

Attendance

Seat 1 – Lisa Collett (OVPSA), 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 7 – Sue Coleman (University Housing), Seat 8 – Stacy Connell (Recreational Sports), Seat 9 – Donielle Ojeah (Dean of Students), Seat 10 – Elizabeth Hancock (Dean of Students), Seat 11 – Leigh Jagor (Disability Resource Center), Seat 12 – Austin Kovarik (University Testing)

Not in attendance: Seat 6 – Scott Nelson (University Housing)

Meeting Agenda

October 13, 2010 ▪ 2:00 PM ▪ Holmes-Hunter

- I. Professional Development – Laura A. Dean, Ph.d – Interim Dean of Students
- II. Departmental Updates
 - a. New Dean of Students Representative (Seat 10)
 - i. Elizabeth Hancock with the Office of Judicial Programs
- 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. Dean of Students Update
 - c. Send agenda items to Shannon (skuykendall@uhs.uga.edu).
- V. New Business
 - a. Breakfast Survey Results (A big THANK YOU to Scott Nelson for compiling the results!)
 - b. Health Insurance
 - c. SAIL Update
- VI. Next Meetings:

Wednesday, December 8, 2010 – Building 1516 (Multi-Purpose Room 101)

Professional Development

Laura A. Dean, Ph.d – Interim Dean of Students

What do you see as the biggest challenges the Division of Student Affairs?

- ❖ Money – no raises – this is obvious but wanted to mention it.
- ❖ Size of the Division
- ❖ Working in silos – harder to break out – thin in different ways – interact differently.
- ❖ Problem areas:
 - Need to find better ways to meet needs of our students
 - Sometimes get bounced around
 - Need to create mechanisms for collaboration and knowledge-sharing about other areas in the Division, as well as other departments of the University as a whole to increase customer service.
- ❖ Questions and suggestions from SRG Reps
 - Initiate a program in the Division of Students Affairs similar to the Finance and Administration Fellows Program:
 - Identify employees with high potential for advancement
 - Demonstrated that they have the skills, abilities, and commitment to advance in the organization.
 - Provide them with the opportunity to rotate through two different departments over a six-month period.
 - Expand their knowledge of the functions of the Division of Student Affairs.
 - Build their individual knowledge, skills and abilities.
 - Establish connections for potential career growth and advancement.
 - Create work/learning opportunities under senior leaders in the participating departments who are responsible for observing/mentoring the participants.
 - Offer shadowing opportunities in other departments within the Division, as well as other departments in the University.
 - Customize/modify to fit the abilities and goals of each participant.
 - Provide constructive feedback to participants to prepare them for future career growth opportunities within the Division of Student Affairs and the University as a whole.

Dr. Dean suggested “mini internal internships.”

How do you get the “best” when you are filling a position where the pay is very low?

Dr. Dean suggested the following:

- Point out that UGA has a lot to offer
 - Professional development – T & D
 - Free entertainment
 - Great benefits

How do you encourage collaboration across the Division?

- ◆ Find people in each department that are interested in initiating more collaboration.

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- ◆ Trade an employee for a day
Some departments require that employees take annual leave to attend T & D programs.
- ◆ Change needs to come within the system to set initiatives for personal or professional development.
 - Demonstrate the benefits
 - Share benefits of T & D programs at staff meetings
 - Offer brown-bag lunch to share benefits
- ❖ What has been the most difficult part of being Dean of Students?
 - Balancing the work/life – have to be on campus after hours
- ❖ What has been the most rewarding part of being the Dean?
 - Working with students
- ❖ What advice would you share with the new Dean (Dr. William McDonald)?
 - Keep door open
 - Keep bow filled with chocolate
 - Block informal time
 - ◆ “Open time with the Dean” at MLC

DEPARTMENTAL UPDATES

DEAN OF STUDENTS

- Dean of Student announcement – Dr. William McDonald
- Homecoming Activities
 - Parade
 - Selling T-shirts

HEALTH CENTER

- Outreach for Flu Shots for students, staff, faculty, & spouses
 - \$15 for students - \$25 for staff, faculty, & spouses
 - Cash or Check Only
 - UGA ID
 - October 19 & 20
 - November 9 & 10
 - New dentist hired – starts in November
- Schedule a massage
- Pick up medications at the UHC Pharmacy
- Visit the Vision Clinic

OVPSA

- Holiday Party
 - Informal - Cookies and Cocoa
 - Tate Center Atrium
 - December 15th from 2:00 – 3:30pm

OJP

- New Name – Office of Student Conduct

Student Affairs Staff Representative Group
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- New Employees
 - Amanda Patterson – Interim Director
 - Beau Seagraves – Assistant Director

RECREATIONAL SPORTS

- SRG Rep – Stacey Connell is recuperating from a spinal cord injury. Stacy is back in the office 2-3 days/week and undergoing intense physical therapy. Although we miss Stacy, we want to encourage her to take it easy and slow and follow the doctor's orders for full recovery.

UNIVERSITY HOUSING

- **No updates at this time**

UNIVERSITY TESTING

- New employee – Wendy Aina

DISABILITY RESOURCE CENTER

- New Testing Office Coordinator – Tim Carr
- New Alternative Media Coordinator/Disability Specialist – Angela Cote
- Ninth Annual DRC Student & Faculty Recognition Reception – Nov. 11
 - Honoring scholarship recipients, student leaders, and outstanding faculty.

STAFF COUNCIL UPDATE

- Campaign for Charities – everyone is encouraged to give online because it's easier to track.
- President Adams was unable to attend the October Staff Council meeting – planning on rescheduling for another date
- Health Insurance Update
 - Open Enrollment info sessions will be starting soon. Dates will be announced online and all employees will receive a newsletter from HR through Campus Mail.
 - HR will come to departments for info sessions. Call HR for requests.
 - Encourage employees to attend these sessions because there are a lot of changes and new plans.
- Staff Council website will soon be updated and looking to hire someone on a part-time basis to keep it updated.

NEW BUSINESS

- Breakfast Survey Results (A big THANK YOU to Scott Nelson for compiling the results!)
 - Educate staff on SALDO's
- Health Insurance
 - Open Enrollment info sessions will be starting soon.
 - Dates will be announced online and all employees will receive a newsletter from HR through Campus Mail.

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- HR will come to departments for info sessions. Call HR for requests.
- Encourage employees to attend these sessions because there are a lot of changes and new plans.
- SAIL Update SAIL Updates
 - October 20 – Utilizing Technologies to Support Student Services
 - Tiffany Davis, new Graduate Student hired to work on SAIL Events.
 - If have ideas for new SAIL events, contact Lisa Collett.
 - Website not up to date – working on it.

Next Meeting:

- **December 8, 2010 at Bldg. 1516 in Room 101**