# Employee Advisory Council Meeting Agenda

<table>
<thead>
<tr>
<th>Topics</th>
<th>Time</th>
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<tbody>
<tr>
<td>1. Welcome</td>
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<tr>
<td>2. Georgia Regents Employee Suggestion Program (Deborah Gibbs, Lead Radiographer, Nuclear Medicine)</td>
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<td>3. Georgia Regents Day of Service (Kerry Cartledge, Business Operations Specialist II, College of Dental Medicine)</td>
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<td>4. Georgia Regents Expo, Thursday, August 15, 3-7PM, Christenberry Field House (Victoria Worsham, Accountant I, JAG Store)</td>
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<td>5. Employee Service Awards (Connie Sutton, Interim Director, Workforce Development)</td>
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<td>6. Employee Satisfaction Survey Update (Connie Sutton, Interim Director, Workforce Development)</td>
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<td>7. Updates from Committees and Sub-Committees</td>
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<tr>
<td>8. Next Meeting – Wednesday, November 6, 2013 (3:00 p.m.) – Location TBD</td>
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## DECISIONS Reached

1. Next meeting will be one hour versus two hours.

2. 

3. 

4. 

5. 

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

## Meeting Notes

Welcomed all to the meeting!

**GRESP – Deborah Gibbs**
- Georgia Regents Employee Suggestion Program (GRESP)
• This program is an opportunity to encourage innovation, recognize ideas and create efficiency.
• Ms. Gibbs department utilized a lean six sigma approach to streamlining processes and was able to save $160-180K for their department. Those savings are still actively realized on a monthly basis.
• Goals for the program: acknowledge ideas, employee retention and morale, improve operations and efficiency and reduce time and labor.
• An evaluation board will be created that would meet on a monthly basis. Members of the board could include: GRESP Coordination, Department Head, Finance Department, and Human Resources.
• Rewards could include a percentage to the employee who thought of the idea based on the realized savings. This would be a single payout per suggestion option.
• There will be some boundaries: cannot violate policy, create additional workflow or grievances and criticisms (some of the boundaries).
• There will be an opportunity to ensure ideas submitted remain confidential until approved/signed off on to ensure someone does not take another person’s idea. We will make sure this complies with the Open Records Act.
• This is a positive program to retain and invest in programs.
• Ideas don’t have to be tied to monetary rewards.
• There was at one time a similar program with MCG Health – maybe it’s time to reintroduce the program enterprise wide.

**Day of Service – Kerry Cartledge**

• Scheduled for Saturday, September 14.
• List of locations and more information will be provided soon.
• Kerry has a meeting scheduled tomorrow to further discuss.
• If you have ideas or would like to help Kerry with planning, please contact Kerry by email.

**GRU/GR Health Expo – Victoria Worsham**

• Thursday, August 15, 3-7 pm, at Christenberry Field House (Forest Hills Campus)
• EAC will have a table, if you would like to volunteer please contact Victoria today or simply show up at the table to show support.
• Transportation Details
  o Chartered 55 passenger coach buses will depart for the Connections Expo at Christenberry Fieldhouse:
  o From Health Science Campus, Laney-Walker (in front of AD Building) 2:30
  o From Health Science Campus, Annex II West (Human Resource) entrance 2:37 (Approximate)
  o From Summerville Campus Main Entrance (Near University Hall) 2:30
  o Between 2:40 and 7:00pm the charter coaches will run a continuous route between Christenberry Fieldhouse, Summerville Campus Main Entrance, Laney Walker and Annex II for pick up and drop off. They will visit each stop approximately every 20 minutes.

**Service Recognition Participation & Process – Connie Sutton and Wanda O’Brien**

• Looking for ways to improve the current program.
• Would like to create a program that is meaningful and convenient for everyone.
• The attendance rate has diminished tremendously.
• Perhaps we can poll those who did not attend to understand why.
The notification process was shared: departments/managers received email notification of who is being honored from their respective areas. The honorees are notified via campus mail with an invitation to the event and they also receive save the date emails.

- We should recognize and highlight the achievements of honorees.
- Some departments provide a special moment for individuals being honored to share professional achievements in department meetings.
- It appears that you arrive early at the recognition breakfast and wait around for senior leadership to arrive and then the program starts and is over quickly.
- Some do not care for the breakfast selection.
- Employees would rather attend these events with their supervisors.
- Perhaps we can send out notices two months in advance of the event.
- Think about whether breakfast, lunch or dinner would be best and then include all years of service so people can see those who have achieve longer service dates.

**Committee Updates**

- Medical Associates – None
- Medical Center – Christy Norman indicated the Medical Center group has been meeting and the group really appreciated the Benefits information that was provided by Lisa Mitchum from Human Resources.
- University – None (already discussed during meeting)
- GCHC – Barbara Barton shared the following
  - 10 members across the state within GCHC will serve on the council, they are:

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<tr>
<th>Name</th>
<th>Department</th>
<th>Title</th>
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<tr>
<td>Barbara Barton</td>
<td>GCHC-Aug Administrative Off</td>
<td>Office Manager</td>
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<td>Sarah Rogers</td>
<td>GCHC-ASMP Admin Support</td>
<td>GCHC Lead Radiologic Tech</td>
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<tr>
<td>Cynthia Abrams</td>
<td>GD&amp;CP</td>
<td>Director of Pharmacy</td>
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<td>Stephen Davis</td>
<td>Arrendale State Prison</td>
<td>H S A</td>
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<tr>
<td>Lynn Burgamy</td>
<td>Middle GA Admin Office</td>
<td>Statewide Clinical Training Coordinator</td>
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<td>Rwanda Pinkston</td>
<td>Central State Prison</td>
<td>Certified Nursing Assistant</td>
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<td>Dr. Mary Alston</td>
<td>Smith State Prison</td>
<td>Medical Director</td>
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<tr>
<td>Donna Kraus</td>
<td>Rogers State Prison</td>
<td>Office Assistant</td>
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<td>Al Jones</td>
<td>Valdosta State Prison</td>
<td>Clinical Program Coordinator</td>
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<tr>
<td>Gail Spikes</td>
<td>Macon State Prison</td>
<td>H S A</td>
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- Concerns regarding pay were discussed among the GCHC group.
- The day of service was discussed. GCHC staff will look for local opportunities to serve and share that information back to Barbara.
- Desire for online training and continuing education opportunities, suggested MindLeaders in MC Strategies. Connie Sutton will look further into this for Barbara.
- Online physician information requested. Ginny Loveless is going to speak with Barbara about this.

**Questions/Comments**

- A request to have the all council meeting down to one hour versus two. Will do so for the next meeting.