

# **University of Georgia – Division of External Affairs**

## **Staff Representative Group Meeting**

Location: Hodgson Oil Building Conference Room

Date: April 12, 2012

### **Members Present:**

Marcus Jennings

Christine Jepsen

Laura Bray

Brenda Bryant

Danielle Robarge

Aldon Knight

Sandy Ledford

Ginny Ingels

Lindsay Robinson

Laura Ledgerwood

Terri Franks

April King

Brian Norman (observer)

Meeting was called to order by Marcus Jennings, Chair.

Minutes approved from last meeting on February 9, 2012.

### **Chairperson's Report:**

#### **1. Staff Council Update with Vice Chair**

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

- a. Wes Zwirn was a guest at the March Staff Council meeting. He is with a private company called Child Prodigies which was contracted to manage the UGA Child Care Center. He was at the meeting to promote the services of the center. They service children 16 weeks to 4 years old. The center is open to the faculty, staff and the community. When the center reaches capacity, current faculty and staff will receive priority over non UGA personnel. The facility is a refurbished building with small class sizes and many of the teachers have UGA degrees. There is also a commercial kitchen that serves meals that are health conscious. The center has its own quality control advisory board which meets quarterly to ensure their high level of standards are being met. The center is planning to have a summer program for school age children tentatively slated to open by 2013.
- b. It was stated in the President's Report that President Adams is still pushing for raises thru staff legislation.
- c. The University System of Georgia Staff Council is still seeking official recognition with the Board of Regents. However, this effort has been put on hold.

- d. Staff Council President, Jerry Daniel, has scheduled a meeting with Provost Jere Moorehead and SC's Executive Committee. He is also in the process of scheduling a time for President Adams to address the Staff Council.
- e. UGA will be hosting the statewide Staff Council annual meeting this July.
- f. There was no meeting in February for the Health & Safety Committee.
- g. The Health & Safety Committee met in March and stated that progress has been made with their research on wellness programs implemented by UGA's peer institutions. In the coming months, a report of their findings with a recommendation will be presented to Staff Council.
- h. Megan Ford from the Aspire Clinic attended March's Staff Council meeting. This is an interdisciplinary clinic that is available to UGA students, faculty, staff, and members of the surrounding community. The clinic offers a wide variety of services that include mental health, nutrition, financial, and housing counseling opportunities. Cost for their services is based on a sliding scale which takes into account an individual's income and number of dependents. Insurance does not cover the cost of the visits but the initial visit is free. You can even schedule a session where areas of aid can be combined in one visit. All visits are confidential and apply to the HIPPA standards.

### **Old Business:**

#### **2. SRG Newsletter**

- a. There was positive feedback from the SRG Newsletter that was sent out in February. It was suggested to have the next newsletter ready for the External Affairs Employee Recognition event in July. Those who would like to have a highlight article included can give the info to the newsletter editor.
- b. A suggestion was to possibly bring forth the idea to Tom Landrum to promote more of his upper management staff to read the newsletter and bring it up in meetings.

#### **3. Apportionment Issues**

- a. A handout of the office/ department breakdown was given out. This shows the current areas being covered by each SRG representative. There will be a small discussion about some areas that seem to be "over" covered.

#### **4. Department recognition for individual employees**

- a. There was a suggestion that possibly the Senior VP for External Affairs could possibly encourage supervisors to acknowledge outstanding employees.
- b. The newsletter could also be a vessel for employee acknowledgements to be announced. There could possibly be an article in the newsletter about "Mac's Notes", which are sent out to Development each Friday afternoon, and how they are used as a tool to keep Development up to date on what's going on in that area, give employee recognition, and also provides tips for development work.

- c. Marcus discussed how the Staff Council for Finance & Administration has an annual merit award program. They give out about 4 awards with different names and basis for the award. SRG reps discussed how this could be possible for the External Affairs department and could be given out during the employee recognition event. Possibly chose 4 or so awards to be given out thru the entire division. This would have to be discussed with Administration before it could be implemented.

## 5. SRG Website

- a. Greg Harmelink was not able to attend the meeting so there was no update from him. However, progress has been made to secure a spot on the External Affairs website. Marcus was asked to write a paragraph to explain the purpose of SRG which would serve as a placeholder until the site is ready. The placeholder has been submitted and approved along with Section 2 of the SRG Bylaws that detail this organization's objectives.

## **New Business:**

## 6. Nomination and election process for SRG officer positions for the 2012-2013 calendar year.

- a. Nominations are currently being accepted for Chair, Vice Chair, and Secretary. If there are no other reps running for these positions, the current rep can retain this leadership role with approval of the SRG group or vote of acclimation.
- b. Elections will be held May 10<sup>th</sup> at a special SRG meeting. Attendance is highly encouraged.

## 7. SRG Representative Turnover

- a. Representatives rolling off this calendar year are to find a replacement from their areas. If no replacement is found, the current rep can renew their two year term with the approval of the group.
- b. Replacement representatives are encouraged to attend the May 10<sup>th</sup> meeting.

## 8. Staff Concerns

- a. The ergonomics issue that was brought forth several meetings past will be presented to the Staff Council by the Health & Safety committee. It will be included with the report for a university-wide wellness program.

## 9. Adjournment

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

We will meet again on May 10, 2012 at 11:00 am at the Milledge Center Large Conference Room for a special called meeting.