

Employee Advisory Council Meeting

Meeting Time and Place:

January 11, 2006

10:00 a.m. at the Greenblatt Library

Voting Members Present:

Cameron Andrews

Roxie Bush

James Murray

Michael Budd

Rita Lovering

Libby Poteet

Karen Yonce

Danny Finn

Non-voting Members Present:

Ale Kennedy – Human Resources

Lee Little – Legal Office

Debra Arnold- Human Resources

Guests:

Beth Brigdon and Keith Peebles- ITSS

Andrew Newton- Legal Office

- I. **Review of ground rules – Michael Budd**
 - Start and end meetings on time
 - Come prepared to all meetings
 - Do not interrupt
 - Respect one another
 - Stick to the agenda
 - Arrive on time
 - Complete tasks
 - Cell phones and pagers on vibrate only
 - Respect meeting roles
 - Reserve time for this meeting
 - No side conversations or passing notes
 - No put downs
 - No egos or pulling rank
 - Opinions and concerns are to be expressed during the meeting

- II. **Overview of the new area code policy, and determine how the EAC can assist with this new process. Keith Peebles and Beth Brigdon**



April 3, 2006 it will be mandatory that we all use an area code to dial out (even local calls). All MCG 721- numbers (old or new) will remain 706. 10 digit dialing is not required for on campus calls.

803 area code is required for all South Carolina calls.

ITSS has already sent out a few group e-mails and addressed several organizations on campus regarding this new area code policy.

ITSS is now asking for EAC's support. EAC has agreed to assist ITSS by communicating this new information to campus employees.

EAC council members suggested flyers and notices that can be hung around fax machines and phones.

Decisions made:

ITSS is going to develop 8-1/2 x 11 flyers and distribute them to building coordinators.

EAC will assist ITSS by distributing flyers among their offices.

III. Response to why MCG-HR does not provide a "pool" of temporary employees available to the campus versus the use of temporary agencies. Dena Pickett

1) Years ago there use to be a pool of temporary employees, which would float from one section to another. It is my understanding that they start to become under utilized and the few times, towards the end, that departments needed them---it would be traditionally at the same time---of course the few floaters could not be utilized at the same time. Currently MCG encourages departments interested in temporary assistance to go through one of the temporary agencies we list on our website:

<http://www.mcg.edu/hr/Employment/TempAgcy.htm>

if they are needing temporary assistance...normally these agencies can find the clerical assistance departments need within one business day.

2) If a department is interested in hiring a temporary to put them on our payroll, we can do this too...a person would need to be identified by the hiring department or HR...this is what we call a temporary employee. There is a temporary application available and of course the criminal history would need to be completed on this person. They can work with any recruiter or myself to start this process (Pam Bennett, Carolyn Burns, Gina Middleton, Dena Pickett).



3) Hopefully we are able to assist departments with hiring the right person for their regular positions so that their turnover rate or time frame is not so great. Also many departments may not realize it, but once they have received a letter of resignation, they can immediately post the job while the employee is working out their 2 or 4 week notice---recruitment does not have to wait until the person leaves.

IV. Update on EAC web page design- Cameron Andrews

Cameron Andrews has worked closely with Jack Evans on developing the EAC webpage. The Beeper will run an article about the EAC later this month.

The following FAQ's were discussed:

How to submit an agenda item?

Who we are?

How do you contact the council?

When does the council meet?

Decisions made:

Each council member will provide Cameron FAQ for the webpage.

V. Feedback on the Medical College of Georgia Policy for Amorous Relationships - Lee Little and Andrew Newton

The legal office has developed the MCG Policy for Amorous Relationships in hopes to define inappropriate behavior with a student, patient, and subordinate employee.

The policy is still in its draft format; therefore, the legal office has asked the EAC to read over it and provide any suggestions.

This policy is also being shared with other organizations across campus. Once feedback is complete this policy will be in place.

Decisions made:

The EAC will provide suggestions or comments to either Andrew Newton or Lee Little.



VI. Update on Vicki Wang's replacement- Ale Kennedy

As stated in the Employee Advisory Council By-Laws:

A. Vacancies

If a vacancy in a Council seat occurs through resignation or expulsion from the Council or termination of employment, the staff member who was runner-up in the General

Election in the departing members' area shall assume the duties of the vacating member. In the event of a tie for runner-up, a runoff election shall be held within thirty (30) days of the vacancy.

James Meadows was the runner-up to Vicki Wang. James has graciously accepted his role as the General Institution council representative.

Decisions made:

James Meadow's name will be added to the EAC website.

VII. Discuss date for the Employee Recognition Ceremony- Ale Kennedy

Ale (Training and Development), asked the EAC for suggestions on dates for the Employee Recognition Ceremony.

In the past the ceremony has been in May or June; however, this has been a very busy time of year (budget, graduation, performance appraisals, vacation..).

Council members suggested that September and October would be an easier time of year for their respective areas. It was also suggested that the cut off date should be consistent and something that everyone can remember such as the end of the fiscal year.

VIII. Discussion of the Elections Committee for the EAC –James Murray

James Murray is heading up the elections committee for the annual EAC elections. As stated in the bylaws the Council will have an Elections Committee consisting of 3 members of the council as selected by Council members by March 15th of each year. Karen Yonce, Ale Kennedy, and James Murray will make up this committee. The Elections Committee shall handle the nominations, elections, and voting processes. The nomination process will begin no earlier than May 1st and end no later than May 15th. Representatives from the academic and administrative units will be qualified



nominees of those units. Representatives will be elected by a simple majority from their respective unit and take office on July 1.

IX. Review and verify new action items- Ale Kennedy

All Council Members:

Provide Lee Little feedback on the MCG Policy on Amorous Relationships.
Provide Cameron FAQ's for the EAC website

Beth Brigdon and Keith Peebles:

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