relevant information. The committee decided to review the criteria before beginning to read the nomination information.

As the last meeting for the 2006 PAC, elections were held to find replacements for outgoing officers. Susan made a motion to accept Mehmet as the 2007 Chair of the PAC, Shanelle provided a second. This was unanimously approved. Jody volunteered to be secretary if no one wanted the position since she has been the stand in for Chrissy this year. This was accepted unanimously as well. Mehmet nominated Melanie as Parliamentarian. Jody asked Shanelle to explain her duties to help clarify. Shanelle stated that the Parliamentarian takes attendance and keeps the records. Jack also added that the Parliamentarian can take the place of the chair if both co-chairs are unavailable. Melanie accepted the nominations. The new 2007 PAC officers will be as follows: Mehmet Samiratedu (Chair), Jody Rushing (Secretary), Melanie Mosley (Parliamentarian). The co-chair will be decided at the next meeting when all new members will be present.

The outgoing members are: Susan Shryock who will be replaced by Sandy Siebel, Shanelle Carr who will be replaced by Donna Orme, Greg Grey who will be replaced by Gwen Jackson and Carolyn Boles who does not yet have a replacement. Farewell to those leaving and Welcome to our new members.

Greg thanked the group for their hard work and especially those who will be rotating off this year. Jack followed up by thanking Greg and the committee (both past and present) for their hard work. He gave a brief history of the PAC and how they are now more structured than in the past.

Jack suggested recognition of the past PAC members at this year's ceremony. Everyone agreed.

### **HR News**

Jack said the RFP report has been sent to Atlanta. This is the request for a proposal for a consultant to look at the Georgia Southern non faculty salary structure. The project will involve assessment of job descriptions, salary structure, marketing, etc... for all non-faculty position. Donna asked how many of these positions were on campus. Jack estimated 600 to 700 people with Physical Plant and Auxiliary Services having the most.

People Admin will be implemented in February or March. Faculty are going to be using this software program as well in their searches. This electronic process will have work stations around for those without computer access. Greg asked how HR will deal with applications that aren't filled out completely. Jack said the new program will not let you continue unless all items are filled in.

The electronic PAF form has been tested in student enrollment and a few other areas and has been doing well. Academic Affairs will begin in January. This form is completely electronic and will make the process go a bit faster. Once it arrives HR and the Budget office however, it will need to be put in the computer manually. While at first this may bottleneck at this office, eventually they hope to become electronic as well.

State Charitable Contribution Program – we raised over \$40,700. A Big Congratulations from the HR office. We were able to meet our goal, however we didn't have 100% participation.

HR will be hiring the new Training and Development Coordinator

Shanelle asked about the insurance increase. A discussion began with the group as to what insurance was the best and what caused the increases. Jack said that health care increases have been escalating annually. That often times prescription drug cost serve to drive overall health care cost upwards.

Shanelle asked about the suggestion box and wondered when it will be up and running on the website. Jack said he would check on this.

### **Dr. Grube**

Dr. Grube will be speaking with the legislation (Hill, Lane, Burns, Parrish) today. The number one issue will be insurance.

Dr. Grube told the committee that Coach VanGorder and Sam Baker are in no danger of loosing their jobs. If we hear of these rumors, he asked that we stop them.

The RAC is looking good. This is becoming a wonderful recruiting tool. It houses one of the largest indoor gyms in the area. This gym is large enough to play soccer in it.

The Alumni House has found an architect and will begin building next year. The Welcome Center will be apart of the building as well.

- \* Veazy Hall has been renovated and work will be completed Fall 2007 hopefully.
- \* Cone Hall is currently being remodeled.
- \* The Music Department has been moved to Hendrix Hall. Foy will be remodeled with an entrance into the Recital Hall. This should look very nice.
- \* Fine Arts – Black Box Theatre is coming along in the Old Marvin Pittman School.
- \* Paulson Stadium – concourse area will be redone in some areas. This will have a walking plaza with trees. They are check on costs for addition renovations.
- \* Parking lot behind Hanner where Health Science and North Building are located will begin in the spring.
- \* The Wildlife Education Center will be getting an Avearea (free flying birds)
- \* Dorman Hall was torn down, but the name remains as Dorman Drive located between Bookstore parking lots and Hanner Fieldhouse.
- \* Hendrix Hall will be remodeled to house the Honor’s program as well as some Interior Design labs.

The 100<sup>th</sup> Anniversary began December 1, 2006. Events will be conducted throughout the year. Dr. Grube highly encouraged everyone to check out the 100<sup>th</sup> Anniversary Book available. He praised Del Presley on his work in the book.

The Capital Campaign set a goal of \$40 million and we exceeded it tremendously at \$53 million. New possibilities for this money will include a College of Honors.

Student Enrollment is at a stand still this year with fall begin 200 less and spring 200 more than previous year. Dr. Grube said he hoped to increase in small steps (300-500) each year. Our Scholar Showcase this year was very well received. The SAT scores were 1300 or higher. We had about 120 students that came this year. This almost doubled last year’s students. Students are invited to come to campus with their parents and meet everyone. They are interviewed and will later receive scholarships.

Dr. Grube shared his views of Georgia Southern University with the committee. We have the ability to stay in touch with our students in a hand-on atmosphere. Georgia and Georgia Tech may have more students, but they miss the personal touch that we are able to give. He commended the committee as we all play a role in the success of the university.

Meeting was adjourned at 11:00am.

Professional submitted,

Jody Rushing