The College of Education Staff Representative Group met on February 11th, 2016 at 10:00am. In attendance were: Pat Hill, Dana Barnhart, Tiffany Haag, Tonya Cox, Heather Hartley, Liz Phillips, Ashley Faris, Marilyn Rodriguez, Holly Ivy, Heather Bailey, Amber Laws, Katie Kandalec, and Terri Nutter.

Asheley called the meeting to order and welcomed the group. She also gave updates from the most recent faculty senate meeting. Faculty senate is currently focusing on electing a new executive board next month. They discussed the new faculty evaluation process, as well.

**Old Business**

Staff Professional Development: Katie Kandalec updated the group with the current Staff Development funds available. A total of $5,007.96 has been spent and $4,992.04 is remaining.

Lunch and Learn: Liz Phillips reminded SRG that the next Lunch and Learn is planned for February 17th from 12p to 1pm in room 119, Aderhold. Christine Groff from the health center will give a presentation on how staff can improve their health during the work day. The event is on the calendar’s website and has been announced through COE FYI.

Communications: Terri Nutter would like to improve the SRG portion of the College of Education’s website. She requested that committee chairs send her information about their events (who, what, where, when why) so she can post them on the website and calendar. The group also discussed the possibility of making announcements through COE’s Facebook and Instagram.

Philanthropy: Heather Hartley-Cowden would like to continue making quarterly donations to Project Safe. The organization is creating getaway bags for women with toiletry essentials as donations. All donations can be dropped off at Student Services, room 122. Logan Youmans is also coordinating a drive for the Student Food Pantry, collecting in room 122. The pantry serves students who do not have funds or access to food. They are in need of pasta, dinner boxes, canned good, bottled water, chips, oatmeal, granola bars, and other non-perishables. Heather Hartley-Cowden would like to challenge everyone to bring a small donation each month to the SRG meeting.

Spring Picnic/ Years of Service: Tiffany Haag had no news to report, but she is working with deadlines and dates regarding the event. Beginning in March, she will email everyone qualifying for Years of Service so they can choose an appropriate gift. The Spring Picnic committee will be meeting in the next week or so to finalize details of the event.

Staff Retreat: Ashley gave updates for Sarah Elizabeth Abrams. The committee has been working with Randolph Carter from Training and Development to schedule activities for the event. They plan to develop a fun, engaging curriculum. Once it’s developed, will send out to SRG for feedback.
**Staff Council Updates**

Dana Barnhart read Holly Ivy’s notes from the recent Staff Council meeting. The meeting focused on the new shared leave program. No details of the program are finalized and Holly’s notes are listed at the end of the document.

**New Business**

Asheley distributed copies of the current bylaws and the proposed revisions. She would like to improve the flow and consistency of the document to better reflect the purpose of SRG. During this meeting, the group focused on the Preamble, Function, Definition, Staff Recognition, and Gift Selection sections. All changes were minor, but were voted into effect by the quorum. The revised section of the bylaws is also listed at the end of this document. Article I changes will be discussed during the next meeting.

The next meeting will take place at 10:00am on March 17th, 2016.

The meeting was adjourned at 11:00am.
Juan Jarrett and Travis Jackson gave a presentation about the new shared leave program.

New shared leave program:
It might have its own open enrollment for rollout.
Juan Jarrett would like to push it back to align with regular open enrollment- so it would go into effect in January.
Minimum donation is 8 hrs.-this is a one-time event.
Must have a 48 hr. balance of leave to donate.
Must maintain a 40 hr. balance after donation.
Use of shared leave will be tied to the FMLA definition of a serious illness.
You must use up all sick leave and annual leave before you can ask for shared leave.

***These guidelines are subject to change before official rollout****

Next meeting March 4, 2016 Provost Whitten
Preamble

The Support Staff of the College of Education assist faculty and administration in the development and implementation of the University of Georgia’s motto – “to teach, to serve and to inquire into the nature of things” and the College of Education’s mission:

The mission of the College of Education at The University of Georgia is to enhance education, workforce development, health, and policy for the well-being of society through research, preparation of educators and other professionals, and outreach initiatives. (a) the creation, communication and application of new knowledge; (b) preparation of scholars, researchers, educators and other professionals to meet the needs of our increasingly diverse, global, technological society; and (c) outreach initiatives engaged with matters related to the local community, state, nation, and world.

Function

The SRG has been established at the request of The University of Georgia President to serve as a channel of communication between classified staff and the College of Education administration for the promotion of the general welfare of the University. The SRG shall strive to address issues of concern to COE staff and shall forward to the University Staff Council those issues that would be of concern or interest to the entire University staff.

Definition

Support Staff consists of all classified, non-classified, and administrative classified (non-faculty) bi-weekly or permanent hourly employees budgeted half time or more in the College of Education

Staff Recognition

1. Purpose

The College of Education’s commitment to excellence is exemplified by the effective and innovative contributions of its talented and dedicated staff. In an effort to recognize individuals with an outstanding devotion to the College of Education, gifts will be given annually at the Years of Service Ceremony to those individuals with consecutive COE years of service in increments of 5.

2. Criteria for Years of Service

In order to be recognized and receive a gift for years of service, you must have been with the College of Education for consecutive years in the category you are being considered. If an employee breaks service with the College of Education
and then returns, years of service at College of Education starts over. A single year of service begins July 1st and ends June 30th in accordance with the University’s fiscal year.

3. Gift Selection

The breakdown for gift value to years of service will be as follows:

- 5 years - $50
- 10 years - $100
- 15 years - $150
- 20 years - $200
- 25 years - $250
- 30 years - $300
- $35 years - $350

There will be three gift options in each category for the recipients to choose from. Each individual recognized will be notified and asked which gift of the three that she or he would like to receive. The funding for these gifts will be budgeted into the SRG fiscal year budget. Present the College of Education Business Office with the gifts that will be purchased documenting the price and number of gifts prior to the end of the fiscal year, which is June 30th. The Office of Engagement will contact the foundation and get an advance for the purchaser to use.