

Attendance

Seat 1 – Deidra Maness (OVPSA), Seat 2 – Terri Levi (Health Center), Seat 3 – Shannon Kuykendall (Health Center), Seat 5 – Angie Switon (University Housing), Seat 6 – Scott Nelson (University Housing), Seat 8 – Stacy Connell (Recreational Sports), Seat 9 – Donielle Ojeh Bell (Dean of Students), Seat 10 – Elizabeth Hancock (Dean of Students), Seat 11 – Leigh Jagor (Disability Resource Center) Seat 12 – Tim Carr (University Testing), Seat 13 – Lee Motsinger, Seat 14 – Marc LaMotte, Seat 15 – Sarah Wilcox

Not in attendance: Seat 4 – Tammy Webb (Health Center), Seat 7 – Sue Coleman (University Housing)

Meeting Agenda March 9, 2011 • 2:00 PM • Clark Howell Hall (Room 119)

- I. Professional Development – Kathryn Chetney (HR Senior Managing Consultant and Staff Ombudsperson)
- II. Departmental Updates
 - a. Our new At-Large Members
 - i. Lee Motsinger – Housing (Seat 13)
 - ii. Marc LaMotte – Dean of Students (Seat 14)
 - iii. Sarah Wilcox – Dean of Students (Seat 15)
- III. Staff Council Update
 - a. Be sure to send your concerns and questions to Shannon Kuykendall (skuykendall@uhs.uga.edu) or Stacy Connell (sconnell@uga.edu).
- IV. Old Business
 - a. PR Campaign Reminder
 - i. Send minutes out to your department and how they can contact us with concerns.
 - ii. Please send all updates, in electronic form, to Stacy Connell (sconnell@uga.edu)
 - b. Send agenda items to Shannon (skuykendall@uhs.uga.edu).
- V. New Business
 - a. Updated Terms
 - b. Communication Committee Updates
 - c. Programming Committee Updates
 - d. Advocacy Committee Updates
 - e. New liaison from VP's office – Amanda Patterson

f. SAIL Update

VI. Next Meetings:

Wednesday, April 20, 2011 – 2:00pm (Creswell Community Conference Room)

SUB-COMMITTEE UPDATES:

COMMUNICATION SUB-COMMITTEE

1. The communications sub-committee met on Wednesday, March 2nd
2. Ali Sabin presented five possible SRG logos. The committee narrowed it down to two logos. The SRG voted on the logo that will be used for the future.
3. Preliminary promotional items for launch week were identified and were presented at the main SRG meeting.
4. The revamped website will have a contemporary look to go along with the new logo.
5. Will SRG need to have a slogan to go along with the new logo?
6. Discussion about other communication venues including podcasting, Twitter and Facebook.
7. The communications committee will be meeting again before the next SRG meeting in April

ADVOCACY SUB-COMMITTEE

1. Discussion occurred regarding ability to maintain anonymity in receiving concerns from employees. Unable to guarantee this due because issues affecting discrimination, harassment, safety and/or legal must be reported. A determination was made that the three avenues for concerns should go be referred to 1) Ombudsperson – HR related, 2) Equal Opportunity Office in Legal Affairs– Harassment/Discrimination Issues, 3) Staff Council – University or BOR issues, 3) SRG – Student Affairs related
2. Advocacy sub-committee will schedule meeting with Kathryn M. Chetney to determine the best ways to effectively serve and hear from the Student Affairs staff.

PROGRAMMING SUB-COMMITTEE

Committee Calendar:

1. SRG launch Week was moved to June 20-23, 2011
2. During the Launch week there will not be a Friday event
3. Each Committee member selected an event to head (information below).
4. Each member will supply a budget, event break down, and timeline for their selected event to the next programming committee meeting.
5. The committee would like to create a passport for the SRG launch Week events. As participants attend events they are eligible for a prize. Donielle will contact the Communications Committee about the creation of this passport and the SRG logo.
6. The suggestion was made to allow people attending the forum to write their questions on slips of paper we could pull from a basket to ask the panel to answer.

7. The committee discussed having an end of the year gathering for the mentor Mentee Program which is connected to the New Employee Breakfast. Possibly in May. If this event is not possible Stacy suggested recognizing the mentors at the End of Year Banquet.

Launch Week Timeline:

- *Monday, June 20th*: Launch Party @2:00pm in Tate II Atrium. This event will be similar to “Cookies & Cocoa”. We will reveal the new logo as well as the events for the rest of the week (Will play on the big screen). Give-a-way’s from each department at each event...so we can have lots of door prizes. (STACY)
- *Tuesday, June 21st*: SRG hosted Forum possible light lunch provided (SHANNON)
- *Wednesday, June 22nd*: SRG Social; Three Kings @ 5:30pm in collaboration with the Young Professionals Networking Committee (Josh Podvin). (DONIELLE)
- *Thursday, June 23rd*: “Speed Lunch” This will be a “Bring or Buy your own lunch” event where we will encourage interaction between staff in different offices. (ELIZABETH)

Fall

- New Employee Breakfast
- Welcome Back
- Forum (October)
- Holiday Event

Spring

- Family Feud (February)
- Forum (March)
- Mentor/Mentee Gathering
- The committee discussed the amount of programs we are committing to and decided to relook at the upcoming academic year.

DEPARTMENTAL UPDATES

DEAN OF STUDENTS

Zoe Johnson from the DRC is now serving as the Interim Coordinator in the Office of Student Conduct.

HEALTH CENTER

1. Dental Clinic is now open to Faculty/Staff - We do accept MetLife Dental, which is the plan that UGA has.
2. We are hosting the SCHA Annual Conference here at the GA Center next week (March 17-19th). We currently have 288 registered for the conference; 29 sponsors/exhibitors; 95 individuals requesting tours; offering continuing medical education credits, health educator, counseling, and psychology credits; 60 speakers, 4 keynotes
3. Working with several other units in the Division (Housing, Tate, Ramsey, and Disability Services.) on the Service Animal Policy. The policy is going to the cabinet for review/approval Mar 24th
4. Our student health fee will not be increasing for the 2011-2012 school year. It will stay at \$191.00 for students and \$290.00 for spouses/partners

OVPSA

Appreciation Week festivities and the Awards and Recognition ceremony are coming up in May. Announcements about all the events will be going out over the division listserv once the details are finalized. The planning committee would love help from SRG in getting departments excited about participating and making sure everyone attends the events--especially the awards ceremony. Award nominations forms will be online soon for those who wish to nominate staff for various awards (i.e., Unsung Hero, Dwight Douglas Award, etc.)

RECREATIONAL SPORTS

1. Recreational Sports has a new position, Coordinator for Group Fitness, open on the HR website. The intended start date is June 1, 2011.
2. GORP has a new trip this Spring Break – Scuba Diving at Ginnie Springs.
3. Facility projects are occurring and will be completed by June 1st. These include: splitting conference room 227 into a meeting room and office, building second bunker for storage for aquatics and GORP, new carpet on the 3rd floor and stairwell tiling.
4. Registration for the Rec Sports Youth Camp begins Monday, March 21st. For more information regarding summer camp, please contact Jason James at jamesja@uga.edu.
5. Fitness passes will be half price after Spring Break. Contact Stacy Connell at sconnell@uga.edu for details.

UNIVERSITY HOUSING

1. Jessica Pense was hired for the Area Coordinator position for Russell Hall.
2. Nekeisha Randall was hired for the Residence Hall Director Position for the Reed Community.

3. Residence Halls Occupancy : 94.96% (as of 2/28/11)
4. Family and Graduate Housing Occupancy: 94.1% (as of 2/17/11)

UNIVERSITY TESTING

No updates at this time.

DISABILITY RESOURCE CENTER

DRC Virtual Lab - The goal of the DRC Virtual Lab is to create an online environment which offers to students, faculty, and staff the benefit of the suite of assistive software available from the DRC without installing any of it locally. The virtual lab is to be available to anyone with a MyID login from any location, and will give them access to software like JAWS (a screen reader), MAGic (a screen magnifier), Dragon Naturally Speaking (speech-to-text), Kurzweil 3000 (scanning, screen reader and visual options), TextHelp Read&Write (writing enhancement), and MindJet (idea-mapping). The DRC has historically offered each of these applications for installation directly onto any UGA-owned computer, but this will work with our existing licensing to ensure that UGA staff and students can take advantage of the benefits of these programs from any computer in any location.

STAFF COUNCIL UPDATE

East Campus Traffic Flow: Communication occurred with county regarding traffic issues on College Station Road from campus to Research Road. ACC Traffic engineers have identified the issues and are working to resolve those.

Smoke-free Initiative: Student Government Association failed to pass a campus-wide ban on smoking by one vote, which was reported in today's *Red and Black*. Pres. Daniel received 19 total comments from staff members and SC reps. Of these, 14 were against a campus-wide ban and 5 were for it. These comments were forwarded to Matt Winston. Dr. Adams will make the final decision (Per Pres. Adams, the decision will be made sometime in March or April and it will be pretty close to what the student gov't recommended)

Childcare:

- State website has RFP for the center available on the web:
http://ssl.doas.state.ga.us/PRSapp/PublicBidNotice?bid_op=11518005652477
- End of this year. Facility cost will be UGA's responsibility. Operational cost will be b/w parent and vendor.

Georgia Center Presentation:

- Melissa Dutton and Katherine Graves, Sales Dept.
- Many accommodations are available through the GA Center: bars, restaurants, hotel

President Adam's 03/02/11:

- Snow Storm in Jan. 2011 – Very complimentary of all the staff that had to still come in to work.

- \$24,000,000 ~8.3% budget cuts, 2-4% that units will have to cover
- 2 goals through budget cuts this fiscal year – protect jobs, no furloughs
- FY12 Budget – No Salary increases, Yes-tuition increases, no Sr. Administrators have gotten raises, etc.
- Dr. Mace is retiring in June – will not fill position, VP for Service Outreach – will fill
- New Vet School- will not break ground until we have all the money. We have to raise 7-8 millions dollars
- New Graduate School – Chi Phi has to be out of the house by June 30, 2012 (building on Lumpkin) and then he hopes the bulldozers are there the next day
- President Adam's has until sometime in June to sign another 5 year contract to stay on as President.

- Statewide Staff Council Conference:
Theme: We're On It: Customer Service in the 21st Century
 - Direct charge to UGA depts. is available
 - Dr. Adams opening – Welcome Speech
 - Our own Marc LaMotte will be entertaining us.
 - 2011's conference at the GA Center will be partially funded from the President's Venture Fund
 - SC still needs door prizes for the conference if any are available from UGA depts.
 - Question about quantities of prizes needed. Pres. Daniel stated that ~250 people will attend.
 - Pres. Daniel noted that when the statewide conference is held at UGA, it tends to be the most widely attended statewide meeting
 - Jerry also noted that money donations are also needed for attendee scholarships and care packages
 - Dates: 10/5/2011, 10/6/2011, half days each.
 - Question: How much will it cost for UGA SC reps to attend?
 - Pres. Daniel: Depends on amt. of money raised. Details are forthcoming.

- New Digital Telephone System
- Mid April – State Budget will be finalized
- Georgia United Credit Union – Free Income Tax Assistance

NEW BUSINESS

1. Kathryn M. Chetney, the staff ombudsperson, attended this meeting. She shared valuable information regarding the ombudsperson program. In this role, the ombudsperson is an advocate for fairness. Typical issues include performance review ratings, organization restructure, peer –to-peer/supervisor, benefits/retirement, work schedules, lunches, and unstable job performance. Employees seeking to resolve issues must come on their own time to meet (leave day, lunch or before/after work) with Kathryn. Issues that are harassment/discrimination related, affect the safety of the reporter, others or UGA property or that are legal in nature will be reported. Last year

Kathryn saw about 40 cases and only about 6 were reported. For more information, visit <http://www.uga.edu/ombudsperson/>

2. Committee voted on logo to represent SRG. Logo #1 was selected pending the addition of "Student Affairs" to the design.

Next Meeting:

Wednesday, April 20 at 2:00pm – Creswell Community Conference Room

Special Guest: Dr. Bill McDonald, Dean of Students



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