

University of Georgia – Division of External Affairs

Staff Representative Group Meeting

Location: Hodgson Oil Building Conference Room
Date: June 14, 2012

Members Present:

Marcus Jennings
Laura Bray
April King
Brenda Bryant
Christine Jepsen (proxy for Mickey Montevideo)
Ginny Ingles
Lee Snelling
Sandy Ledford
Stephanie Schupska
Terri Franks

Meeting was called to order by Marcus Jennings, Chair.

Minutes approved from last meeting on May 10, 2012.

Chairperson's Report:

1. Staff Council Update with Vice Chair

Staff Council met in June and the following items were discussed:

- a. President Adams acknowledged ISCA adjustments.
- b. Bolton Dining Hall replacement construction should begin this fall.
- c. UGA's 3rd new faculty hiring initiative should begin soon to add 20 to 25 new members.
- d. The Health & Safety committee is preparing its research presentation for campus-wide wellness program to Staff Council.
- e. BOR is currently reviewing a proposal to lift the freeze on HMO's for this year's open enrollment period.
- f. It was stated that Marcus will begin sending staff council minutes to SRG.

Old Business:

1. SRG Website

- a. We are moving forward with development and re-launch of SRG website, since External Affairs website has been revamped and is now live.
- b. SRG discussed staggering the submission of the web pages to IT.

2. Apportionment Issues

- a. A handout of the office/ department breakdown was given out. This was reviewed and accepted informally by all SRG members. We are still working to secure an additional representative for Broadcast, Video, Photography, TV/Radio.

New Business:

1. SRG Coordinator Positions

- a. Coordinator positions were discussed, with a brief description of duties and qualifications before volunteers were taken for each position.
- b. Positions are as follows:

Gator Hater Breakfast

Communications-Stephanie Schupska

Décor-Marcus Jennings

Door Prizes-Laura Bray

Food/Venue-Mickey Montevideo

Social Media-Lee Snelling

Division Newsletter

Content-Brenda Bryant/Ginny Ingels/Stephanie Schupska

Layout-Stephanie Schupska

SRG Website

IT Liaison-currently open

2. Division Newsletter

- a. It was discussed that the main goal of the newsletter is to promote EA Division services and accomplishments. It is to be used as a vehicle for positive communication within the EA Division.
- b. Marcus has an interview scheduled with Mac Corry to discuss Mac's notes for an article in the newsletter. It was expressed that we should be sure to keep this piece objective and informative in the newsletter.
- c. Newsletter items were to be brought to the August SRG Meeting.

3. EA Recognition Party

- a. Party will be held on July 11, 2012.
- b. It was decided that SRG will volunteer our time to assist with the Division Party in any way possible. This idea was put forth as a method to boost SRG's presence within the division.

4. Communication Streamlining

- a. We are beginning a new initiative to design a regularly scheduled email message to serve as a reminder of SRG's presence and promote the activities and services SRG provides. This message should be distributed by Teresa Guthrie in the Senior Vice President of External Affairs office. We also want to promote and insure employees' confidence in having an avenue to voice concerns confidentially.
- b. Ginny Ingels suggested, along with other SRG members, that a listing of all departments in the External Affairs Division be included in this email communication.
- c. Marcus will bring an example to be reviewed at the August meeting.

5. Staff Concerns

- a. SRG members suggested UGA employees getting spring break, in lieu of cost of living raises. This type of action would need to be approved by the Board of Regents. It was also discussed to have a Staff Appreciation Day, or to offer half day attendance over spring break for employees who have not received cost of living increases.

6. SRG Photo

- a. We will make our SRG Photo in August for the website.

With no additional new business to discuss the meeting was adjourned.

We will meet again on August 9, 2012 at 11:00 am at the Milledge Center Large Conference Room.