### Employee Advisory Council Meeting Notes

#### Meeting Details
- **Meeting Date:** November 11, 2014
- **Time:** 2:30 p.m. – 4:30 p.m.
- **Location:** BC 1400 Small Auditorium - Health Sciences Campus
- **Participants:** EAC Members
- **Gatekeeper:** Debra Arnold
- **Scribe:** Debra Arnold

#### Topics

<table>
<thead>
<tr>
<th>Topic</th>
<th>Time</th>
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<tbody>
<tr>
<td>1. Welcome &amp; Introductions</td>
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<tr>
<td>2. Review of Action Items <em>(Debra Arnold)</em></td>
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<td>3. Awards Sub-Committee Update <em>(Christy Norman)</em></td>
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<td>4. Communication Sub-Committee Update <em>(Dawn Gantt)</em></td>
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<td>5. Activities Sub-Committee Update <em>(Alicia Stewart/Clay Trover)</em></td>
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<td>6. Performance Appraisals – Added Rating Level <em>(John Black)</em></td>
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<td>7. Information from Connie <em>(Connie Sutton)</em></td>
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<td>- Engagement Survey</td>
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<td>- Annual Training and Compliance</td>
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<td>- Service Awards</td>
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<td>- EAC Focus Group</td>
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<td>8. Committee Updates/Concerns to Share <em>(GCHC, Medical Associates, Medical Center, &amp; University)</em></td>
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<td>9. Next Meeting – February 2015 (TBD)</td>
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#### DECISIONS Reached

1. 
2. 
3. 
4. 
5. 

#### Status Action Items

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<tr>
<th>Status</th>
<th>ACTION Items</th>
<th>Responsible</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Open</td>
<td>1. Update to bylaws</td>
<td>Debra Arnold</td>
<td>Dec. 31</td>
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<tr>
<td>Complete</td>
<td>2. Send out next all Council and Executive Board meetings</td>
<td>Debra Arnold</td>
<td>Sept. 15</td>
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<td>Complete</td>
<td>3. Send out special “called meeting” for all Council for the review University employee engagement survey results</td>
<td>Connie Sutton</td>
<td>Sept. 8</td>
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<td>Complete</td>
<td>4. Confirm members who will serve on sub-committees.</td>
<td>All Chairs</td>
<td>Sept. 5</td>
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<td>Open</td>
<td>5. Kick-off Employee Awards Program – Kickoff will be in the Spring of 2015</td>
<td>All Council</td>
<td>Spring 2015</td>
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<td>Open</td>
<td>6. Invite Phil Howard to discuss the master plan for the facilities</td>
<td>Debra Arnold</td>
<td>Dec. 31</td>
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Attendance (41)
Alicia Wright, Andrew Reinstatler, Ashley Nix, Ashley Wehr, Ashlynn Reese, Barbara Barton, Barbara Covington, Baretta Law, Bobbi Johnson, Catherine Klimek, Christy Norman, Clay Trover, Clifton Dennis, Connie Sutton, Darrell Stone, Dawn Gantt, Debra Arnold, Elizabeth Bishop, Jana James, Jennifer Deal, Kerrie Scott, Lauren Neville, Lillian Jackson, Marnie Wright, Marvis Baynham, Melissa Galloway, Nicole Aenchacher, Orris Knight, Penny Mehaffey, Priscilla Lightfoot, Robert Workman, Rosemary Chandler, Saku Sundaram, Sara Gorrell, Shirley Williams, Stacy Carrigan, Stacy Lloyd, Susan Norton, Tenica Thompson, Valerie Law, and Vivian Rice.

Meeting Notes

- Welcome to all members. Had those attending first “all council” meeting to stand and introduce themselves.

- Review of action items:
  - Update to Bylaws – Debra Arnold will complete by December 31, 2014.
  - Kick off Employee Awards Program – open until Spring 2015

- Awards Sub-Committee:
  - Currently working on the criteria sheets for each award (Team Work, Service Excellence and Golden Pen)
  - Will create electronic voting submissions
  - Taking the original proposal and creating a plan of action document
  - Undecided on how the awards will be presented (during the breakfast recognition ceremony or separate events just for the awards).

- Communication Sub-Committee:
  - The EAC website has been updated. If you should have any ideas for further updates, please let Dawn Gantt know at dagantt@gru.edu. EAC web link: http://www.gru.edu/eac
  - Please like the EAC Facebook page and tell others. EAC Facebook link: www.facebook.com/grueac

- Activities Sub-Committee:
  - EAC sponsored a Pumpkin Carving Contest on October 31, 2014. Judges includes, Dr. Gretchen Caughman, Mr. Steven Scott, and Ms. Laura Brower. Dr. Peter Buckley was able to visit event. The winners are as follow:
    - 1st place – Natalie Logue (Library)
    - 2nd place – Lisa Hatch (Student Health)
    - 3rd place – Jennifer Carrick (Cancer Center Research)

  ***Thank you to all the EAC member volunteers who made this event a success***

  - The holiday season is here. Departments are encouraged to participate in the stuff a stocking program sponsored by the Salvation Army. Meera Dase is a point of contact at mdase@gru.edu.
  - We need more ideas on different activities we can do as a group to help with employee engagement. Please share your ideas with Debra Arnold at darnold@gru.edu.
  - One suggestion shared after the meeting is to have a special event related to Veteran’s Day.

- Performance Appraisal Instrument (John Black, Director, Compensation & Performance Management presented) –

  **Addition of Fourth Rating Level**

  Responding to feedback received from various constituents across the enterprise, Human Resources elected to increase the number of rating levels from three to four.

  - The current three tier levels are:
    - Exceeds Expectations / Meets Expectations / Below Expectations
  - The new four tier levels are:
    - Exceeds Expectations / Meets Expectations / Inconsistently Meets Expectations / Needs Immediate Improvement

  The addition of the fourth rating level is in response to feedback that, while not all staff perform at the Meets Expectation level, which GRU / GRHS defines as “Performance is excellent”, neither do they perform at the Below
Expectations level which when assigned to an individual means they should be placed on a Performance Improvement Plan or Action Plan.

The four-tier rating scale has already been applied to the leadership evaluations used during the FY14 rating period and will be implemented for staff in 2015.

The GRU performance evaluations have been updated and available online at:
http://www.gru.edu/hr/relations/university-employee-relations/performance_appraisals.php

The Performance Rating Grid Core Standards of Excellence is currently being revised to incorporate the four tiers, Performance Appraisal Training sessions are being updated and further communications will be forthcoming.

- Updates from Connie Sutton, Director, Workforce Development (and Susan Norton, Vice President of Human Resources)
  - The employee engagement survey is underway for the Health System and some combined units. There will be random daily drawings for those who complete the survey.
    - Those individuals who transferred to units will still be invited to complete the survey
    - Deadline for those who are able to complete: must have been employed on or before September 22, 2014.
    - Deadline for completing the engagement survey is November 30, 2014.
  - Annual Training and Compliance:
    - University (November 21-December 23, 2014) this time has been changed from what was communicated in the meeting.
    - Health System (December 1-19, 2014)
  - The service dinner to honor those with 40, 35, 30, 25, and 20 years of service was well attended (it was 60% attendance rate). The dinner was held at the Legacy Club on Washington Road.
    - Link to service awards:
    - There was a it was 30% participation rate for the last breakfast event held in October 2014.
  - EAC Focus Group:
    - Create a focus group from the members of the EAC groups to address training program needs
    - Connie will send out information regarding the focus group to the members soon

- Vivian Rice mentioned the American Sign Language Course – 100 Medical Signs You Need to Know. For more information contact Vivian directly at vrice@gru.edu.

- Next meeting will be held in February 2015. Date, time and location TBD.