



# EAC Meeting Minutes

## Meeting Time and Place:

October 10, 2007

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

## Voting Members Present:

Michael Budd

Suzanne Dederscheck

Patrick Hatch

Kimberly Hayes

Susan Khaksarfard

David Miller

Deborah Pinion

Dick Woodring

Karen Yonce

Christi McClintock

Brenda Hall

## Non-voting Members Present:

Debra Arnold– Human Resources

Lee Little – Legal Office (on leave)

## Members Not Present:

Patti Edwards (out sick)

## Guests:

Chief McBride – Public Safety

Sharri Peck – HR

Jason Rote - ITSS

## **I. Welcome and Introduction – Michael Budd**

Michael called the meeting to order.

## **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. Chief McBride – Car Decals and Campus Parking**

Chief McBride explained the decision behind the one decal limit per employee. The Parking Advisory Committee voted to discontinue the use of hang tags and use only decals in order to cut down on costs and also it was noted that employees rarely complied and used both the decal and hang tag as requested. A discussion has taken place regarding the use of only hang tags which will allow an employee to switch between cars. This option presents a new issue which is the possibility of someone removing the hang tag and parking in patient spaces. Public safety would have no way to easily identify if the car is an employee vehicle or patient vehicle.

Campus parking remains to be a problem for all. Public Safety is working constantly to find new locations for employees to park. Unfortunately, this is not an issue that can be remedied over night. This issue is priority for Public Safety.

Reserved parking at the Alumni Center is available for non-MCG visitors upon request from the department. Employees are encouraged to utilize the shuttle system. The shuttle bus will stop at each location for 60 seconds in case someone is sitting in their vehicle waiting for the bus to arrive.

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## IV. Child Care Services

Unable to attend this meeting; we will reschedule for January's meeting.

## V. Creation of Email Groups – Sharri Peck and Jason Rote

Question: Can email groups be created for each council member's area of representation? The short answer is yes. However, this may not be the most efficient avenue to pursue. Sharri has shared with the council members that she will re-create the queries for the various areas of responsibility and add in the column with each persons GroupWise email address. By doing so, each council member will only have to copy and paste the email accounts into an email to their constituents, and save the group in their address book.

## VI. Statewide EAC Conference

Michael and Susan attended the Statewide EAC Conference. The Chancellor addressed questions regarding merit versus cost of living increases. The Chancellor was not in favor of both. However, he is in favor of routine evaluations of positions for equity purposes. He supports education among employees and believes employees should have a degree. The conference included workshops on fitness and nutrition, and security in the workplace.

## VII. Performance Appraisal for 2008

Reviewed the proposed appraisal for the upcoming evaluation period (February 1 – April 30). Council members asked if a block for special duties to be added and the section for previous training completed to be added back into the appraisal.

## VIII. Open Discussion

Members discussed the possibility of adding FAQs to the EAC web site. Members would also like to add a page to the site to address previously asked questions in order for all employees to see what has been asked and what the response was. The information could be beneficial for all to review on campus. The EAC website is still under construction with the change to the new system.

## IX. 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
Closed	2. Email members constituent spreadsheets and member roster.	Debra Arnold	July 11, 2007
Open	3. Run query regarding the terminations and new hires.	Debra Arnold	November 1, 2007
Open	4. Pros and Cons of the email groups.	Patrick Hatch	January 9, 2008
Open	5. Add email addresses to EAC queries.	Sharri Peck	November 1, 2007

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Open	6. Reschedule Child Care Services for January 9, 2008 meeting.	Michael Budd	December 3, 2007
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\* Please let Debra know when you have completed your assigned action item