Employee Advisory Council
Meeting Agenda and Minutes

Meeting Date: February 5, 2014  
Time: 2:30 p.m. – 4:30 p.m.  
Location: Summerville, JSAC Ballroom

Participants: EAC Members & Administrative Ambassadors  
Gatekeeper:  
Scribe: Debra Arnold

Topics

<table>
<thead>
<tr>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome</td>
</tr>
<tr>
<td>2. Outside Professional Activities Policy (Susan Norton, EVP of Human Resources)</td>
</tr>
<tr>
<td>3. TimeNet for Exempt, Engagement Survey, Annual Compliance Training/Workforce Learn Online, &amp; Survey for Service Award Recognitions (Connie Sutton)</td>
</tr>
<tr>
<td>4. Update on the Employee Awards Program (Victoria Worsham)</td>
</tr>
<tr>
<td>5. EAC Directory (Communications Committee – Ginny Loveless)</td>
</tr>
<tr>
<td>6. EAC Spring Elections and Other Reminders (Debra Arnold)</td>
</tr>
<tr>
<td>7. Committee Updates (GCHC, Medical Associates, Medical Center, &amp; University)</td>
</tr>
<tr>
<td>8. Next Meeting – May 7, 2014 – Location TBD</td>
</tr>
</tbody>
</table>

DECISIONS Reached

1.
2.
3.
4.
5.

Status | ACTION Items | Responsible | Due Date |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Send Ginny meeting minutes for posting on the website</td>
<td>Debra</td>
<td>2/21/2014</td>
</tr>
<tr>
<td>2.</td>
<td>Discuss communication concerns with OCM.</td>
<td>Connie</td>
<td>2/21/2014</td>
</tr>
<tr>
<td>3.</td>
<td>Schedule time with each committee to discuss elections.</td>
<td>Debra</td>
<td>2/28/2014</td>
</tr>
<tr>
<td>4.</td>
<td>Make name badges for Janice Douglas and Frances Toole and Administrative Ambassadors</td>
<td>Debra</td>
<td>2/28/2014</td>
</tr>
<tr>
<td>5.</td>
<td>Schedule next meeting date in May – May 7 will not work because of finals and graduation</td>
<td>Debra</td>
<td>2/2/2014</td>
</tr>
</tbody>
</table>

- Communications Sub-committee: Ginny Loveless – Univ, Sarah Rodgers – GCHC, Lauren Neville – MA, and Mike Myers – MC

Employee Advisory Council Meeting February 5, 2014
Connie Sutton

**TimeNet**
- TimeNet for exempt employees is up and running. Exempt employees will now request leave and receive approval through the TimeNet system.
- TimeNet will also track Outside Professional Activities (OPA) in accordance with the OPA policy.
- The third phase of implementation for TimeNet will be the scheduling portion. This phase should begin in FY15.

**Employee Engagement**
- 92% completion rate for the first phase of the employee engagement survey.
- A pizza party will be available for those areas that reached 100%.
- The results of the employee engagement survey will be received by February 17, 2014. Not sure of the date in which the different areas will receive feedback/results.
- The second phase of the employee engagement survey will be rolled out in April 2014. This group will include University faculty, staff, and the remaining shared services.

**Annual Training and Compliance**
- Annual training completion was extended until January 15, 2014.
- Workforce Development in conjunction with IT, are working on the report function of the Workforce Learn Online learning management system.
- In the future, annual training and compliance will roll out late August or September.
- Managers are able to go into the system and view the courses taken and the completion of required training for employees they manage.
- Managers can receive a “trainer role status” which will equate to the “administrative role” from the previous learning management system.
- Managers can also have employees print out grade sheets to confirm completion.

**Communication Sub-Committee**
Ginny Loveless provided the following update:
- The EAC has a Facebook page at [https://www.facebook.com/GRUEAC](https://www.facebook.com/GRUEAC)
- Would like to share employee photos on the site, if you have any, please share with Ginny. Perhaps employee photos can serve as the cover photo for the page.
- Ginny will meet with IT to discuss the EAS website.
- The EAC directory can be found @ [https://paws.gru.edu/pub/hr/about/advisory-councils/Pages/default.aspx](https://paws.gru.edu/pub/hr/about/advisory-councils/Pages/default.aspx)
- If members have not taken their photo for the directory, please let Ginny know and she can work with Phil Jones to set-up dates and times for people to stop in and get their photo taken. Will also see if Phil can set-up a location on different sites that are convenient for all to just drop in and get the picture taken.

**Susan Norton**

**Outside Professional Activities/TimeNet**
- Please see attached PowerPoint presentation
Reminders and Open Discussion:

- Staff Performance Appraisals for the University will begin March 1 and run through April 30. Due to HR by May 15, 2014.
- Still a concern regarding the communication of information. Need to ensure that employees who need to receive information are able to view the information without having to dig for it through the GReport. This information will need to be shared with OCM and Connie was open to sharing what was discussed during the meeting. Medical Center employees used to receive a “daily huddle” email.
- EAC elections will be held in the April 2014. Debra will meet with each committee to discuss election process as they differ for each group.
- The day of service will now be coordinated by the Government Relations team.

EAC Members and Administrative Ambassadors in Attendance

1. Ashley Nix
2. Barbara Barton
3. Bernard Roberson
4. Betty Paschal
5. Brenda Murray
6. Christy Norman
7. Connie Sutton
8. Debra Arnold
9. Erica steed
10. Frances Toole
11. Ginny Loveless
12. Janice Douglas
13. Joann Kelley
14. Kathy Slivka
15. Kerry Cartledge
16. Kim Koss
17. Kimberly Hasson
18. Lauren Neville
19. Melissa Johnson-Bates
20. Mia Jolly
21. Michael Myers
22. Sandra Clay
23. Sara Gorrell
24. Shirley Williams
25. Susan Norton
26. Victoria Worsham
27. Lisa Kedigh
28. Suzanne Smith
29. Tammy Vickrey