Employee Advisory Council Meeting Agenda

**Meeting Date:** November 6, 2013  
**Time:** 3:00 p.m. – 4:00 p.m.  
**Location:** AB 108

**Participants:** EAC Members  
**Gatekeeper:**  
**Scribe:**

<table>
<thead>
<tr>
<th>Topics</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome</td>
<td></td>
</tr>
<tr>
<td>2. Comprehensive Awards Program <em>(Victoria Worsham)</em></td>
<td>10 minutes</td>
</tr>
<tr>
<td>3. Employee Satisfaction Survey Update, Annual Training, and Upcoming Employee Service Awards Events <em>(Connie Sutton)</em></td>
<td>15 minutes</td>
</tr>
<tr>
<td>4. Enterprise Communications VS Location Specific communications <em>(Sandra Clay)</em></td>
<td>10 minutes</td>
</tr>
<tr>
<td>5. Updates: Committees/Sub-Committees <em>(Christy Norman, Barbara Barton, Betty Paschal, and Kerry Cartledge)</em></td>
<td>15 minutes</td>
</tr>
<tr>
<td>6. Questions, Comments <em>(ALL)</em></td>
<td>10 minutes</td>
</tr>
<tr>
<td>7. Next Meeting – February 5, 2014 – Location TBD <em>(corrected date from original agenda issued)</em></td>
<td></td>
</tr>
</tbody>
</table>

**DECISIONS Reached**

1.  
2.  
3.  
4.  
5.  

**Status** | **ACTION Items** | **Responsible** | **Due Date**
--- | --- | --- | ---
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

- **Communications Sub-committee:** Ginny Loveless – Univ, Sarah Rodgers – GCHC, Lauren Neville – MA, and Mike Myers – MC
- **Activities Sub-committee:** Janice Douglas – MA; Erica Steed – MC; Brenda Murray – Univ; Patricia Harris – Univ; and Needed Name – GCHC

Meeting Notes from 11/6/2013:
- Welcomed the follow GCHC Staff Council members from out of town:
  - Blake Burnham
• Comprehensive Awards Program (Victoria Worsham)
  o Discussed the comprehensive awards program proposal
  o GRU and GR Health System will run staff award opportunities at the same time.
  o The three awards are:
    ▪ Golden Pen Award
    ▪ Teamwork Award
    ▪ Staff Excellence Award
    ▪ Suggested award: Community Service Award
  o Proposal needs to be submitted to Susan Norton this month. Any feedback regarding the
    program should be submitted to Victoria.
  o Victoria has sent out the proposal for everyone to review and comment on.
  o An end of year awards ceremony is suggested (maybe early December annually) to acknowledge
    recipients throughout the year.
  o A suggestion: present winners at the MIF meetings as well.

• Employee Satisfaction Survey Update, Annual Training, and Upcoming Service Awards Events (Connie
  Sutton)
  o Discussed the survey and how the implementation has gone thus far.
  o Thanked everyone for being survey champions.
  o Concerns are still present regarding the use of the last name and last five of social security
    number as a login to take the survey. Connie reassured everyone that the survey is confidential
    and no one will be identified by the responses they provide. She would like for people to
    communicate the survey is safe to take. Confidentiality should not be a deterrent for people
    contemplating completing the survey
  o Flyers, buttons and table tops were provided at the end of the meeting for people to share back
    with and in their units.
  o Survey ends November 17, 2013.
  o There are daily incentive drawings with great prizes.
  o Everyone should have received an email today (11/8) indicating we are at 61% completion rate.

• Enterprise Communications VS Location Specific Communications (Sandra Clay)
  o Discussed issues with communications.
  o Too much information to weed through.
  o In the GReport it is hard to get specific information.
  o A miscommunication in PAWS regarding the flu shots was posted.
  o The deadline for flu shots for the Medical Center is December 2, 2013
  o Melissa Johnson-Bates is on the Communications Committee and she will take forward our
    concerns.

• Committee and Sub-Committee updates were provided
  o Please check with your committee chair for more specifics.
- Stuff a Stocking Initiative
  - Program for the Salvation Army
  - If you would like stockings, please contact Meera Dase

- Next meeting will be February 5, 2014 on the Summerville Campus – room location will be provided later.

**Attendance:**

6. Barbara Barton  
7. Betty Paschal  
8. Blake Burnham  
9. Brenda Murray  
10. Carolyn Cannon  
11. Carolyn Lovell  
12. Cathey Klimek  
13. Christy Norman  
14. Cindy Snider  
15. Clifton Davis  
16. Connie Sutton  
17. Cynthia Abrams  
18. Debra Arnold  
19. Elizabeth Bishop  
20. Elizabeth Hamrick (GCHC Administrative Ambassador)  
21. Gail Spikes  
22. James Mumford  
23. Janice Douglas  
24. Kathy Newton Slivka  
25. Kimberly Hasson  
26. Layne Mitchell  
27. Loretta Humes  
28. Mary Alice Bell  
29. Marysherryl Thompson Alston (Dr.)  
30. Melissa Johnson-Bates  
31. Mia Jolly  
32. Michael Myers  
33. Patricia Harris  
34. Saku Sundaram  
35. Sandra Clay  
36. Sara Gorrell  
37. Shirley Williams  
38. Susan Andrews  
39. Victoria Worsham  
40. Jane Wilson (guest)