

Employee Advisory Council Meeting

Meeting Time and Place:

December 7, 2005

10:00 a.m. at the Greenblatt Library

Voting Members Present:

Cameron Andrews

Jo Johnson

James Murray

Michael Budd

Rita Lovering

Libby Poteet

Karen Yonce

Vickie Wang

Roxie Bush

Anita Herrington

Non-voting Members Present:

Ale Kennedy – Human Resources

Lee Little – Non-voting Member – Legal Office

Guests:

Susan Norton and Gail Story- Human Resources

Jesse D'Anignac- Environmental Services

I. Review of ground rules – Michael Budd

- 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. Explanation of timetable for final stages of the pay ranges and equity adjustments- Susan Norton and Gail Story

MCG is currently 1-1/2 years into the 3-year pay plan phase (the phase began on January 1, 2005). Between January 1, 2005 and June 30, 2007 departments will have the discretion to submit requests for market adjustments. Many departments have already done this as part of their FY06



budget. Departments are expected to find such market adjustments from their budgets. To date, HR has received and responded to 120 requests with all employees receiving increases. HR developed and distributed salary administration guidelines specifically for this purpose to ensure maximum flexibility for departments while still ensuring compliance with laws that address pay equity.

Decisions made:

Susan Norton is going to submit the pay plan update to the Beeper.

III. Explanation of MCG recycling program- Jesse D'Antignac

Jesse explained to the council that MCG had a recycling program a few years ago. However, the program was cancelled, because the construction debris was contaminating the paper. After diligent research, Jesse found a recycling company and a general waste hauler that would be happy to assist MCG with a recycling program.

Jesse is in the process of having the contract reviewed. Jesse anticipates having the recycling program in place in about 30-45 days. This recycling program will only accept paper and cardboard.

Decisions made:

Once the recycling program is up and running, Jesse is going to submit an article to the Beeper.

IV. Update on EAC web page design- Cameron Andrews

Cameron Andrews has worked closely with Jack Evans on developing the EAC webpage. Cameron displayed the draft web page to the council for review.

Decisions made:

The council agreed to go live with the EAC homepage. Items can be added to the web page as they are completed or needed.

Each council member will provide Cameron with their GroupWise and drop mail addressees.

Cameron is going to continue to update the webpage.



Cameron has asked each council member to think about the following:

- Do we want to publish the meeting minutes?
- How to manage incoming agenda items?
- How to submit agenda items?
- Where to publish the meeting minutes?
- What are some EAC FAQ's?

V. Ideas on how to select the Statewide Council Members- All council members

It was agreed at the last EAC meeting, that the EAC wants to represent the Statewide Staff Council. Therefore, the council needed to elect two members. Rita asked for volunteers or nominations. No nominations were made. Cameron Andrews and Libby Poteet graciously volunteered to represent the EAC at the Statewide Council Meetings.

Decisions made:

Cameron and Libby will represent the EAC at the Statewide Council Meetings. Rita is going to contact the Statewide Council to find out their meeting dates and give them the names of our representatives.

VI. Update on MCG smoking policy- Rita Lovering

Mike Miller is going to review the EAC considerations on the smoking policy. Rita is not certain when she will hear back from Mike on the proposed considerations.

Decisions made:

Rita is going to find out from Mike Miller when the EAC should know something on the submitted smoking policy considerations.

VII. Review status of previous action items – Rita Lovering

Rita is still trying to get in contact with Bryan Ginn. Ale is still waiting to hear back from the President's Cabinet on the proposed amendment for vacant positions.



VIII. Review and verify new action items- Ale Kennedy

Action items are to be completed prior to the next meeting to be held on January 11, 2006 in **Room 224** at the Greenblatt Library. At the time of completion share the outcome of the action item with the HR representative and EAC chairman.

Some action items will be reviewed at the beginning of the next meeting others will be reviewed as agenda items.

Rita:

- Rita is going to contact the Statewide Council to find out their meeting dates and give them the names of our representatives (Cameron and Libby).
- Rita is going to find out the timeframe of the smoking policy and submitted considerations from Mike Miller.

Cameron:

- Cameron is going to continue to update the webpage
- Cameron is going to go live with the EAC homepage

Libby:

- Libby will contact Bryan Ginn about how the Division of External and Governmental Affairs track session legislation and if it would be appropriate for the EAC to provide a link to websites that provide information on Georgia Session legislation.

All Council Members:

- Each council member is providing Cameron with their GroupWise and drop mail addresses.
- Cameron has asked each council member to think about the following:
 - Do we want to publish the meeting minutes?
 - How to manage incoming agenda items?
 - How to submit agenda items?
 - Where to publish the meeting minutes?
 - What are some EAC FAQ's?