

EAC Meeting Minutes



Meeting Time and Place:

January 9, 2008
10:00 a.m. at the Greenblatt Library, room 211

Voting Members Present:

Michael Budd, Suzanne Dederscheck, Patrick Hatch, Susan Khaksarfard, Davida Miller, Deborah Pinion, Brenda Hall and Patti Edwards

Non-voting Members Present:

Debra Arnold and Catherine Holmes – Human Resources
Lee Little – Legal Office (unable to attend)

Members Not Present:

Kimberly Hayes, Dick Woodring, Christi McClintock, and Karen Yonce

Guests:

None

I. Welcome and Introduction – Michael Budd

Michael called the meeting to order.

II. Review of ground rules – Patrick Hatch

- 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. Agenda Item 1

ID Badge and Key Control Office Hours

Employees are concerned that the Key Control and ID Badge office hours are limited to operating hours that are not customer friendly. The standard operating hours for ID Badge's are 8:30 a.m. until 4:30 p.m. and Key Control is available to issue keys between 12:00 p.m. until 4:00 p.m. Exceptions are offered to individuals who telephone the office ahead of time to make the arrangements. Jennifer Benning is the contact person in the Public Safety Division.

IV. Agenda Item 2

Time Clock Synchronization

Verified by Payroll, all time clocks are connected to an atomic clock and are monitored once per week by a Payroll staff member. All time clocks should be in synch, if not exact, just seconds apart. Should anyone notice that a particular time clock is not in synch with another, please contact the Payroll department. If a time clock is broken, please contact the ITSS helpdesk.

V. Agenda Item 3

Crosswalks over Major Roads

Concern regarding the safety of employees, students, and patients who must use the crosswalks at major intersections (15th and Laney Walker for example) should be addressed to the appropriate parties. This topic has yielded an action item (please see action items below).

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VI. Open Discussion

- Members discussed the need for more Tobacco Free signage across campus.
- Constituent lists as discussed last October with ITSS and Sharri Peck in HR are still an open item per Patrick Hatch.
- School of Nursing Practice Group still has openings in the Smoking Cessation program. Employees and students are able to utilize the program for free. Please contact Dr. Sharon Bennett at 1-5565 for more information

VII. Meeting adjourned – Michael Budd

ACTION Items			
Status	Action to be taken	Responsible	Due Date
Open	1. Council members should come up with ideas on how to improve the hazardous crosswalks over major roads.	All Members	Next Meeting in April
Open	2. Contact Caryl Brown regarding more Tobacco Free signs for various campus locations.	Debra Arnold	1-31-2008
	3.		

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