

Staff Representative Group Meeting Minutes  
College of Education  
G23 Aderhold Hall  
September 11, 2008  
10:00 a.m.

Present: Annelie Klein, Cathy Dickson, Kim Norton, Bobbie Ray, Cindy Williams, Helen Rogers, Pat McDonald, Heather Bailey, Andy Robison, Rene' Hammond, Connie Tucker, Jacquee Rosumny, Grace Thornton

### **OLD BUSINESS**

**Minutes:** August – Will be read, edited and/or approved at October meeting.

#### **Standing Committee Reports:**

*Safety Committee:* No report

*Staff Awards Committee:* Meeting to be scheduled. Bobbie Ray will meet with Bill Stauff to determine the budget for FY 09 awards

*Communications Committee:* A new flyer/poster with a description of SRG was created by Annelie Klein for the Fall Focus for Diversity. Annelie will also be creating a pamphlet explaining the purpose of SRG, etc.

#### **Ad Hoc Committee Reports:**

*Bylaws:* Jacquee Rosumny presented a draft of the SRG bylaws. There was discussion about having input/involvement from all COE staff including revisions of the bylaws. Only SRG members having voting authority; however, all staff will be encouraged to provide feedback and/or suggestions.

*Guidance:* Meeting was held to finalize staff survey.

*Staff Lounge Committee:* Will have Physical Plant come out to spray for pest control. The bulletin board was updated by Clarice Thompson. The lounge is open from 7:00 a.m. – 5:00 p.m.

**Report from Chair:** Guidance committee will have 3 day turnaround to complete survey. Once submitted, the committee will write a report based on results and forward to Dean Horne.

COE has 11 teams for Walk Georgia. The contest runs from September 7 – November 5 ([www.walkgeorgia.org](http://www.walkgeorgia.org))

**Staff Council Meeting:** Steve Harrison from Emergency Safety reported that a technical gliche was caused by the vendor resulting in a delay of UGA weather warnings. UGA Staff Council is no longer in charge of the “for sale” listserv. President Adams explained that raises are still in place at this time. Trying to get childcare on campus or outside centers with cost based on a sliding scale. Discussion about whether or not we can rotate attendees to the University Council meetings.

### **NEW BUSINESS**

Diana Lofton attended meeting and discussed new staff orientation. She suggested some basic training for new staff. Bobbie Ray suggested a notebook containing what each COE Department does, etc. A motion was made by Jacquee Rosummy to create an orientation packet for staff. Motion was seconded by Rene’ Hammond. Andy Robison will chair a committee to begin work on this. Committee members will include Elaine Payne, Annelie Klein, Cindy Williams and Grace Thornton.

Next SRG meeting to be held on Thursday, October 9 at 10:00 a.m. in G23 conference room. Please forward all agenda items to Bobbie Ray.

Meeting adjourned at 11:25 a.m.

Minutes recorded by Rene’ Hammond