

## STAFF ADVISORY COUNCIL MINUTES

UCC Center, Room 210

September 19, 2006 - 10:00 am

**In attendance:** Erma Shooks-IRP, Diane Langley-Intramurals, Linc Walburn, Campus Center, Tara Pearson-IRP, Mike Pearson-A & S, Ben Aye-Addo-A&S, Jo Hite-Nursing, Donna Hollis-COE, Becky Hart-COE, Justin Sellers-COE, Delores Moore-Registrar's Ofc., Elmira Eidson-History, Jill Stallings-Chemistry, Alexandra Young-Computer Science, Kimily Willingham-English, Ely Elefante-COE, Donna Martin-Pub/Printing, Lucille Whiten-Campus Cntr., Melissa Shaw-Student Activities, Stephanie Bierlein-Student Activities, Robert Jennings-TCPA, Nan Ballenger-Career Svcs, Stephanie Rooks-HR, Susan Fishman-Armstrong-Anthropology, Tina Bennett-President's Ofc., Alice Wesley-Graduate School, Vicki Rogers-A&S.

I. Meeting called to order by Erma Shooks, Chair of Staff Council at 10:00 am .

II. Guest: Stephanie Rooks, Director Human Resources

Update on FLSA, Kronos, and eApps

**FLSA update:** The appeals process for administrative staff was completed when staff met with Mr. Thompson (FLSA attorney)

Letters were sent out to administrative staff last week with final decisions for exempt/non-exempt changes by Human Resources. If there are still questions you can contact Stephanie Rooks in HR.

Dr. Lloyd has submitted his recommendations concerning IT staff. Mr. Thompson will make his decision based on those recommendations.

No decisions have been made on when the exempt/non-exempt changes will be made.

**Kronos:** It is a paperless automated system that keeps up with time worked, sick leave, and vacation time. You will log into a computer much like you would use a time clock when you start work and end work. UWG is a pilot for the Kronos system.

**Compensatory time:** At this time there is no department that should be using comp time. The issue of comp time is being revisited and discussed for possible use.

**e-APPS** - this is a self service way for you to log in on a computer to see your personal information online such as benefits, address information, etc. You would still have to contact Human Resources to make changes to some information. You will be able to access this new program in mid-October.

III. Guest: Linc Walburn, Director of Student Activities - Campus Center Fees

Update on fees for the Campus Center.

**Campus Center Fees**: Fees for the new Campus Center were approved by PAC.

The fees for faculty and staff are the same as student fees and are as follows:

\$100.00 for September through December

\$100.00 for January through April

\$ 75.00 for May through July

August is a preview month and is free.

Those interested but do not have the lump-sum amount can use payroll deductions.

You can purchase a visitor pass for \$5.00 but you must be with a member to attend.

**Hours of operation:**

Monday - Thursday                      7:00 am - 12:00 am

Friday                                        7:00 am - 8:00 pm

Saturday                                    10:00 am - 8:00 pm

Sunday                                      11:00 am - 12:00 am

IV. Annual Toy Drive - Robert Jennings, Director of the Townsend Center

This is an annual toy drive to get needed items and toys for over 200 children in the DFACS system of Carroll County. Cash donations are also accepted. Erma will contact DFACS to get a needs list. Robert Jennings will send out postcards to department secretaries to give to faculty and staff to get donations for drive. We also need to put out boxes for donations in each department.

V. University System of Georgia Staff Council Conference - Erma Shooks

This is the annual staff council conference. It will be held November 2-3, 2006.

Early registration is October 1. Please let Erma know if you would like to attend.

Meeting adjourned at 11:20 am.

Respectfully submitted by: Jo Hite, Department of Nursing

Staff Council Meeting  
MINUTES  
UCC, Room 210  
March 27, 2007 – 3 p.m.

- I. Call to Order at 3:05 p.m.
- II. Follow-up on New Questions – Dr. Hynes, Acting President  
Dr. Hynes called for new questions. A question was raised concerning his email about Summer Semester as to why hours were not included, to which he replied that they are forthcoming.  
A second question was asked about taking into consideration offices that are required to operate all day on Friday with regard to summer hours. Dr. Hynes replied that this was similar to a question asked in the last Staff Council Meeting to which he stated that some offices will be required to remain open because of scheduled events.  
A suggestion was made that staff may anonymously post questions or problems to the Staff Council web site where they will be considered to bring these issues to Administration.
- III. Strategic Planning Process
- IV. Follow-up to Staff Council's Bylaws  
A suggestion was made for representatives to review Staff Council by-laws language to determine if changes are necessary.  
Dr. Hynes stated that there will be tight timelines with the budget process. In early May, the Board of Regents sets tuition after the legislative session ends. The Governor has a 3 percent pay increase for state workers in his budget.
- V. Old Business  
Erma reported that USG Staff Council is recommending raises be applied on July 1 instead of deferring them to January 1. Dr. Hynes indicated that administrators would like to see this happen, but are limited by our state legislature.  
Dr. Hynes stated that Staff Council needs to adhere to the by-laws we have or change them. In addition, he stated that we need to look at two things: membership eligibility and term of office.  
Erma reported her concern that more staff do not participate in Staff Council except when we have major issues to discuss. Dr. Crafton stated that his committee has discussed this issue. Dr. Hynes stated that he and Dr. Crafton are willing to attend any and all meetings as long as they do not wear out their welcome. Dr. Hynes suggested that we ask ourselves, what should be the outcome of Staff Council. He stated that the real challenge is how Staff Council can best represent the staff.
- VI. New Business  
With that said, Erma called for volunteers to work on an election committee and read the by-law for same. She mentioned a By-laws

Committee, and then stated that we have by-laws that are in place for these and patterned after UGA and USG Staff Council By-laws.

A suggestion was made to include bookmarks or other information about Staff Council with New Employee packets.

Matt Jordan, Diane Langley, and Alice Wesley volunteered for the election committee.

Dr. Hynes stated that Staff Council is to advise PAC on staff issues. In addition, he said that we should take a month or two to see what options are available.

A discussion on how Staff Council can inform staff of council meetings and the need for their participation. Dr. Hynes indicated that it might not be best for everything to come from him.

A suggestion was made for department heads to be encouraged to allow staff to participate in Staff Council.

Dr. Hynes stated that the Campus Culture Survey indicated that staff feels that information is not getting to everyone.

Dr. Crafton indicated he would be happy to invite the Deans to our meetings.

A suggestion was made to send letters to all staff and include a bookmark with Staff Council information, keeping in mind that many do not have email.

Matt Jordan stated that we first need to define what Staff Council does. An idea was posed for council to place a box in each department for staff to make suggestions, etc.

Dr. Crafton thinks his committee is simply another avenue to benefit the University. He also indicated that the Faculty Senate is looking at having a University Senate which would include staff representative(s).

Erma reported that USG Staff Council is addressing the matter of pay increases being deferred from July 1, to January 1 of the new fiscal year. Dr. Hynes indicated that administrators would like to see this happen, but are limited by our state legislature.

Stephanie Rooks said that since 1999 when she became employed at UWG, Staff Council has been referred to as the "campus grapevine." Erma stated that Staff Council should meet next week on Wednesday to review the by-laws and open the meeting to all staff. She reported that the USG Staff Council has a representative attending Board of Regents monthly meetings. She also reported the Chancellor's office is appointing a liaison.

Stephanie Rooks reported that the Board of Regents is making recommendations for a Leave Pool, which probably means UWG's leave pool as we know it will go away.

Erma stated that nominations for Employee of the Year are being mailed out to all employees.

VII. Adjournment

The meeting was adjourned at 4:05 p.m.