



EAC Meeting Minutes

Meeting Time and Place:

August 20, 2007
10:00 a.m. at the Greenblatt Library, room 211

Voting Members Present:

Michael Budd
Suzanne Dederscheck
Patrick Hatch
Kimberly Hayes
Susan Khaksarfard – Time Keeper

David Miller
Deborah Pinion
Dick Woodring
Karen Yonce

Non-voting Members Present:

Debra Arnold– Human Resources
Lee Little – Legal Office

Members Not Present:

Brenda Hall, Christi McClintock and Patti Edwards

Guests:

Richard Murphy – Legal Affairs

I. Welcome and Introduction – Michael Budd

Michael called the meeting to order at 10:02 a.m.

II. Review of ground rules – Dick Woodring

- 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. New Policy Information – Lee Little and Richard Murphy

Lee introduced the revised Conflicts of Interest Policy and Richard introduced the Negotiation and Executing of Contracts Policy. Both policies have been presented and approved by the President’s Cabinet. Council members offered ideas on how to share this information with the campus. Suggestions included: department staff meetings, the beeper, need to know section of MyMCG, and other department representatives who have access to share the information with large groups of people on campus.

IV. Clay Adamson Nomination Review – All Council Members

Council members reviewed and evaluated each nomination packet received.

V. Meeting adjourned – Michael Budd

ACTION Items			
Status	Action to be taken	Responsible	Due Date
Closed	1. Reserve room 211 for special meeting dates on August 20 and 27 and regular meeting on October 10 – all at 10 a.m.	Michael Budd	July 31, 2007

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Medical College of Georgia
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Closed	2. Email members constituent spreadsheets and member roster.	Debra Arnold	July 11, 2007
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* Please let Debra know when you have completed your assigned action item