

## Attendance

Seat 2 – Terri Levi (Health Center), Seat 3 – Shannon Kuykendall (Health Center), Seat 4 – Tammy Webb (Health Center), Seat 5 – Angie Switon (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 15 – Sarah Wilcox

Not in attendance: Seat 1 – Deidra Maness (OVPSA), Seat 6 – Scott Nelson (University Housing), Seat 7 – Sue Coleman (University Housing), Seat 13 – Lee Motsinger, Seat 14 – Vacant

### Meeting Agenda

April 20, 2011 • 2:00 PM • Creswell Community Conference Room

- I. Professional Development – Dr. Bill McDonald (Dean of Students)
- II. Departmental Updates
- III. Staff Council Update
  - a. Be sure to send your concerns and questions to Shannon Kuykendall ([skuykendall@uhs.uga.edu](mailto:skuykendall@uhs.uga.edu)) or Stacy Connell ([sconnell@uga.edu](mailto: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](mailto:sconnell@uga.edu))
  - b. Send agenda items to Shannon ([skuykendall@uhs.uga.edu](mailto:skuykendall@uhs.uga.edu)).
- V. New Business
  - a. SRG Launch Week – June 20-23
  - b. Communication Committee Updates
  - c. Programming Committee Updates
  - d. Advocacy Committee Updates
  - e. SAIL Update
- VI. Next Meetings:

**Wednesday, May 18, 2011 - 2:00pm (UHC)**  
**Wednesday, June 8, 2011 – 2:00pm (Tate Student Center, First Floor, Rm 145)**

## SUB-COMMITTEE UPDATES:

### COMMUNICATION SUB-COMMITTEE

1. Group has the finalized logo.

2. Group is determining what promotional items to order to put the logo on to pass out to the division.
3. The question remains...how much money do we have to purchase promotional items?

### **ADVOCACY SUB-COMMITTEE**

1. The advocacy Subcommittee met on Friday April 15<sup>th</sup>. We met with the Ombudsperson Kathryn Chetney. We learned about her role and how it may impact what we want to do with SRG and how we may complement each other. We learned about anti bullying initiatives.
2. We plan to have an information session on the role of the ombudsperson during the kickoff week.
3. We plan to move forward with our website and suggestion boxes.

### **PROGRAMMING SUB-COMMITTEE**

#### **Launch Week General Ideas & Event Break Down:**

- Event Passport
  - Door Prizes at every event
    - Areas to ask and suggestions about Door Prizes:
      - Health Center-Vision Clinic, Massages
      - Complimentary Parking Pass Coupons
      - Ramsey Day Pass
      - Free Event Tickets (Student Union)
      - Free Tate Drink Coupon
  - Logo Launch
  - Combine the Catering order for the entire week to cut costs
  - Make all Tate reservations at the same time (Donielle)
  - T-shirts
    - Haywoods T-shirts (Stacy's Contact)
  - Over all requested budget: \$1,500
  - Total number of Door Prizes needed for the week: 25
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#### **Monday, June 20<sup>th</sup>- Launch Party:**

Event Name: "Drop by & say HI!"

Event Time: 2:00pm-4:00pm

Event Location: Tate-rium

Door Prizes Needed: 15

Estimated Attendance:

Event Food: Campus Catering-Veggie Trays, Cheese Straws, Cookies, Tea, and Water

Event Ideas:

- This event should have a party feel
- There should be small flyers with "Who is SRG"-Mission Statement
- There should be more door prizes at this event compared to others
- There should be a PowerPoint running- Head Shots & Locations, New logo, Upcoming Events,
- This event should have a DJ
  - Group dance: Electric Slide, Cha Cha Slide, Cupid Shuffle

#### **Tuesday, June 21<sup>st</sup>-SRG hosted Forum:**

Event Name: TBD

Event Time: 3:00pm-3:00pm

Event Location: Tate Student Center, meeting room or University Health Center

Door Prizes Needed: 3

Estimated Attendance: 35-45 People

Event Food: Campus Catering-Cookies, Juice, and Water (2.95 pp)

Event Ideas:

- Kathryn Chetney (HR Senior Managing Consultant and Staff Ombudsperson) will be the guest speaker for this event and has been confirmed by Shannon.
- We would have SRG members around to answer questions; we could load questions in the basket beforehand

**Wednesday, June 22<sup>nd</sup>-SRG Social:**

Event Name: Hump Day Happy Hour

Event Time: 5:30pm-7:30pm

Event Location: Little Kings, 223 W. Hancock Ave., Athens, GA 30601

Door Prizes Needed: 4

Estimated Attendance: 25-35 people

Event Food: Chips, Salsa, Cheese Dip, Guacamole (Sam's or Walmart)

Event Ideas/Info:

- Collaboration with the Young Professionals Social Network
- Ask Little King's about possible drink specials or \$1 off
- Deidra and Tiffany have a list of Student Affairs employees for the invite list
- Use E-Vite for the invitation
- Business Card fish bowl: During arrival attendees will be asked to drop their business card into the fish bowl which will be used later for Door Prizes
- Have pre-pared name tags with name and location at check in

**Thursday, June 23<sup>rd</sup>-Speed Lunch:**

Event Name: Speed Lunch

Event Time: Noon-1:00pm

Event Location: Dawg Pen, Tate Student Center

Door Prizes Needed: 3

Estimated Attendance: 30-45 People

Event Food: Bring your own Lunch

Event Ideas:

- Name tags
- RSVP Necessary
- Have timers for the speed lunch conversations

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**New Launch Week Ideas:**

- Launch Week Theme's or slogans: Hawaiian, 80's, Western, Your Favorite Cartoon or TV Character,
  - Offer a "Challenge By Area"- For the area that has the most participation in the dress-up portion of the event
- Save some money to purchase some prizes:
  - Flat Screen
  - Gift Certificates
- Talk to David Allen about suggestions on how to collect Door Prizes from the city
- Stacy suggested having a solicitation team that would split up in groups and solicit Door prizes in the city
  - A solicitation letter would be needed

## **DEPARTMENTAL UPDATES**

### **DEAN OF STUDENTS**

Zoe Johnson has accepted a permanent position at the Office of Student Conduct from her move from the Disability Resource Center.

## **HEALTH CENTER**

1. Expansion of the Vision Clinic space in to Conference Rm E should begin in the summer; Vision Clinic has already outgrown its space
2. Most recent ACHA publication shows that the University Health Center is one of only 21 college health centers in the country to achieve Joint Commission accreditation, and the only college health center in the state of GA to achieve this designation. Used to be 26 college health centers in the country had Joint Commission accreditation. (the number is dwindling)
3. HIV Anonymous Counseling and Testing Program has been discontinued due to decreased utilization. The Health Center continues to offer confidential counseling and testing through the student's/student spouse/domestic partners PCP or home clinic. Individuals specifically requesting anonymous services are referred to AIDS Athens where the test is free.
4. Services are available to faculty/staff in the following clinics: Vision Clinic, Travel, Massage, Pharmacy, Dental
5. Dawg Gone Healthy Day....the Health Center's health festival which is run by all of the Health Center's student groups will be on Tate Plaza on Apr 20<sup>th</sup> 11-3pm.

## **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 hired Jessi Schmale from Virginia Tech to fill the new Coordinator for Group Fitness position. Start date is June 1<sup>st</sup>.
2. Facility projects are occurring and will be completed by June 1<sup>st</sup>. 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 3<sup>rd</sup> floor and stairwell tiling.
3. Summer fitness schedules start May 16<sup>th</sup>. Passes can be purchased beginning May 9<sup>th</sup> at the Cashier's Window.

## **UNIVERSITY HOUSING**

No updates at this time.

## **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**

1. UGA Foundation and Arch Foundation are combining to create one group called the UGA Foundation.
2. Smoking ban is in effect. No smoking is allowed under covered walkways and within 35 feet of entries.
3. Ad Hoc Committee has been called to analyze supervisor training on campus.
4. Kevin Kirsche from the Office of Sustainability spoke to the group. He encouraged offices to participate in the Sustainable UGA Office Program. More information is available on their website or email [recycle@uga.edu](mailto:recycle@uga.edu).

## **NEW BUSINESS**

1. Dr. Bill McDonald, the Dean of Student, shared about his role in the Division.
2. Budgets for each sub-committee are due to Stacy on April 26<sup>th</sup> at 5pm. Stacy will present these budgets to Amanda Patterson later that week for approval.
3. It was decided to have another meeting on Wednesday, May 18<sup>th</sup> to discuss the events for Launch Week.

## **Next Meeting:**

Wednesday, May 18 at 2:00pm – University Health Center, Conference Room TBD

Special Guest: Dr. Bill McDonald, Dean of Students

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