The College of Education Staff Representative Group met on July 16th, 2015 at 10:00AM

Asheley Faris, Chairman, called the meeting to order. Introductions we made.

Attending were: Julie Davis, Dana Barnhart, Tonya Cox, Donella Moore, Erin Lancaster, Liz Phillips, Asheley Faris, Holly Ivy, Katie Kandelec, Theresa Nutter, Sarah Elizabeth Adams, Candie Stargell, Heather Bailey, and Heather Hartley- Lowden.

Holly Ivy discussed the recent UGA Staff Council meeting. The state-level SRG was in attendance. Many topics were discussed. Overall, UGA received the best raises this year with an average of a 5% increase. Also, UGA has the best Training and Development program within the University System of Georgia. The meeting mostly focused on the budget for next year, with the emphasis on the application of TAP for online classes. Emphasis will also be applied to sustaining UGA’s employee raises and controlling healthcare costs. The next Staff Council meeting will be help on August 5th, 2015.

**Old Business**

- **Standing Committee Reports**
  
  Annual Staff Retreat: Tonya Cox reported that this year’s retreat will consist of many games and prize-giveaways. Seventy-seven people RSVP’d to this event. Only staff that have RSVP’d should attend the event.

**New Business**

- **Safety Committee**
  
  SRG has decided to consolidate meetings with the safety committee. Donella Moore, safety committee chair, distributed her contact information and a safety questionnaire. The committee would like to develop procedures and protocols for unexpected events requiring safety knowledge. The committee would also like to develop safety training classes for SRG.
  
  An email will come out soon about CPR/AED classes offered on August 7th at Training and Development. Some processes will be updated in October. Safety courses will be coordinated following the updates, as well. Any updates will be distributed on COE FYI.

- **Standing Committee Restructuring**

  Asheley Faris discussed how SRG committees are not accurately portrayed in bylaws. It was decided that the following committees would be kept without any changes: Staff Retreat, Communications/Website, and the Chili Cook-off.

  The Faculty and Staff Spring Break /Years of Service Committee will now be referred to as the Spring Picnic/Years of Service committee. Since many late attendees did not receive food at the event last year, several solutions were discussed. It was also debated whether faculty would be invited to the event. Asheley offered to address the issue at the Faculty Senate meeting in the future.

  The COE Staff Professional Development committee was changed to a standing committee. Also, the Welcome Committee was dissolved and all funds will be reallocated to the Spring Picnic. Christy Glazer will now take on the role and welcome new employees to the College of Education. The Toys for Tots Committee will now be referred to as the Philanthropy Committee.

- **Committee Head Selection**

  Asheley opened the floor for volunteers who would like to head a committee. A committee head must be a SRG representative, but alternatives can join a committee if they are interested.
The following representatives volunteered for a committee head position:

- Lunch and Learn- Liz Philips
- Communications/ Website—Theresa Nutter
- Staff Professional Development- Katie Kandalec
- Philanthropy- Heather Hartley

There was a vote to select a committee head for the Staff Retreat committee, Chili Cook-off, and Spring Picnic. Votes will be tallied by Dana Barnhart and results will be announced by Asheley Faris.

**SRG Budget 2015-2016**

Asheley opened the discussion regarding the allocation of funds for each committee within the 2015-2016 proposed budget. The following was determined:

- The Chili Cook-off budget will stay at $175.00.
- The Philanthropy Committee budget will stay at $75.00. However, it was discussed that this money must be used to purchase food, refreshments, etc... Any donations to a family in need must come from personal finances.
- The Spring Picnic budget will consolidate with the dissolved Welcome Committee budget. Also, $1,000.00 from the Staff Retreat budget will be reallocated to the Spring Picnic, creating a final proposed budget of $1,750.00. Therefore, the Staff Retreat budget will be $5,000.
- Lunch and Learns will have a budget of $100.00, which can be used for food, utensils, or speaker fees. If it is not used, it can be reallocated to another committee.
- The COE Staff Professional Development Staff budget will be $10,000.00. This is another account and the money comes directly from the Dean.

-**Other Issues and Concerns**

Asheley stated that most meetings in the future will only be 30 minutes long. The next meeting is scheduled for August 20th, 2015 at 10:00am in room G23.

The SRG Meeting was adjourned at 11:15am.

Respectfully submitted,

Dana Barnhart