

Employee Advisory Council Meeting

Meeting Time and Place:

April 12, 2006

10:00 a.m. at the Greenblatt Library

Voting Members Present:

Cameron Andrews

Michael Budd

Danny Finn

Karen Yonce

Roxie Bush

Rita Lovering

Anita Herrington

James Murray

Libby Poteet

Non-voting Members Present:

Ale Kennedy – Human Resources

Lee Little – Legal Office

Guest:

Mitch Jones – Public Safety

Deborah Rowland- Public Safety

Pat Sodomka - Patient and Family Centered Care

Bryan Ginn- University Advancement

I. Review of ground rules - Rita Lovering

- 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. Assign meeting roles – Rita Lovering

Meeting leader- Rita Lovering

Judge- Michael Budd

Scribe- Ale Kennedy

Timekeeper- Cameron Andrews

Gatekeeper- Libby Poteet

Recorder- Karen Yonce

III. Update on reserved parking and future parking at MCG – Mitch Jones and Deborah Rowland

Chief Mitch Jones spoke about the future of MCG parking and the utilization of reserved parking spots.

Dr. Ash and Dr. Rahn will be meeting with the Board of Education to explore ideas for additional parking. One option that will be discussed is the stadium parking another is to look into leasing parking spots in the center zones. Long term the goal is to ultimately add more spaces; however, the majority of parking will be perimeter.

The parking fine has gone up from \$25 to \$50. If a MCG staff member, employee, faculty and/ or student parks in someone else's reserved parking spot (without permission), then the towing company will be called. If the towing company and public safety have to arrive to the incident, the violator must pay the \$50 fine and towing fee.

Public safety monitors the amount of reserved parking spots based on the size of the lots. Currently there are 500 reserved spots.

Coming in August, Public Safety is going to pilot a campus-taxi service. Stay tuned for more information.

IV. Update on Patient and Family Centered Care- Pat Sodomka

Pat Sodomka, Director of the Center for Patient and Family Centered Care presented an update to the Employee Advisory Council on the status of PFCC efforts on the campus. She discussed the mission and goals of the Center in Education, Research, and Patient Care, along with the history of developments at MCG. She gave the committee an update on the Human Resources Task Force that will look at integrating PFCC on the campus in job descriptions, recruitment efforts, performance reviews, and recognition programs. She also provided information on the Leadership Academy for Patient and Family Centered Care and an upcoming seminar, April 19, 2006. A website is under development. Further information is available from psodomka@mcg.edu.

V. Update on legislative session – Bryan Ginn

VP of University Advancement, Bryan Ginn provided an update on the general assembly. For more information on bills, click on <http://www.legis.state.ga.us/>

In the future a legislative summary will be provided for the campus to view.

VI. Update on state employee council meeting and discuss participation in future meetings – Libby Poteet

Currently 10 of the 34 USG schools represent the state wide staff council. During the meeting in January the council discussed shared leave, flu shots and PeachKids.

The statewide council meets three times a year, and the location is rotated among all the participating schools.

The council discussed the value of these meetings and discussed how MCG will pay for the attendance and travel to these meetings.

VII. Report on the Employee Advisory Council election- James Murray

Required Action	Required Dates:	Status/ Completed:	Comments:
Appoint Elections Committee	3/15/2006	1/11/2006	Chair, Jimmy Murray Members, Karen Yonce, Ale Kennedy
Committee Meeting		3/27/2006	Discussed elections process. Forwarding election proposal and By-Laws amendment to full EAC via the Chair.
Announcement Memo from the Chair	4/20/2006		The chair is required to notify by memo the Deans, Directors, Chairs, and Vice-Presidents of the opening of the nomination process.
Nominations Open	5/1/2006		The nomination process will be via EAC web site form and phone (Ale Kennedy). A piece in the Beeper is also preferred.
Nominations Close	5/15/2006		The nomination process closes at midnight.
Committee Meeting		5/16/2006	The Elections Committee will meet to finalize the eligible nominations and format a ballot. Report findings to the Chair.
Ballots Mailed	5/29/2006		Ballots mailed to staff before voting opens.
Voting Open	5/31/2006		Ballots will be returned to HR via campus mail.
Voting Close	6/15/2006		Voting closes with the close of the business day. Any ballot received after 5/15 will be voided.
Committee Meeting		6/20/2006	The Elections Committee will meet to finalize the ballot totals, assign winners, and At-Large election. Report findings to the Chair.
Election Results Announced	6/23/2006		The Chair notifies all nominees of the results of the election and announces the winners to the campus.
First Meeting of New Year		7/ ? /2006	The out-going members pass the torch to the new members.

The election committee proposed an amendment to the by-laws for the entire council to review.

The issue:

- Per the By-Laws the originally elected members were assigned one or two year terms by random selection. Starting with this election all seats are for two years.
- This year seats 1-6 are up for re-election as the one year terms. We will only take nominations from 1-5 so the at-large seat, with the most total votes, will only be filled by half of the electorate.
- We do not take nominations for the At-large seat itself so we need to make a change in the process.

PROPOSAL:

Our recommendation is to add another At-Large member to be elected from the 7-11 seats. Seat 6 could be At-Large A and Seat 12 could be At-Large B. This would solve the problem for elections and give another opportunity for a staff member to serve on the council. We can see only a positive impact in making this change.

VIII. Update on IT Core Group- Rita Lovering

Rita represented the Employee Advisory Staff Council at the IT Core meeting. At this meeting IT discussed their 5 year plan. The executives at the core meeting acknowledged Rita's idea of having more staff involved

IX. Update on recycling at MCG – Rita Lovering

Boxes labeled “Recycling” will be distributed through out the campus within the next two months. Read the upcoming Beeper for more information.

X. Discuss the negative morale issue at MCG that was brought forward to the Employee Advisory Council, and brainstorm ideas for a solution. All

It was brought forward at the meeting that an individual on campus feels that there is negative morale issue at MCG. The council members brainstormed ideas, and decided to handle this issue in a positive manner. A questionnaire will be developed to assess the campus employee's feelings about MCG. Employees will also have the opportunity to provide suggestions to improve MCG.

XI. Review of Action Items- Ale Kennedy

Rita:

Set up a meeting with Susan Norton, Cameron Andrews and Libby Poteet to discuss funding for the Employee Statewide Council.

Set up a meeting with Susan Norton and James Murray to discuss the proposed amendment to the by-laws.

Ale:

Provide council members with a list of questions that could be used in the employee morale questionnaire.

Begin developing the employee questionnaire.