



**July 13, 2016**  
**Miller Learning Center Room 153**  
**2:30PM**

The meeting was called to order at 2:31 pm by Staff Council Chair, Michael Lewis.

### **Roll Call**

Before calling roll, Mary Moore thanked representatives for submitting their completed information sheets to her. She still needs a few more. Mary shared that she printed out preliminary rosters and committee lists and left them on the front table for each rep to take.

*Members in attendance:* Jason Bedgood, Teri Berryman, Kaelin Broaddus, Debi Chandler (via sub), Shauna Corsaro, Anjali Dougherty, Melinda Eades, Elmer Gray, Michele Griffin, Savannah Hembree, Stefani Hilley, Pattie Holly, Holly Ivy, Stuart Ivy, Kevin James, Christine Jepsen, Jenna Jones, Brenda Keen, Laura Kelley, Roswell Lawrence, Michael Lewis, Marie Mize, Mary Moore, Maggie O'Brien, Maureen O'Brien, Michelle Parkos, Laquita Phillips, Laura Rhicard, Kyla Sterling, Carly Surratt, Jason Tiller, Elena Williams, Shialoh Wilson

*Members absent:* Devin Arnold, Kelly Cona, Victoria Cooper, Kat Farlowe, Melissa Jackson, Kristin Lawrence, Nichole Lunceford, Willie Thorton, Kristi Wall

A quorum was present.

**Minutes:** Michael asked for a motion to approve the June minutes. They were approved unanimously.

### **Guest Speakers:**

Michael introduced Kiz Adams, Work/Life Balance Coordinator. Although her current position is relatively new (since February), Kiz shared that she's been associated with UGA for almost 30 years. She's a Double Dawg with an undergraduate degree in Journalism followed by a Law degree, she's held both staff and faculty positions, and she's the parent of a current UGA student.

Kiz shared that her position is part of a UGA strategic goal to improve the quality of life for faculty and staff, and to enhance recruitment, retention, and productivity of UGA employees. Work/Life Balance programs have been shown to reduce workforce absenteeism and presenteeism, and increase productivity and creativity and reduce burnout.

Kiz believes that a healthy work/life balance includes more than just work and life, but also self and community; and it's not really about balance, but rather about integration of the four areas, and finding things in each area that create success in the other areas.

She has four goals for her program this year:

Goal 1: Assess the needs of the workforce.

Goal 2: Find existing resources to meet those needs.

Goal 3: Advertise those resources.

Goal 4: Fill in the gaps with new initiatives.

Kiz shared that in order to assess workforce needs she researched UGA employee demographics:

- UGA employs over 10,000 people
- 71% are staff
- 53% of staff are female, 42% are male
- The longest-serving employee has been here 54 years
- The oldest employee is 88 years old and has been here 44 years
- The largest age group among staff is 30 to 34
- The second largest age group among staff is 50 to 54
- The average age is 45

From this research, and from looking into Work/Life Balance programs at Duke, Michigan, Emory, and UVA, Kiz identified 5 general areas of work/life balance need:

- Childcare
- Eldercare
- Health and wellness
- Professional development
- Workplace flexibility

She will focus on the first three needs this year. She's curated resources on her web site: <http://www.hr.uga.edu/Work-life-balance>, she's worked in consultation with departments and individuals, and she's hosted some training and development sessions in these areas. Training sessions are listed in the News Feed section of her web site and include such topics as financial and legal aspects of eldercare, stress management, financial well-being, time management, and mindfulness and mediation.

Also in the NEWS FEED section of her web site are links to UGA walking routes, and the location of designated lactation rooms across campus. In the lower right corner of her web site is a yellow button for a survey employees can take and submit to help her gather information on issues of work/life balance.

Next, Michael introduced Claudia Shamp, Director of Greek Life at UGA, to talk to Staff Council about the UGA Food Pantry, located in the Tate Center. The Executive Committee of Staff Council is exploring a partnership with a charitable organization that helps staff. Although the UGA Food Pantry serves mostly students, staff and faculty do use this campus resource. This past spring semester there were 5981 visits to the food pantry. 101 of the visits were made by staff or faculty members.

Claudia shared that the UGA Food Pantry is stocked weekly by a UGA sorority, but welcomes donations of food and money. One department donated bags of potato chips left over from an event. They have a refrigerator and a microwave so they can offer fresh food and packaged meals that can be heated on the spot.

Michael asked how the Staff Council could partner with the Food Pantry. Could we donate food or money, or help increase visibility? Claudia said donations would be preferable.

### **Staff Council Committee Reports**

*Treasurer.* Teri Berryman presented the FY 2015-2016 Account Status Report, attached to the end of these minutes.

Brenda Keen shared that she had brochures for the Marietta hotel for the upcoming state-wide staff conference October 6 and 7. Any staff are welcome to attend. A web site will be up in about a week with further information.

### **University Council Committee Reports**

There were no reports.

### **Old Business**

There was no old business.

### **New Business**

*Introduction of new representatives:*

Jason Tiller from the College of Education  
Elena Williams from the Law School  
Michael Kanning from SVPAA&P SRG  
Shauna Corsarro from College of Veterinary Medicine

### *Selection of Committee Chairs*

Due to time restraints, we agreed to have committees chose their chairs via email. Chairs will then attend the Staff Council Executive Committee meeting on Tuesday, July 26 in Conner Hall, Room 103.

Michael asked representatives to think about other UGA charities or service groups that could use our help, and submit ideas via email.

The meeting was adjourned at 3:44.

Next Staff Council Executive Committee meeting 3:30 pm Tuesday, July 26, 2016, Conner Hall, Room 103.

Next Staff Council meeting 2:30 pm August 3, 2016, Tate Student Center, Room 137. Juan Jarret will join us to discuss FLSA. Sarah Fraker will also visit to discuss OneSource.

## UGA Staff Council Treasurer's Report

Report Dates: June 1, 2016 – June 30, 2016

Beginning Balance		\$940.92
Income		0
Expenses		
Travel to UGA Foundation Board of Trustees	\$759.77	
Total Expenses		<u>\$759.77</u>
Ending Balance 6/30/16		\$181.15

Respectfully Submitted,

Teri Berryman for Mary Moore  
Treasurer

-----  
Year End Report Dates: July 1, 2015 – June 30, 2016

Beginning Balance		\$0
Income		
From President's office	2000.00	
Total Income		2000.00
Expenses		
Supplies and materials	\$250.00	
Membership to the USG Staff Council	\$25.00	
Vehicle expenses, renting cars to attend USG Staff Council events	\$471.20	
Lodging expense attending events	\$954.28	
Mileage for personal vehicle use attending events	\$118.37	
Total Expenses		<u>\$1818.85</u>
Ending Balance 6/30/16		\$181.15

Respectfully Submitted,

Teri Berryman for Mary Moore  
Treasurer