



**February 4, 2015**  
**Miller Learning Center Room 250**  
**2:30PM**

Meeting was called to order by Michael Lewis

Members in attendance: Devin Arnold, Teri Berryman, Kaelin Broaddus, Debi Chandler, Kelly Cona, Cathy Cuppett (Present via Sub), Anjali Dougherty (Present via Sub), Melinda Eades, Elmer Gray, Michele Ranae Griffin, Stefani Hilley, Pattie Holly, Christine Jepsen, Stephen Kuzniak (Present via Sub- Kyla Sterling), Donna LeBlond, Michael Lewis, Doris Lord, Marie Mize, Mary Moore, Wade Newbury, Lisa Sperling, Kristi Wall (Present via Sub - George Veeder), Tokesha Warner

Members absent: Jennifer Abbott, Ricky Boggs, Mandy Brogdon, Daniel Brugh, Terry Camp, Vickie Coker, Jonathan Croy, Jerry Daniel, Andy Davis, Maggie Denna, Melody Herrington, Stuart Ivy, Jeremy Jenkins, Marcus Jennings, Brenda Keen, Laura Rhicard, Kate Smith, Aron Snead, Sherri Stephens, Victoria Cooper,

Roll Call, quorum was present

Minutes from January were approved

Committee Reports:

Staff and Needs Concerns: Elmer Gray,

- The Committee was contacted by an Extension Service employee who asked if the Staff Council could help with an issue where members of the Extension Service
  - As a result of the budget cuts of the past 10 years, the extension service has worked to secure funding for positions from a variety of sources. Consequently, some county extension positions are now funded by individual counties and not the university. However, the university and the extension service gladly claim these people as their own. The problem then arises that these people, not being paid by the university, are not technically university employees and can't access some of the various systems of the university system. Examples are online authorization forms and training.

- The college administration, with some help from Michael Lewis, was able to develop a mechanism to allow these employees to receive UGA MY ID numbers and the problem appears to be solved.
- Staff Needs and Concerns plan on monitoring the situation to see if the problem is solved for all employees being funded in such a manner.

Communication Committee: Debi Chandler,

- Communication's Committee met after the prior monthly meeting.
- We are looking for more ways to spread the news from the Staff Council and ways to promote Staff Council. Please forward any suggestions to Debi Chandler (debimorr@uga.edu)

Health and Safety Committee: Devin Arnold, no report.

UGARA: no report.

Benefits and Classification: Kristi Wall, no report

Ad Hoc TAP: Andy Davis

- The group has met and is in the "data collection" phase. They would like participants in the TAP program (current or prior) to share their experiences with the so they can begin to take a look at the program as it is being used. Please feel free to share any with Andy at andyrdavis@uga.edu

University Council Committee Reports:

Executive Committee: Michael Lewis,

- The University Council executive committee meets today at 3:30.

Facilities Committee: Mary Moore, No report

Student Affairs Committee: Jennifer Abbott, No report

Human Resources Committee: Brenda Keen

- On January 23 an email was sent to the members of the Human Resources Committee (Attachment I)
  - **The following message is being sent on behalf of Ryan Nesbit to HR Partners.**

I am pleased to announce that Juan Jarrett, Assistant Vice Chancellor for Human Resources at the University of Massachusetts Amherst, has been named as the University of Georgia's Associate Vice President for Human Resources, effective April 1, 2015. In addition to serving as the Chief Human Resources Officer for UMass Amherst since 1997, Juan has held several key leadership roles for the UMass system and has been instrumental in leading campus and system-wide implementation and upgrades of the enterprise human resources and payroll administrative systems. Throughout his three decades as a human resources professional, Juan has distinguished himself as a very valuable strategic partner and has demonstrated a commitment to streamlining human resources processes to improve the service his team provides to the institution.

In serving as UGA's Chief Human Resources Officer, Juan will be responsible for the coordination and advancement of UGA's broad spectrum of human resources programs and services that are critically important to our

faculty, staff, students and retirees. Juan will work closely with senior leaders of the University, faculty, staff, University System of Georgia staff, and most importantly, the outstanding team of professionals in UGA's Human Resources Division to fulfill these responsibilities and to elevate our service and support to new levels of excellence.

Strategic Planning Committee: Michael Lewis,

- The University Strategic Planning Committee met with Allan Aycock to review the strategic plan compliance dashboard. We were happy to see that we are meeting or exceeding every goal, with the notable exception of salary level improvement.

Libraries Committee: Laura Rhicard, No report

Chair's report:

- I attended the Winter Meeting of the UGA Foundation Trustees Monday. Gifts are coming in at a better than expected rate, with 52 being over one million dollars. We are on track to meet campaign goals, most likely exceed them. When it comes to operating the university, with reduced state funding, gifts and grants have to take up the slack. Building the endowment is critical to enabling UGA to not only continue, but to continue to improve.
- The Veterinary Medical Center dedication will be Feb 13. The UGA in Washington, D.C. center is open, with students in residence. That building's dedication will be Feb 26. I will be attending both these events.
- Very pleased to report that Juan Jarrett has been selected to become the next Associate Vice President of Human Resources, effective April 1, 2015. He was by far my personal favorite of the candidates interviewed. I expect we will be able to finally see some movement on our two most important HR issues: restructuring pay grades to allow for promotions in place and revising the leave donation policy to allow donation of sick leave to caregivers as well as ill employees.
- Staff Appreciation Week is now official! Units are urged to hold the staff awards and/or appreciation event Monday through Thursday of Staff Appreciation Week. Friday is reserved for UGA Staff Appreciation Day, a party with food and fun from 10-- 2. This year it will be held May 15th, at Intramural Field One. The President is footing the bill, and he wants to see every staff member able to come by for at least a couple of hours. Offices may close, as we do during Winter Break, if necessary. Busses will run shuttle trips; east campus parking will be open for free. Many more details will be forthcoming; for now, just mark your calendars and help spread the word, especially back to your units, about coordinating awards and unit appreciation events for the week of May 11-14.

Old Business: None

New Business:

Nominating Committee

- Kelly Cona, Devin Arnold and Kyla Sterling volunteered for the Committee which will present candidates Executive Board for next year at the April meeting.

Dr. Lance Palmer – Family and Consumer Sciences – “VITA Tax Assistance”

- The Volunteer Income Tax Assistance (VITA) program offers free tax help to people with moderate incomes, persons with disabilities, the elderly and limited English speaking taxpayers.
- The program is open to UGA employees as well as other Athens residents free of charge. Additional sites are being offered in Dalton, Moultrie and Atlanta.
- Appointments take about an hour and may be scheduled in advance. Walk-ins are also welcome. (Limited Saturday hours are available.)
- Partnering with the Credit Union to offer the service. In addition, the Credit Union is rolling out a program called “Creating Wealth in the Community”. One of the goals of this program is to help repair credit scores for individuals in the community.

(For more information about the VITA program, please see Attachment II)

Steve Harris – Office of Emergency Preparedness

- Steve shared a PowerPoint presentation highlighting some of the offerings of the Office of Emergency Preparedness on the UGA Campus.
  - Emergency Planning
    - Creating Emergency Leaders
  - Drills and Exercises
    - Tornado Drill/UGA Alert Test
      - To complete a survey about the last alert, please visit [www.prepare.uga.edu](http://www.prepare.uga.edu)
  - Training/Technical Assistance
    - New Interactive Online Learning Module
      - Emergency Preparedness in 10 minutes
      - Available on the Emergency Preparedness website: <http://www.prepare.uga.edu/EE/TenMinutes>
  - Emergency Alerting
    - UGA Mobile App [http://eits.uga.edu/web\\_and\\_applications/mobileapps](http://eits.uga.edu/web_and_applications/mobileapps)
    - UGA Alert [www.ugaalert.uga.edu](http://www.ugaalert.uga.edu)
  - Manage AED/Evacuation Chair Programs
  - Manage Volunteer Teams
    - Community Emergency Response Team (CERT)
    - UGA Medical Reserve Corps
  - Travel Safety
  - Free Resources
    - Poster and Guidebooks can be requested on the website

Next Staff Council Executive Committee meeting 3:30, February 24, 2015

Next Staff Council meeting 2:30, March 4, 2015, MLC 207, with President Morehead

Meeting adjourned at 3:37pm.

Attachment I

**Report from the University Council Human Resources Committee**  
UGA Staff Council, February 4, 2015

On January 23, I sent the following e-mail to members of the Human Resources Committee:

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Dear UC HR committee,

Today's announcement (pasted in below) of the new Assoc. VP for Human Resources has prompted me to ask for feedback regarding our work for this semester. There are only two more dates, Feb. 19 and March 26, when we can submit agenda items to the council. The new head of HR, Juan Jarrett, won't start in that position until April 1. As we discussed in the last meeting, we really need to work with HR to address our parental leave proposal, and probably to discuss changes to shared leave policy as well.

Please let me know if (1) you want to meet in February or March, (2) if you'd rather wait and meet in April, some time when Mr. Jarrett can join us, and (3) if you'd be interested in meeting sometime during the summer to get a head start on a recommendation or proposal for fall. If y'all want to wait, I'll do a brief report at an upcoming meeting to announce our plans and to ask that any issues of concern be sent to me on behalf of the committee.

Thanks,  
Brenda

Here's the announcement:

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Thus far, I have had only two responses to my e-mail. My current plan is to convene the next meeting at a time when the committee can meet with Juan Jarrett.

Submitted by Brenda Keen  
Chair, UC Human Resources Committee



# FREE INCOME TAX ASSISTANCE

Georgia United Credit Union has partnered with the College of Family & Consumer Sciences of the University of Georgia to provide **FREE** electronic income tax preparation and filing.

## Qualifications:

- Open to all low and middle income taxpayers who do not have depreciable property, business losses or extensive stock or asset transactions.

## Dates Available:

**January 27 - April 11, 2015**

- **Tuesday, Wednesday and Thursday evenings, 5 p.m. to 8 p.m.**, by appointment only.
- **Saturdays, 9 a.m. to noon.** Walk-ins welcome. Limited spaces available.
- Closed March 7-14 for spring break.

## Sessions Offered at:

Georgia United Credit Union  
190 Gaines School Road  
Athens, GA 30605

## To Make Reservations:

Visit [georgiaunitedcu.org](http://georgiaunitedcu.org) to view a complete list of sessions available and make your appointment reservations online, or call our reservation voicemail at 706-227-5400, ext. 6486.

This program is offered through VITA— Voluntary Income Tax Preparation Assistance— sponsored by the Internal Revenue Service. Volunteers are credentialed by the IRS.



# Items to Bring To Your VITA Appointment:

- **Proof of identification** for yourself and/or your spouse
  - \* For married filing joint, both spouses must be present
- **Social Security Cards** for you, your spouse or dependents and/or a Social Security Number verification letter issued by the Social Security Administration
- **Birth dates** for you, your spouse and dependents
- **Wage and earning statement(s)** Form W-2, W-2G, 1099-R, from all employers
- **Interest and dividend statements** from banks, credit unions (Forms 1099)
- **A copy of last year's federal and state returns** if available
- **Bank or Credit Union routing numbers and account numbers** for Direct Deposit (e.g., voided check)



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