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Staff Council Meeting Agenda and Minutes

Human Resources

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2004

## Staff Council Meeting Minutes

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## PRESIDENT'S PERSONNEL ADVISORY COUNCIL

### Meeting Minutes

March 8, 2004

In Attendance: Jack Heidler, Marty Orvin, Chris Navaee, Kimberly Payne, Jodi Collins, Lee Mitchell, Clinton Brown, Lanell Vanlandingham, Sheryl Lewis, Sarita Warren

The meeting began at 9:00 a.m. and was called to order by Jack Heidler, Division Head of Human Resources.

1. Human Resources update was presented by Jack Heidler.

Suggestions were made as follows:

- Raise the posture of the PAC to interact with the campus in a more productive manner.
- Change meeting day and time in new calendar year to one other than a Monday morning at 9:00a.m.
- HR handles the Excellence Awards Ceremony in November, however, because of time constraints involved in planning and carrying out the ceremony, it was suggested that it be moved to a different time of the year as this selection process coincides with the United Way fund raiser.
- In conjunction with this, Jack Heidler will secure a list of events held on campus for fund raising purposes, i.e., United Way, Red Cross, etc.

2. Tentative Structure of the Tailgate Party - 2004

• Originally, the Tailgate party was set up to be a Faculty/Staff Appreciation Day event. It has evolved into an enormous family/community participation event that is held the same day as the spring football game. In addition, it falls on the Saturday preceding Easter Sunday. This creates problems for volunteers because of travel plans.

• It was suggested that the PAC be in charge of the event this year and scaled down to possibly four events:

a) Bubbles for children, face painting

b) Autographs of athletes

c) Musical chairs

d) Egg hunt, i.e., 0-5 years, 5-10 years. Plastic eggs to be used with candy inside and we will have a surplus tank of "goodies" to ensure that all children leave with something.

e) HR employees will participate as "selected volunteers" to oversee the event as team leaders.

f) Jack presented his vision of the logo on the t-shirts that the team leaders and volunteers will wear. The logo would possibly show an eagle soaring down over the football field between the goalpost carrying a banner with the year printed on it. This was well received by the Council.

### 3. Proposed Tailgate Party - 2005- Structure change

- Budget has been set for 2000 to be funded through the Foundation. No state funds to be used.
- HR volunteered all of their personnel to serve as team captains.
- Lists will be submitted to enlist other volunteers.
- Enlist the RAC majors to participate and have a major part in overseeing activities.
- Plan for each year should be completed by August of the preceding year.

### 4. Retirement Ceremony

- This year's retirement ceremony will be held March 31, 2004 at 10:30 a.m. at the "wall" or in the William's Center in the event of rain.
- Personnel with ten or more years of service to Georgia Southern will have their name placed on the wall.
- Jack Heidler is compiling necessary data on the potential retirees.

### 5. Sick-Leave/Catastrophic Pool

- A sick leave pool was discussed for the campus whereby an employee could donate 8 hrs to a pool for use by others who have depleted their accrued time and sick leave due to catastrophic illnesses, etc.
- A committee would be formed to evaluate the applicants and determine if needs are justified. Marty Orvin will obtain a copy of the sick leave guidelines to help formulate this committee. There will be well-defined guidelines, various representatives selected to reflect the campus as a whole, and a physician will be required as part of the committee structure.

### 6. Parking promo campaign

- Tax deferred packages will begin in July 04 to defray the increased costs for parking.

### 7. Performance Evaluations

- Rating period for performance evaluations will run from April 1 - May 30 of each calendar year.
- A master list of employees will be developed indicating employee's immediate supervisor.
- Forms will be provided on-line and no longer mailed to the departments.
- Evaluations are reviewed and placed in each employee file. Employees may review their files at any time.
- Exit records need to be maintained on employees who leave the university and data collected as to reason for leaving, etc.

### 8. Provost Search

- Sheryl Lewis advised that they have a "short list" of 4 - 5 interviewees and screening will begin week of March 22, 2004. Dr. Grube will approve list from Dr. Bleicken.
- Jack Heidler suggested information be provided to campus and a speaker to explain plans, etc.

## 9. Groupwise

Marty Orvin advised that Groupwise migration is on target. Once the program is in effect, email addresses that are currently being used through Eudora will now work through Groupwise only.

## PAC MEETING MINUTES CONTINUED

### PSAC MEETING MINUTES - MARCH 8, 2004

President Bruce Grube arrived at 10:00 a.m. for the President's Personnel Advisory Council meeting.

Items discussed are as follows:

#### 1. Campus lighting problems

- Chris Navaee discussed the areas of campus that have poor lighting with a request to search out the means of improving the existing lighting to make it safe for joggers and walkers at night. Specific areas mentioned were Chandler Road and Fair Road to Georgia Avenue although there are others.. Dr. Grube indicated that there is presently a plan in progress that will improve the lighting conditions around campus and make it safer at night.

#### 2. Parking lot closures

- Dr. Grube indicated there will be a domino effect on parking lot closures that cannot be avoided. He enlisted the help of the PPAC to smooth as many ruffled feathers as possible and make the transitions easier to take. There is always a "patience meltdown" when parking spaces are removed.

- Handicapped personnel will be issued permits to park in the limited number of spaces that will still be provided in the lots that will be closing.

#### 3. Layoffs/Budget/Tuition Increases

- Dr. Grube discussed the UGA layoffs that were in the newspapers. GSU still has no plans to lay off any employees.

- He indicated GSU plans ahead and does not discuss possible tuition increases until the BOR discloses it's budget. The BOR sets the budgets and not the various campuses in the system. When contacted by the media, "no comment" is the standard reply which helps curtail rumors that grow out of proportion from a news item which is sometimes incorrectly quoted in the paper.

- Also, he indicated that although some budget decreases are still imminent n the future, i.e. a 4% average reduction for the year, GSU is still in good shape and anticipates that in FY 06, we may be able to fill positions left open because of recent budget cuts.

#### 4. Black Box Theater

- Bonds will fund the construction of the new Black Box Theater on campus. No university monies will be expended.

#### 5. Scholars Day/Graduate Appreciation Day

- Kimberly Payne reported that the Scholars Day is a successful recruiting venue and that we have a 75% enrollment rate from those attending in 2003. It proves to be a very productive measure for enlisting very bright students.

- Graduate Appreciation Week will be held the week April 5. This will recognize students and faculty.

#### 6. Computer viruses

- Marty Orvin advised that the university has been plagued with many viruses of late. Reminded folks to not open any email you don't recognize or expect.

#### 7. Campus perimeter litter

- Chris Navaee pointed out the litter problem that surrounds the campus perimeter. She asked if a collaboration with the City of Statesboro is in place and if not, perhaps it might be undertaken to help with the problem.

#### 8. GSU Foundation

- Dr. Grube advised that Dr. James Britt, Vice President of University Advancement has resigned and that Billy Griffis will be the interim VP.

- The Foundation's private fund raising campaign for 2005-06 will commence at a public kickoff during Homecoming in October 04.

#### 9. Projected campus projects on target

Dr. Grube advised that the debt on Paulsen will be paid off in June 04 and the monies presently being used can now be channeled into other projects on campus. Some of the tentative projects are as follows:

- Fall '05 is target date for new housing project which will be located behind the Dialysis Center on Fair Road back to Kennedy.

- Track team and soccer facilities which will include locker facilities to be located in Paulsen Stadium area.

- Strength training facilities in Ironworks to be doubled in size.

- Renovation of baseball stadium to 2500-3000 seats.

#### 10. Comments on recent athletic change

- We were advised that Irk Russell has commented " that the recent coaching change involving his son is

now water under the bridge and it is time to move on. GSU is trying to resolve the issue. Head coaches are allowed to create their own staff."

There being no further business, meeting was adjourned at 11:00 a.m.

Minutes prepared by Sarita Warren.

March 8, 2004

## PRESIDENT'S PERSONNEL ADVISORY COUNCIL

### Meeting Minutes

April 5, 2004

In Attendance: Jack Heidler, Marty Orvin, Chris Navaee, Susan Nelson, Jodi Collins, Sheryl Lewis, Lanell Vanlandingham, Sarita Warren

The meeting began at 9:00 a.m. and was called to order by Jack Heidler, Division Head of Human Resources.

#### 1. Review of plans for Faculty/Staff Tailgate Party - 2004

Several items were finalized concerning the party on Saturday, April 10.

- It was noted that we have 73 volunteers signed up to help.
- Volunteers requested to arrive 15-20 minutes before their scheduled working time to sign-in and receive name tags, etc.
- 500 Eggs/candy will be available to children 0- 5 and 5-10; There will be a cake walk and bubbles set up for children to participate in.
- HR Staff will be Team Captains and will be equipped with walkie-talkies to keep in contact.
- Gift baskets have been donated for drawings.
- Little footballs will be passed out to all children for autographing by football players who have volunteered to sign autographs.
- Food Services will handle the six food lines to expedite service to guests.
- Volunteers are to pickup their t-shirts between 12-2 on Thursday or Friday from HR.

#### 2. Tentative Changes in PAC Meeting and support activities

- Mr. Heidler suggested that next year, there would be a picnic for the Faculty/Staff after the annual awards ceremony.
- Marty Orvin is checking into the possibility of changing the regularly scheduled PAC meetings to be held from 9:00 - 12:00 on Thursdays or 10:00 - 12:00 on Tuesdays.

#### 3. Sick Leave Pool

- Sick Leave Pool is being evaluated by PAC members relative to the administration aspects of the pool concept.

Options being considered are:

1. A required donation of a specific number of sick leave hours upon joining the Pool.
2. A representative committee to provide oversight.
3. A specific number of times a member can request hours from the Pool.
4. Family Medical Leave

A brief description of the Family Medical Leave program and how it works with Georgia Southern's leave policies was given.

1. A federal program covering employers with 15 or more employees that provides 12 weeks of unpaid leave in a 12 month period. The 12 month period can be established by calendar year or by qualifying event. Georgia Southern utilizes the qualifying event provision.
2. Georgia Southern administers the Family Medical Leave provisions concurrently with the University paid leave programs.
3. A university employee who qualifies for Family Medical Leave will have the 12 week clock begin on the event that facilitates qualification.

#### PAC MEETING MINUTES CONTINUED

#### PSAC MEETING MINUTES - April 5, 2004

President Bruce Grube arrived at 10:00 a.m. for the President's Staff Advisory Council meeting.

Items discussed are as follows:

1. Various topics discussed by Dr. Grube

- Dr. Grube indicated that we're now facing the final three weeks of the semester and that it will probably be as hectic as it has been in the past.
- Dr. Grube advised that the SAT scores are continuing to rise for applicants which is good for the academic standing of the university.
- East Georgia College is partnered with GSU to provide transfer from EGJC after 30 hours.
- Dr. Grube indicated there are on-going construction projects on campus that are still on track to remodel and improve facilities for student occupancy.
- Dr. Grube advised that we've received notification of "Black Box" funds for GSU in the 04-05 budget.
- Dr. Grube discussed the change in posture of technical schools being awarded status as colleges so much easier than in previous years. GSU (Georgia Southern College) was the first college to break through and become a university which was virtually unheard of before. Shortly thereafter, plans were underway to revamp accreditation of technical schools so they could be called 'colleges'.

- The Hope Grant was discussed and we were advised that it is still being revamped. Tuition is not in danger of elimination but other facets of the grant are being reviewed.
- Dr. Grube again advised that although we are in a budget crunch throughout the university system, layoffs are still not an option for GSU.
- Enrollments are up within the university system and that is a positive outlook for the new academic year.

There being no further business, meeting was adjourned.

Minutes prepared by Sarita Warren.

April 5, 2004

## PRESIDENT'S PERSONNEL ADVISORY COUNCIL

### Meeting Minutes

Monday, June 6, 2004

In Attendance: Jack Heidler, Marty Orvin, Chris Navaee, Susan Nelson, Jodi Collins, Sheryl Lewis, Lanell Vanlandingham, Clinton Brown, Kimberly Payne, Sarita Warren

The meeting began at 9:00 a.m. and was called to order by Jack Heidler, Division Head of Human Resources.

#### 1. Tentative changes for Faculty Awards Ceremony and Faculty/Staff Tailgate Party

- Chris Navaee submitted suggestions concerning the changes for the awards ceremony and the tailgate party for the upcoming year. These changes will be made and submitted to PAC members for their review and approval.

#### 2. Sick Leave Pool

- Sick Leave Pool guidelines are being formulated and will be submitted to Marty Orvin for his review. At that time he will submit them to PAC members and they will make suggestions for changes they feel necessary.
- Once the guidelines have been compiled to fit the needs of GSU, they will be voted by the PAC before sending to the Provost and the President's Cabinet for approval.

#### 3. PAC Meeting Dates

- After meeting with Kathleen Daughtry, Dr. Grube's secretary, it was decided that future PAC meeting will be held from 9:00 - 11:00 a.m., the first Wednesday of each month.

- There will be no July 2004 PAC meeting as Dr. Grube will be out of town.

- After meeting with Kathleen Daughtry, Dr. Grube's secretary, it was decided that future PAC meeting will be held from 9:00 - 11:00 a.m., the first Wednesday of each month.

#### 4. HR Comprehensive Job Training Program

- Mr. Heidler advised that it is no longer feasible to continue offering job training programs to the campus because of low enrollment and lack of sufficient Human Resources staff to teach the classes. In the future, classes will be offered on an as needed basis.

#### 5. Computer Virus Problems on Campus

- There was a discussion of the increased number of viruses being received through campus email.

- It was suggested that employees be cautious in opening any suspicious mail and also to be sure they do not download any software not supported by IT Services.

- It was also suggested that perhaps employees should not use Groupwise for their personal email and perhaps this would lessen the influx of viruses received.

PAC MEETING MINUTES CONTINUED

PSAC MEETING MINUTES - June 6, 2004

President Bruce Grube was unable to attend the President's Staff Advisory Council meeting.

There being no further business, meeting was adjourned.

Minutes prepared by Sarita Warren.

June 6, 2004

## PRESIDENT'S PERSONNEL'S ADVISORY COUNCIL

### Meeting Minutes

August 4, 2004

#### Members and Visitors Present

Jodi Collins, Jack Heidler, Chris Navaee, Lee Mitchell, Susan Nelson, Marty Orvin, Kimberly Payne, Lanell VanLandingham

#### 1. Sick Leave Pool

- The Sick Leave Pool Overview is ready to present. The proposal was approved by the Council.

#### 2. Staff Awards

- After a brief discussion concerning changing the time for the picnic and not offering refreshments after the Award Ceremony, the Council decided to leave the Award Ceremony and picnic as presented.
- The proposal for changing the Tailgate Party to The Annual Employee Appreciation Day was approved by the Council.
- The Annual Employee Appreciation Day will be sponsored by PAC instead of Human Resources.
- Jack gave a review of the meeting with Darrell Tucker to choose an award for the employees with 15 and 20 years of service. A crystal cube with an etched 3-D soaring eagle in the center was chosen for 15 years of service. The same award with a lighted base was chosen for 20 years of service. A soaring eagle was obtained from the Office of Marketing and Communications and sent to Darrell. He will present our ideas and find out if it is possible to have the award created.
- After a brief discussion about changing the nomination deadline dates for the Employee Merit Awards, the Council decided to set the dates at the next meeting on September 1.

#### 3. Human Resources Update

Jack gave an update on Human Resources.

- The date for the United Way Campaign on campus has not been set. The date will be set when the campaign director is named. The campaign will be operated by contacting the Deans and Directors, the same as "A Day for Southern" is operated.
- HR has had tremendous struggles with PeopleSoft Version 8. An email was sent out campus wide to ask everyone to be patient about data queries. HR is slowing moving away from providing data. Programming and ITS will take over data queries.
- Job descriptions across campus will be rewritten. The detailed descriptions will be linked to job evaluations and merit raises. Physical Plant has completed their job descriptions.

- The Fair Labor Standard Act will no longer exempt some positions. HR is in the process of evaluating which positions the change will effect.

- The rewritten Policy Manual is available online.

There being no further business, meeting was adjourned.

Respectfully submitted by Lanell VanLandingham  
8/4/04

## PRESIDENT'S PERSONNEL ADVISORY COUNCIL

### Meeting Minutes

Wednesday, September 1, 2004

In Attendance: Jack Heidler, Marty Orvin, Chris Navaee, Susan Nelson, Jodi Collins, Sheryl Lewis, Lanell Vanlandingham, Clinton Brown, Lee Mitchell, Sarita Warren

The meeting began at 9:00 a.m. and was called to order by Jack Heidler, Division Head of Human Resources.

#### Personnel Leave Policy

- Discussed the personnel leave policy and it was suggested that individual donations be submitted to the pool. The proposed policy will go to the Cabinet for approval.

#### 2. Staff Awards

- The proposal for finalization of the Awards Ceremony and the picnic has been submitted to Joe Franklin. They will be submitted to the Cabinet for final approval.

- Nomination for awards are to begin late September and selections made by Christmas. They will be announced in April 2005.

- It was noted that the Eagle disk/paperweight that is to be used as a gift is not acceptable. It resembles a vulture more than an eagle. Mehmet Samiratedu is checking to find a suitable likeness of an eagle that represents the kind of eagle for which GSU is known.

- Jodi Collins advised that University Advancement is giving us funding in the amount of • 3,000.00 for the staff awards and picnic.

#### 3. PeopleSoft V.8

- Implementation of the new version of PeopleSoft is underway. It will have enhanced security. It was noted that the format will not be changed, unfortunately, as it does not work well with the higher education process. It is more suited to a corporate setting. It was suggested that checks be reviewed carefully upon receipt to be sure they are correct.

- Personnel Action Forms are not being completed correctly. It was noted that in the future, HR will not make needed changes and the forms will be returned to issuing departments. This may result in paperwork not being processed in time for deadlines and checks may not be cut until the next cycle. It is difficult to receive approval for off-cycle checks. It is most important that info on the PA forms be entered as accurately as possible. Comments were made that at times secretaries have called for info and then when final completed copy is returned to the department, the info was still changed. If there are questions, Karen Iler, Terri Mullis for Kim Wiggins may be contacted for help.

#### 4. Parking and Transportation Problems

- There is still discontent on campus concerning the parking spaces. Commuter spaces not being utilized as initially planned and questions from faculty, staff and students are asked why these spaces are not changed to another classification. Also, there is the issue of university vehicles parking in faculty/staff spaces.

#### 5. Computer Virus Problems on Campus

- IT Services is working diligently to decrease the number of viruses coming into campus through email. The amount has decreased since they put in the newest firewall.

### PSAC MEETING MINUTES - SEPTEMBER 1, 2004

President Bruce Grube arrived at 10:00a.m. for the PSAC meeting.

Various topics discussed by Dr. Grube were as follows:

#### 1. Budget

- Dr. Grube indicated that pending budget cuts of 4.2% have already been factored into GSU's budget, therefore, we will be able to make the transition without any difficulty. Job openings will continue to adhere to the 60-day delay before replacement of personnel once a position is vacated.
- Enrollments are capped by the Board of Regents, not GSU. There have been questions about this.

#### 2. Enrollment Criteria

- It will be late October before the final tally is done for fall enrollment but it is anticipated to be 16,300. SATs are up 22 point for an average of 1078. This is a marked improvement from 1999 when we were 40 points below the national average. Presently, we are 50 points above the national average.

#### 3. Expansions/Improvements

- Plans for the RAC expansion are on the BOR's agenda in October.
- The temporary "Blue Building" constructed in the 60's has finally been demolished.
- The library is on a 4-year plan for renovations and additions.
- Joe Franklin is interested in building a parking lot in a "scrub woods" area with transit capabilities. Perhaps from the Paulsen Stadium area to circle the campus. Anticipated starting cost is • 17,500. Outside contractors would be hired to run the system. These are ideas in the pre-planning phase.

- Hampton Hall has also been demolished. SDRC personnel that previously occupied Hampton Hall will be housed in Cone Hall, Bldg. 805.
- Hendricks Hall located by Veazy Hall will come down as well. A new complex called Eagle Village will go there to house freshmen.
- Fine Arts addition is still in the governor's hands.
- Ladies track/soccer team scheduled to have new track and field built.
- Paulsen Stadium is now paid for so we can use funds that were going to the debt to do this new construction.

Having no further business come before the PAC, meeting was adjourned.

Minutes prepared by Sarita Warren  
9/10/04.

## PRESIDENT'S PERSONNEL ADVISORY COUNCIL

### Meeting Minutes

Wednesday, October 20, 2004

In Attendance: Jack Heidler, Clinton Brown, Sarita Warren, Chris Navaee, Susan Nelson, Jodi Collins, Sheryl Lewis, Lanell Vanlandingham, Kimberly Payne

The meeting began at 9:00 a.m. and was called to order by Jack Heidler, Division Head of Human Resources.

#### 1. Sick Leave Policy

- It was advised that the sick leave policy was approved in concept and signed by Council except for Sheryl Lewis, Clinton Brown and Sarita Warren who were absent at the time. Mr. Heidler pointed out that the policy be finalized without forming a lot of Councils if we utilize Jeff McLellan to research legalities, etc.

#### 2. Staff Awards

- The President has approved the Staff Picnic that will be held in the Spring in conjunction with the Excellence Awards ceremony. The nomination period will be from November 2 through December 31, 2004.

- The Staff Awards will be held during March 2005 on Sweetheart Circle from 10 - Noon. The picnic will also be held on the circle from 3 - 5P.M.

- We were asked to come by Human Resources to view the new and improved Eagle disk/paperweight that is be used as a gift. If the consensus doesn't approve, we'll try again.

#### 3. United Way Campaign

- Jack Heidler will work with Billy Griffis to organize the annual campaign fund raiser. Cindi Chance will oversee the areas under her direction and Jack Heidler will handle the remaining areas so that they will be undertaken simultaneously. The PAC will help in their respective areas to encourage participation.

#### 4. Personnel Action Forms

- The P. A. forms are being scrutinized and possible changes anticipated. Faculty information system will interface with PeopleSoft to offer smoother processing of data. Use of Social Security numbers on forms will be eliminated by 3/14/05.

PAC MEETING MINUTES CONTINUED

PSAC MEETING MINUTES - OCTOBER 20, 2004

President Bruce Grube arrived at 10:00a.m. for the PSAC meeting.

Topics discussed by Dr. Grube and the PAC were as follows:

### 1. Emergency Days Off

- Kimberly Payne asked that a time frame be developed as a guideline for emergency days due to weather, etc.. The recent hurricane season was used as an example of when employees could not come to work because of safety factors and employees were confused as to how to turn in those days.

### 2. Enrollment Criteria

- Dr. Grube advised that the present enrollment for Fall is 16,100 students. The average SAT score is now up to 1080. This is a marked improvement from 1999. Presently, we are 50 points above the national average.

### 3. Fund Raiser Sites

- It was suggested that GSU check out public campground facilities for fund raisers and special events as an alternative to our campus.

Having no further business come before the PAC, meeting was adjourned.

Minutes prepared by Sarita Warren  
10/20/04.

## PRESIDENT'S PERSONNEL ADVISORY COUNCIL

### Meeting Minutes

Wednesday, December 1, 2004

In Attendance: Jack Heidler, Clinton Brown, Marty Orvin, Chris Navaee, Susan Nelson, Sarita Warren, Sheryl Lewis, Lee Mitchell, Lanell Vanlandingham, Kimberly Payne

The meeting began at 9:00 a.m. and was called to order by Jack Heidler, Division Head of Human Resources.

There was one correction to the meeting minutes of 10/20/04. In reference to the United Way Campaign it had been noted that Jack Heidler would be working with Billy Griffis in the organization of the campaign. This was incorrect. Cindi Chance will oversee the areas under her direction and Jack Heidler will be working on the areas in his jurisdiction so that the campaign fund raising will be simultaneous.

#### 1. United Way Campaign

- It was reported that the goal of • 44,000 was missed by only • 700.00. Retirees were not included in the campaign because they are not set up for payroll deductions. Bulloch Count United Way will work with the retirees for donations and Georgia Southern will be given credit for whatever is collected.

#### 2. Staff Awards

- Wednesday, March 16, 2005 is the designated day that the Awards Banquet and Staff Appreciation Day Picnic will be held. The Ballroom in the Russell Union has already been booked for the awards ceremony and Sweetheart Circle has been reserved for the picnic. The Williams Center is the alternate location for the Picnic in case of inclement weather.

- We will be advertising this week and again in mid-December to encourage nomination of recipients for the Excellence Awards. The nomination period will be from November 2 through December 31, 2004.

- The new design for the crystal Eagle has been viewed by each PAC member and approved by the PAC to be used as a gift.

#### 3. PAC Members Rotating Off

- Marty Orvin, Jodi Collins, Clinton Brown, Kimberly Payne and Sarita Warren will be rotating off the Council.

- It was decided to elect from existing PAC members that are not rotating off the new officers for the next two years - 2005 - 2006.

- Susan Nelson nominated Sheryl Lewis to be the new PAC President. Lanell VanLandingham seconded the motion. No discussion ensued and motion was carried. A vote was taken and it was unanimous that Sheryl Lewis become the new PAC President.

- Lanell VanLandingham offered to create and maintain the PAC website and the Council agreed that she should do so.

- Susan Nelson was nominated by Sheryl Lewis to fill the position as secretary. Lee Mitchell seconded the motion. There being no discussion, a vote was taken and Susan was elected.

- Chris Navaee was nominated by Lanell VanLandingham to be the co-chair. Marty Orvin seconded the motion and the vote was unanimous.

#### 4. PAC Reorganization

- Jack Heidler turned the meeting over to Marty Orvin, current president, to discuss the idea of extending the term for PAC members to three years. It was noted that an effort to rewrite the guidelines has to be undertaken to represent the campus as a whole. It will be necessary to set out goals, get approval to fill various slots, increase PAC members to 16 and layout criteria for selection of new members. Candidate should be enthusiastic, assertive, dependable and impressed upon them that they will be representative of the whole campus and not just a few areas. Two main requirements for continuing to serve as a PAC member are attendance and input during the meetings. Sheryl Lewis and Marty Orvin will work to revamp the guidelines to include a mission statement and criteria that will be used for selection of new members.

- It was noted that the PAC will become more visible in the GSU community and, therefore, become a working part of the campus to reflect needs of all employees as an extension of Human Resources. This is an important consideration in the selection of new members.

#### 5. Sick Leave Policy

- Jeff McLellan is looking at sick leave policies from various institutions to use as a guideline for revamping GSU's sick leave policy.

#### 6. Campus Office Phones

- Lee Mitchell inquired as to what the rule is concerning covering office phones when the offices are closed for any reason. It was noted that the office phones must be transferred to another department and not just left to ring and not be answered.

#### 7. Use of Paulsen Stadium

- PAC was advised that there was a rumor circulating that Statesboro High School had requested the use of Paulsen Stadium for their playoff game on Friday, December 3 and that GSU wanted them to pay a fee of • 15,000. This is not true. However, Statesboro High decided to play on their home turf.

### PSAC MEETING MINUTES - December 1, 2004

President Bruce Grube arrived at 10:00a.m. for the PSAC meeting. Various topics discussed by Dr. Grube and the PAC were as follows:

### 1. Change in Political Positions

- Dr. Grube pointed out that a number of GSU supporters had been lost due to the recent elections. However, we still have a number of officials that are in office that are staunch supporters of GSU.

### 2. Funding for Projects at GSU

- Dr. Grube advised that there are several ongoing projects that still may be funded by the state. The Fine Arts/Black Box project, the RAC expansion and the IT expansion are some mentioned.

### 3. SAC Accreditation

- It was noted that Linda Bleicken is heading the SACs Accreditation for GSU. This occurs every ten years and is very important that we maintain our SACs standing although we do not anticipate any problems.

### 4. Upcoming Changes at GSU

- The Transit system is expected to be operational in Fall 05. There will be two routes for the transit. One, from Paulsen Stadium up Lanier Driver to Eagle Village and that area. The other will go to the Circle and back. There will be free parking at the transit base which will be located at Paulsen Stadium..

- The system will be maintained by an outside contractor. No diesel fuel will be used. Forest Drive is to become a pedestrian and Herty Drive to the baseball field will be closed.

- Cone Hall will be closed for asbestos abatement. Students will be housed in the temporary nursing buildings on Fair Road. Veazy Hall will possibly be reconfigured as an instructional building in early FY 06. Possibly a new Public Safety Building and, a new Alumni House that will be accessed from the RAC area.

### 5. Update on Chancellor

- Dr. Grube advised that the Chancellor, Tom Meredith, and his wife are recuperating after a serious car accident.

Having no further business come before the PAC, meeting was adjourned.

Minutes prepared by Sarita Warren

12/1/04.