The meeting was called to order at 2:30 pm by Staff Council President, Marie Mize.

Roll Call

*Members in attendance:* Christine Ahern, Ian Armit, Charlie Bauder, Brittany Barnes, Debi Chandler, Kelly Cona, Lesley Coffey, Hayley Cox, Melanie Crawford, Anjali Dougherty (present via sub), Tamala Foreman, Elmer Gray, Matt Hammons (present via sub Audrey Stadler), Andrew Hanneman, Savannah Hembree, Angie Heusser, Stuart Ivy, Kevin James, Michelle Mathews, Emma Mattox, Brittney Minor, Liz Phillips, Jackie Mitchell, Marie Mize, Mary Moore, Matt Mundy, Jacob Schindler, Ken Schroder, Amanda Shaw, Alec Shepherd, Gabrielle Saupe, Kyla Sterling, Joy Strickland, Matt Weeks (present via sub Wade Fields), Beth Woods,

*Members absent:* Macie Fouche, Danielle Free, Jami Gilstrap, Michele Griffin, Pattie Holly, Laura Kelley, Heather Macon,

A quorum was present.

December meeting minutes were approved.

Meeting was called to order at 2:30.

Roll call- quorum was present.

Marie thanked everyone for coming and introduced the first speaker.

**Steve Harris, Office of Emergency Preparedness & Insurance Claims Management**

Steve’s office is responsible for developing emergency plans for the campus, AED machines, Stop the Bleed kits, Evac Chairs, Exercises and Drills, Emergency Notifications, active shooter
training, CPR/first aid training, and more. UGA’s Risk Management and Insurance is now part of his office as well.

Steve let everyone know that the UGA alert system has moved to a new portal and he encouraged everyone to help spread the word to make sure their data transferred correctly. He discouraged people from setting up alert to their campus phone number because texting is faster. You can add more phone numbers in the new portal—i.e. your spouse, family member, etc.

The next state-wide severe weather drill will be held on February 6 at 9:00am. It’s not a mandatory drill, but everyone is encouraged to participate, at least pausing and considering where you should go in case of a tornado/emergency. There will be a post-drill survey after the test at www.prepared.uga.edu.

Stop the Bleed Campaign: 1.5 hour training class for free, by request or at Training & Development. There are kits in all the AED cabinets and in other locations around campus.

LiveSafe App: Has almost 3000 users in the UGA community. This app collaborates the UGA Police Departments. The app shows you where all the AED machines are around campus, as well as a safe walk and safe drive feature. It’s free to use and promotes safety. At some point it may be added to the UGA app, but right now it’s a separate app.

Business Continuity Planning: These are plans that are put in place if staff aren’t able to have access to their office/building for an extended amount of time due to an emergency. The Office of Emergency Preparedness offers this as a free planning tool to help units work out critical operating procedures that might be affected by an emergency.

Posters and guidebooks are available from the Office of Emergency Preparedness; they are free resources.

Kelly Cona asked if there was a revision date on the guidebooks.

Steve said that they are updated once a year, but it’s usually minor changes.

There’s also an online learning module that’s useful for new staff and onboarding. It’s a short program and participants get a certificate after completing the training.

In addition, there’s a number of other training programs that staff can register for through Training & Development including: Active Shooter Response, Conflict De-escalation, Travel Safety, AED/Evacuation Chair Overview, Bleeding Control (B-Con), and CPR/AED training.
Other, longer term training programs include Campus CERT - Community Emergency Response Team, and Medical Reserve Corps.

You can learn more at www.prepare.uga.edu

Kelly Cona asked what to do with Stop the Bleed kids that have been opened but not completely used.

Steve said to give them back to OEP - they aren’t first aid kits and should be replaced if open.

Christine Ahern asked if brown bag information lunches were still happening.

Steve said that some were being coordinated now.

Christine asked how staff finds out about them.
Steve said his office would work on getting the word out to more groups on campus.

Marie asked if they could be put on the staff listserv.

Steve said that was a good idea for applicable events.

Tamala asked about an active shooting training that was happening in a building she was working in.

Steve said building personal should be notified but there were some communication issues with parts of the building not getting notified in that particular instance.

Christine asked about “how’s my driving” calls and any trends that have come up.

Steve said there’s been a lot of parking violations for people parking on sidewalks, excessive speed, driving too slowly, cutting off campus transit.

Christine asked if violations are tracked.

Steve said that UGA gets a report, and then the supervisor is notified (if the violator is an employee)

Joy Strickland asked about moped drivers reporting dangerous driving and wanted to know if dangerous drivers could be reported.

Steve said that if it’s not a UGA vehicle such reports should be made to the police.

A council member asked if state vehicles are allowed to park on sidewalks.
Steve said that it’s important the sidewalk isn’t obstructed and that parking on sidewalks is definitely not encouraged, although occasionally FMD has to do that.

Marie thanked Steve for coming and introduced the next speaker.

**Sarah Fraker— One Source**

Sarah asked if anyone had questions for her following the transition was implemented in December.

Stuart Ivy asked if Sarah could go over browsers that work best with OneSource.

Sarah said Microsoft Edge has known problems, but that other browsers should work. Occasionally caching will cause problems, so trying a different browser or going “incognito”/using a private browsing session is a good work around. There is information on how to clear your cache on the OneSource training library.

Tamala Foreman asked about time approvers in dining services because some employees weren’t visible to certain approvers.

Sarah said anyone can be set up as a time and absence approver, but that project coordinators or CFOs might have to generate that request.

Tamala asked about continuing training and the option of having someone from OneSource do a special training for Dining Services.

Sarah said there will be some continuing education for system managers and that the OneSource team is open to suggestions for training needs.

Kelly asked if the help desk was still an option for specific questions.

Sarah said yes, the help desk at the OneSource page is very quick and helpful.

Matt Mundy asked about reducing the number of auto-generated emails and if there would be reminders about timesheets. Sarah said that you can create a mailbox rule so that the emails don’t clog your inbox. There wouldn’t be time sheet reminders, but staff can submit requests for enhancement that the team will consider.

Kelly Cona and Debi Chandler asked questions about modifying leave requests after the leave has been taken and Sarah said she would send a best practices document to the group.

Stuart Ivy asked if supervisors have to approve UGA holidays.
Sarah said that that’s true because some USG schools have different holidays.

Beth Woods asked about errors with reporting structures during the transition and when those errors would be fixed.

Sarah said that they were still cleaning up some of the data, but that updates typically happen on a nightly schedule. She advised Beth to email her with specific questions.

She encouraged the group to check out the daily OneSource calls that are posted on the OneSource website for updates.

Marie thanked Sarah for her time and said there were a few more items on the agenda.

Stuart Ivy, Chair of the University Council HR committee, explained that there has been debate in the UC about reducing committee sizes so that the committees are more productive. The HR committee has almost two dozen people and it’s very hard to meet as a group to conduct business. If the committee size is reduced staff will lose one of its three committee seats. Stuart wanted input from the council about his proposition that if staff loses a seat on the HR committee, we be given an additional seat on the student life committee or a seat on the Committee on Bylaws, Statues, and Committees, or extra at large seats.

A lively discussion ensued with overall concern at the loss of a seat on the HR committee and much talk about the best strategy for moving forward. It was determined that discussion and a potential vote would happen via email because of the time-sensitive nature of Stuart’s proposition and the fact that the meeting had run over.

Marie said that volunteers were needed for the Nominating Committee, and reminded the group that the Staff Resource Fair would be coming up on March 11th from 2-6pm. The interviews for the new provost would also be coming up soon and Marie had handouts for anyone interested in the candidates presentations.

Alex Medina reminded the group that application were being accepted for the Staff Mentor Council until January 21st.

Marie thanked the group and the meeting was adjourned at 4:06pm.