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Personnel Advisory Council (PAC)
Minutes
January 5, 2005

In Attendance: Lee Mitchell, Lanell Vanlandingham, Susan Nelson, Jack Heidler, Chris Navee, Sheryl Lewis, Greg Gray, Carol Cannon, Julie Franklin, Shanelle Carr

The meeting began at 9 AM.

Jack Heidler explained the role and function of the Personnel Advisory Council to the new members. New members were introduced.

Sheryl Lewis handed out Guidelines & Responsibilities of the PAC and explained the changes being made to the PAC.

Changes to the Staff Awards Program was explained. The ceremony will be at 10 AM with a picnic in the afternoon. Forty nominations have been submitted for the Merit Awards. It was discussed that service pens would be given to employees who have five and ten years of services and a 'crystal Eagle' would be given to those who have fifteen, twenty, twenty-five, and thirty plus years of service to the University. The nominations are to be reviewed by each PAC committee member. Sheryl Lewis and Jack Heidler will notify committee members of the process for reviewing the nominations.

Discussion followed regarding the PAC as being the communication liaison with Human Resources. PAC would be the communication tool for campus staff. Each members attendance at PAC meetings is necessary

Two members of the PAC are needed to serve on the Parking and Transportation Appeals Committee. Lanell Vanlandingham is currently serving on this committee. One other representative is needed. Chris Navee volunteered to serve on the P & T Appeals Committee.

Lanell Vanlandingham handed out a sample of the PAC Website. Discussion followed on what things should be listed on the Website.

Members were reminded of the next meeting on February 9, 2005. Dr. Grube was out of town. Meeting adjourned at 10:00 AM.

Personnel Advisory Council
Minutes
February 9, 2005

In attendance: Carol Cannon, Chris Navee, Greg Grey, Jack Heidler, Julie Franklin, Lanell Vanlandingham, Lee Mitchell, Shanelle Car, Sheryl Lewis, Susan Nelson, Susan Shryock, Carolyn Boles

Meeting began at 9:00 AM

New member Carolyn Boles was introduced.

Major portion of meeting was used to discuss the upcoming Service Awards Ceremony.

- **A new list will be generated on years of service recipients
- **Chris Navee reported 500 programs will be printed by the GSU Print Shop for a cost of \$192.00.
- **Julie Franklin reported University Advancement will donate the paper for the invitations to the ceremony.
- **Individual pictures will be taken of the recipients as they receive their years of service award
- **Dr. Bleicken will award Dr. Grube with his years of service award
- **Background music will be played in the multipurpose room during the picnic
- **The menu was discussed which will consist of hamburgers, hotdogs, baked beans, potato salad, cookies and beverages
- **Five and ten years of service employees will receive a lapel pin
- **Employees with more than 10 years of service will receive a 'crystal Eagle'
- **Budget for the awards ceremony and picnic is \$13000.00

President Grube arrived at 10:00 AM. He welcomed all new members of the council. The new members introduced themselves. Dr. Grube thanked the council for taking the time to be part of the council and stated the PAC is an important venue for staff.

He reported the Legislature is currently in session and Georgia Southern should be in good shape.

Meeting adjourned. Next meeting scheduled for March 2, 2005

Personnel Advisory Council
Minutes
March 2, 2005

In attendance: Carol Cannon, Chris Navee, Greg Grey, Jack Heidler, Julie Franklin, Lanell Vanlandingham, Lee Mitchell, Shanelle Carr, Sheryl Lewis, Susan Nelson, Susan Shryock, Carolyn Boles

Meeting began at 9:00 AM

The date for the Staff Awards Ceremony was changed at the request of the University Administration. The event will be held on April 12, 2005

The PAC committee will meet at the Performing Arts Center before the ceremony to discuss and work out the logistics of the event. Susan Nelson will notify committee of meeting date and time.

Julie Franklin will be in charge of making the name tags for the award recipients. Julie Franklin and Susan Nelson will be in charge of the seating chart. They are to be seated by Division, years of service, alphabetically.

Award of Merit winners were announced. Jack Heidler reminded council members of the confidentiality of the winners.

Joe Franklin attended for Dr. Grube. He gave a report of the changes that will be taking place around campus. Herty Drive will be closed for thru traffic.

Next meeting is scheduled for April 11, 2005.

Personnel Advisory Council
Minutes
April 11, 2005

In attendance: Carol Cannon, Chris Navee, Greg Grey, Jack Heidler, Julie Franklin, Lanell Vanlandingham, Shanelle Carr, Sheryl Lewis, Susan Nelson, Susan Shryock, Carolyn Boles

Meeting began at 9:00 AM

Lengthy time was spent discussing all aspects of the Staff Awards Ceremony which will take place on April 12.

Committee members were reminded of their duties and to be at the Performing Arts Center at 8:00 AM on April 12.

Dr. Grube did not attend.

Meeting adjourned.

Personnel Advisory Council
Minutes
May 4, 2005

In attendance: Carol Cannon, Chris Navee, Greg Grey, Jack Heidler, Julie Franklin, Lanell Vanlandingham, Lee Mitchell, Shanelle Carr, Sheryl Lewis, Susan Nelson, Susan Shryock

Meeting began at 9:00 AM

Sheryl Lewis asked each Council member to make a list of their duties for the Staff Awards Ceremony. This information will be placed in a booklet for future reference.

Sheryl Lewis read several suggestions and comments regarding this year's award ceremony. Numerous changes and suggestions were discussed for next year's ceremony.

Jack Heidler thanked all Council members for a job well done on the Awards Ceremony and said this year's ceremony was the best ever.

The PAC website was discussed. It was decided to go ahead and determine a date for next year's ceremony and post it on the website. Tentatively, April 11, 2006 was chosen as the date for the 2006 ceremony.

Jack Heidler suggested the Council consider having guest speakers at the remaining PAC meetings; the set an agenda for each meeting and begin thinking about the new chairman for the Council for next year.

Dr. Grube reported the Board of Regents approved the '06 budget pending approval by the Governor. He indicated this was the first time in 3 ½ years we have had a budget increase. He thanked everyone for 'hanging in there' over the past few years with the budget cuts.

He reported we will have 80 new faculty for Fall 2005.

The Board of Regents has approved for Veazey Hall to be renovated. It will house the Communication Arts Department when completed.

Parking and Transportation will be moving to a new building.

The capital campaign has met 75% of it's goal.

The transit system was approved for Fall 2005.

The Marketing Department will be reporting to University Advancement. A search for a Director of Marketing is taking place.

Meeting adjourned. Next meeting is June 07, 2005.

Personnel Advisory Council
June 7, 2005
Minutes

Members Present: Susan Shryock, Greg Gray, Chris Navaee, Sheryl Lewis, Lanell Vanlandingham, Carol Cannon, Shanelle Carr, Susan Nelson, Julie Franklin, Jack Heidler

Absent: Carolyn Boles, Lee Mitchell

Meeting began at 9:00 AM

Personnel Advisory Council (PAC) and President's Staff Advisory Council (PSAC) Guideline and Responsibilities were handed out. Council members were asked to review these guidelines for any revisions. Any changes to the Guidelines and Policies should be sent to Sheryl Lewis no later than June 30. Guidelines and Policies will be reviewed at the next PAC meeting on September 7. Once finalized, they will be sent to the President's Cabinet for review.

Council members were asked to submit a list of their duties each member had in preparing for the 2005 Staff Awards of Excellence Ceremony. This list is to be sent to Shanelle Carr via email as a word document. Shanelle will compile the lists to be used as a reference for future ceremonies. Human Resources will be sending out pictures to the Award recipients from the 2005 ceremony.

It was decided December 31, 2005 will be the deadline for nominations for 2006 Staff Awards of Excellence Ceremony. Nomination forms for the 2006 ceremony will be sent at by October 20, 2005.

Tentative dates for the 2006 Staff Awards of Excellence Ceremony were cited as April 11 or 18, 2006. Sheryl Lewis will check with the President and each Vice President regarding their availability to attend on those dates and if another date is more convenient she will notify the committee regarding the 2006 date.

The committee discussed the possibility of trying to get more money for each award recipient in future years and to consider increasing amount and/or the number of award recipients. Jack Heidler suggested finding a new award for the Service Award Recipients to replace the service pens. More discussion will be held at a later meeting.

There will be five members of the current PAC who will rotate off of the council on December 31, 2005. New PAC members should be appointed in October/November to participate in the December meeting. Mr. Jack Heidler will begin soliciting for new members to replace those who will rotate off.

Next meeting is September 7.

Meeting adjourned at 10:15 AM.

Personnel Advisory Council
September 14, 2005

Members Present: Carol Cannon, Chris Navee, Greg Grey, Jack Heidler, Julie Franklin, Lanell Vanlandingham, Lee Mitchell, Sheryl Lewis, Susan Nelson, Susan Shryock.

Members Absent: Carolyn Boles (at a conference) Shanelle Carr (notified Sheryl of conflict).

Meeting began at 9:00 A.M.

Revised PAC Guidelines were handed out and discussed by the committee.

Emails are to be sent out to solicit for new members to replace those who are rotating off of the PAC in December. Those members who are rotating off are: Sheryl Lewis, Lanell Vanlandingham, Susan Nelson, Lee Mitchell and Chris Navaee

It was suggested that the term of office for each PAC member be included on the PAC website.

Sick leave pool was discussed. PAC will review policy again at a later date.

Dr. Bruce Grube and Mr. Joe Franklin arrived at 10:00 A.M.

Mr. Franklin handed out the proposed campus holiday calendar for 2006. Committee reviewed the calendar and approved the 2006 campus holiday calendar.

Dr. Grube updated the PAC on campus events:

- **He stated A Day for Southern collected \$1.2 million.
- **Enrollment should be approximately 16,500 for fall semester
- **Retention rate is at 81%
- **SAT minimum will be 1000 for Fall 2006

Meeting adjourned at 11:00 A.M.

Personnel Advisory Council
October 05, 2005
Minutes

Members Present: Carol Cannon, Shanelle Carr, Julie Franklin, Greg Grey, Jack Heidler, Sheryl Lewis, Chris Navaee, Susan Shryock and Lanell VanLandingham.

Absent: Lee Mitchell and Susan Nelson and Carolyn Boles

Meeting began at 9:10 AM

First on the agenda was a handout distributed from The University of Georgia Public Affairs News Bureau website. The University of Georgia, located in Athens, GA in order to assist employees affected by school closing authorized two extra days of leave for its regular 12 month employees to be used at any time in the future as they determine appropriate. Discussion followed regarding how this would affect Georgia Southern University faculty/staff. Jack Heidler said he would look into it for the PAC today. Joe Franklin has advised that the action taken at UGA was not within a President's authority in the Higher Education System of Georgia. That additional days of annual leave cannot be granted for any reason other than matters that either effect the safety of personnel within an institution or matters that are weather related.

Jack Heidler also announced that The Division of Human Resources is working on a wage analysis concerning the grade and classification structure. The analysis will study the classification structure for wage competitiveness in various classification within the compensation plan. Salary competitiveness, turnover within certain classifications, salary compression, and in some cases, low moral have been concerns that facilitated this study

Sheryl Lewis, Chair, handed out copies of the nominating sheets that explain the criteria for the Staff Awards of Excellence. The date for the next ceremony will be Monday, April 24, 2006. The committee discussed the appropriateness of a council member being a nominee or participating in the process of selecting the award winners. A vote was taken and passed that the council member may be a nominee, however, the council member would not participate with the selection process. The committee is presently evaluating an initiative to increase the money amount of the award winners and have a check available to the winner on the day of the ceremony. Julie Franklin will check with the Foundation about combining the three current accounts presently used into one. The committee also voted to remove the line "Nominees must have the endorsement of their respective Dean or Director to be considered a finalist." Deadline for submitting paperwork for nominations is December 31, 2005.

Next meeting will be November 9th.

The meeting adjourned at 10:20 AM

Personnel Advisory Council
November 9, 2005
Minutes

Members Present: Susan Shryock, Carolyn Boles, Carol Cannon, Jack Heidler, Chris Navaee, Sheryl Lewis, Lanell VanLandingham, Susan Nelson, Lee Mitchell, Julie Franklin

Absent: Greg Gray, Shanelle Carr

Sick Leave Policy was discussed. Jack Heidler reported the policy was submitted to Joe Franklin and to the President for review. President Grube would like for the policy to be simplified as much as possible. Several comments and concerns from University employees were shared by various council members. A motion was made to submit the policy to the President 'as is'. The motion was seconded.

Discussion followed regarding the new members on the council for next term. Jack Heidler will contact the necessary Deans and Director's for the additional members needed in each area.

A recommendation was made to increase the Award of Merit amount to \$650.

Jack Heidler announced United Way Campaign begins November 14, 2005. He asked each Council member to encourage co-workers to make a donation to United Way.

President Grube arrived. He reported a new Alumni House is being planned and will be constructed on Akins Blvd. The Welcome Center will also be housed in the facility. He also stated the Lupton Building at Paulson Stadium would be replaced by a larger facility.

Meeting adjourned. Next meeting is planned for December 7

Personnel Advisory Council
December 7, 2005
Minutes

Members Present: Shanelle Carr, Carol Cannon, Candace Griffith, Susan Shryock, Greg Gray, Julie Franklin, Jack Heidler, Carolyn Boles, Chris Navaee, Sheryl Lewis, Lanell VanLandingham, Susan Nelson

Absent: Lee Mitchell

New members present: Chrissy Ambler, Mike Backus, Connie Clark, Pat Harrell, Michelle Rivera, Jody Rushing, Mehmet Samiratedu

New members were introduced. Members who are rotating off of the Council were recognized. Those leaving are Sheryl Lewis, Chris Navaee, Susan Nelson, Lanell VanLandingham, and Lee Mitchell.

Council was updated on the 2006 Award of Excellence Ceremony. Nominations for the 2006 Awards of Merit is December 31, 2005. The award amount has been increased to \$650. The Awards Ceremony is to be held April 24, 2006.

Julie Franklin will notify all new members of the 2006 meeting dates and location. No meeting will be held in August.

New Officers were elected: Shanelle Carr, Chairman; Mehmet Samiratedu, Co-Chairman; Chrissy Ambler, Secretary; Carol Cannon, Parliamentarian.

Sick Leave Policy was discussed. The history of the Sick Leave Policy was addressed to the new members by Jack Heidler. The policy has been approved by the President's Cabinet. The policy will be reviewed in January by the PAC for final approval.

Dr Grube arrived.

New members of the Council were introduced. Members who are rotating off of the Council were identified. Dr. Grube said we should know by the end of the week who our new football coach is going to be. He updated Council on two projects, the Alumni House and the replacement of the Lupton Building. He said enrollment is 16646 for Fall 2005. He also said our budget is in good shape.