



EAC Meeting Minutes

Meeting Time and Place:

January 10, 2007

10:00:00 a.m. at the Greenblatt Library

Voting Members Present:

Cameron Andrews	Brenda Hall
Michael Budd	Christi McClintock
Karen Yonce	Diana Morris
Marvis Baynham	
Deborah Pinion	

Non-voting Members Present:

Debra Arnold– Human Resources
Lee Little – Legal Office

Guests:

Susan Norton – Human Resources

I. Welcome – Michael Budd (meeting leader in Libby Poteet's absence)

II. Review of ground rules – Christi McClintock

- 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

III. Susan Norton – Director, Human Resources

Position Titles

Ms. Norton addressed the use of functional titles versus position classification titles.

1. What is HR's stance on the use of functional titles? Traditionally Human Resources has not taken a stance on the use of functional titles.
2. Is it legal to use functional titles? There is no legal issue with using functional titles.
3. Functional titles may imply a level of responsibility that is inappropriate and departments should strongly consider the implications when allowing employees to use functional titles.
4. When verifying employment, Human Resources verifies the position classification title not functional titles.



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IV. Susan Norton – Director, Human Resources

Ms. Norton addressed an employee’s concern regarding an article on state employees retirement benefits that appeared in the Augusta Chronicle on December 7, 2006 titled *Costs jeopardize retirees’ benefits*. The article featured a discussion regarding the state either reducing or dropping retiree’s health insurance or possibly raising premiums significantly.

The article was regarding the State Health Plan not the University System Health Plan. Therefore the article does not concern the retiree’s of the Medical College of Georgia.

V. Lee Little – Legal Office

Provided proper response to received inquiries from campus employees. All members accepted drafted response.

VI. Michael Budd

Asked members to volunteer to sit on a Customer Service Initiative Committee by sending him an email stating interest.

VII. Schedule next meeting- All

The next scheduled EAC meeting will be held Wednesday, April 11, 2007

VIII. Review of Action Items- Debra Arnold

ACTION Items			
Status	Action to be taken	Responsible	Due Date
Open	1. Names for Deb Barshafsky’s Customer Service Initiative Committee	Michael Budd	02/11/07
Open	2. Question and Answer segment in the Beeper regarding concerns forwarded to the council.	Diana Morris	02/11/07
Open	3. Communication through the beeper regarding the difference between the State Health Plan versus the University System Health Plan.	Diana Morris	02/11/07
Open	4. Communication will be forwarded to the employee who was concerned about the retiree’s benefits article.	Deborah Pinion	02/11/07
Open	5. Send memo to Directors regarding the use of functional titles.	Susan Norton	02/11/07
Open	6. Reserve room for April 11, 2007 meeting.	Debra Arnold	02/11/07

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Closed	7. Volunteer for the Statewide Staff Council (please respond to Libby)	All	10/27/2006
Closed	8. Reserve room for January 10, 2007 meeting.	Debra Arnold	10/27/2006
Closed	9. Draft for proper responses to inquires (this is to appear along with a direct response to stated concerns)	Lee Little	11/31/06

* Please let Debra know when you have completed your assigned action item.

