Employee Council General Meeting Minutes
November 14, 2007
12:00 p.m. – 2:00 p.m.
Conference Room 5C, 5th Floor, 1599 Clifton Road

Member Attendees:
Adiri, Yaffa  Ali, Yasmin  Ashley, Sharon  Blackmon, Melissa  Bragg, Colin
Brennan, Kathleen  Burton, Louis  Chebat, Patricia  Derry, Michael  Duncan, Carol
Engelhardt, Matt  Garrett Bell, Jamila  Goetz, Betty  Kelly, Kenny  King, Linda
Luehrs, Karen  Martin, Missie  McBride, Bill  Moreland, Sonia  Morgan, Sian
Murray, Margaret  Ndubuizu, Iruka  Partlow, Monica  Rackstraw, Joanne  Ratliff, Susan
Shema, Judy  Stewart, Glenda  Varnado, Margie  Wilson, Brenda  Woods, Tracy
Worthy, Robin

Alternate Attendees:
Tolleson, Kent

Excused Absences:
Asherman, Laurie  Bianchi, Felicia  Brownsberger, Shelly  Hayes, Darlene  Jaleel, Joyce
Long, Nina  Sheldon, Linda

Welcome

President Iruka Ndubuizu welcomed all members to the meeting and introduced today’s speakers – Director of Forensics, Faculty, Division of Educational Studies, and Exec. Co-Director National Debate Project-Melissa Maxcy Wade and Vice President Research Administration-Dr. David Wynes.

Melissa Maxcy Wade
She is the director of the Barkley forum at Emory. In January they had 1500 people on 3 campuses to compete in the largest high school speech and debate tournaments in the country. She came to Emory in 1968 as an undergraduate because Emory had one of the best debate teams in the country.
In the early 80’s as a graduate student “I had the idea if we could teach kids to demand the attention of the decision makers using their words then they wouldn’t have to use their fists to get their attention”. In the beginning the program started in 4 schools. They now work in all Atlanta public high schools and middle schools, South DeKalb County schools and they are about to start in South Fulton County schools.
She showed a video from the CBS show “60 Minutes” about the urban debate league in Baltimore which shows what their program does.
The partnership of Emory and Georgia State work to keep the program running using mostly volunteers. They have had 40,000 kids go through the program. Studies have shown that these programs work in producing improvements in academic results as well as decreases in behavioral problems.
Volunteer opportunities are available and anyone who is interested to sign up to help or would like to donate funds to the program is more than welcome to contact the Barkley Forum or visit their website: www.emory.edu/BF/ or www.nationaldebateleague.org

Dr. David Wynes
He joined Emory in February 2007 and came from the University of Iowa. What is research administration? What are the components and processes involved?
As the processes change from paper to electronic the nature of the jobs change. In fiscal year 07 Emory received $384 million in grant funding with the majority being from NIH. As NIH has now changed to electronic submission the job descriptions have also changed and will need to be changed or updated.

Within Research Administration the offices that we primarily think of are the Office of Sponsored Programs (OSP) and the Office of Grants and Contracts Accounting (OGCA). People tend to think OSP as the pre-award office and OGCA as post award office, but OSP does some post award processes not related to finances. OSP reports directly to him. OGCA does not report directly to him but to Edith Murphree. OGCA has a new director Rob Thomas who came from Rutgers and has just recently started. Currently OSP is conducting a national search for a new director. Other offices that fall under the Office of Research Administration are the Office of Research Compliance headed by Kris West. This office does not run the offices that do compliance such as IRB or radiation safety, etc., but they provide advice to those offices and to the Office of Research Administration about whether they believe we are doing the right thing or change policies that make sure the university is compliant. The Office of Technology Transfer (OTT) is also included under the Office of Research Administration’s purview. This is the last piece of the process in the grant cycle. OTT processes patents and licensure of new innovations and scientific discoveries that are the product of Emory research or Emory faculty work. In addition to these offices there are other insular offices that have to work with the investigator. Among these other offices are the Institutional Review Board (IRB) which monitors protocols involving human subjects, Institutional Animal Care & Use Committee (IACUC) which does the same but for animal subjects. These offices work closely with all the research administration offices and while Dr. Wynes doesn’t have a direct hard line to these offices he is the institutional official for these offices.

Clinical Trial Office is a new office which works closely with IRB and the contracts office of OSP. This office was brought about due to new Medicare billing rules which we must comply with. Environmental Health and Safety is also an office that has a role in research particularly the protection of researchers rather than the subjects of the study which the IRB covers.

The process includes not only these offices, but includes the departments of the faculty as well as the schools. This adds an extra layer of complexity. Because of this, additional educational programs are being created to reduce redundancy in the grant process. He hopes to reduce the amount of time it takes to route a grant through the various processes and get the grant to the agency for review, but still make sure the grant gets a thorough review.

He talked about the problems of communications between OSP and OGCA including the use of separate incompatible computer systems. Eventually he hopes that this will be changing in the near future where one system will be used by both offices thus streamlining the grant processes even more.

The thing to remember is that the PI and their lab are central to the process at every step. It is not a linear process and relies on all these groups of people working together.

**Michelle Nelson**
A PhD student from the School of Nursing spoke about recruiting women for her study. She asked that if anyone was interested or knew persons interested to contact her and will be sending out an e-mail describing her study and who she is looking to participate.

**Iruka Ndubuizu made the following announcement on behalf of Katherine Hinson**
Breast cancer awareness initiative prompted by Step Up Emory - go to the Step Up Emory website for more information. Also be aware of the e-notify system where you will be able to register to receive emergency notifications to your e-mail, phone, etc. There will be an automatic pop up beginning the 19th of November when you log into the self-service module of the PeopleSoft system.

**Old Business**

Minutes from the 10/17/07 Meeting were approved as written.

Kathleen Brennan, Treasurer, gave the Treasurer’s report. Some suggestions for the expense of these funds were more brochures and perhaps the purchase of binders for each member. These ideas are still being explored.

**New Business**

Betty Goetz, Historian, gave a brief history of the 1599 Clifton Road Building. Her notes are attached.
Robin Worthy, will be working with the Red Cross to schedule 2 Employee Council sponsored blood drives possibly taking place in March and in August 2008. She will need a few volunteers to help direct people. We had suggested having one last year during Staff Fest, but the vicinity of the food was too close. This suggestion has been revisited and it may be possible to do a mobile drive away from the main Staff Fest activities. It was suggested that Robin contact Kay Manning in HR about having it during Staff Fest.

**Caucuses**

Membership (Chair Laurie Asherman): Chair was absent from this meeting so no real update.

Communications (Chair Katherine Hinson): Put list together about how to communicate with constituents. This will be discussed among the committee before being presented to the full Council.

Special Interest (Chair Matt Engelhardt):

- **Benefits**  Discuss three topics: Family leave accrual, staff paid leave like a sabbatical, sick leave bank.
- **Career Advancement**:  Continuing to look into career ladders, etc.
- **Suggestion box group**:  Looking into how other religious affiliated holidays are to be taken by employees, what is the process?

**Next meeting:  December 12, 2007 in the Rita Ann Rollins Room, School of Public Health, 8th Floor**
The “1599 Building”

I had planned a rather ho-hum accounting of the current occupants of the 1599 Building; but in researching the background of the building, I discovered some fascinating information that I had not known before while reading an article about the history of Rollins School of Public Health (coming next month).

As with so many great partnerships and programs at Emory, it involved Robert Woodruff and the Woodruff Foundation. Although the dates and facts of the transactions vary from one historical account to the other, the following excerpt from the fall 2003 edition of Momentum is probably the best researched:

But for all his epochal contributions, Woodruff likely never gave a more important afternoon to Emory than the day in the early 1950s that he spent playing a round of golf at Augusta with his friend, President Eisenhower. Eisenhower complained to Woodruff that Congress had approved money for a new federal agency and now he would have to find some place to put it in Washington.

"Mr. Woodruff said, 'You could locate that in Atlanta near Emory University.' And President Eisenhower said, 'Well, all federal agencies are in Washington, Bob; I can't very well do that.' And Woodruff said, 'All the more reason, if all of them are in Washington, to start getting them out of there. If you will locate it in Atlanta, near Emory, I will see that you get the site.'"

Thus Woodruff bought for $50,000 the tract of land on which the CDC is currently headquartered and gave it to Emory, so that Emory could give it to the government. The model was the same, though the dollar amounts were much higher, in the late 1980s when Dr. Hatcher partnered with the Woodruff Foundation to bring the national headquarters of the American Cancer Society to the Clifton Corridor.

Proximity to Emory and CDC as well as lower rent and labor costs prompted the Society to move its national headquarters to Atlanta from New York City, its home since its founding in 1913. The 165,000 sq. ft. building was completed in 1989. The School of Public Health used part of the building for classrooms while their current building was under construction. Their proximity to governmental and research centers resulted in ACS collaboration with government, business, private foundations, academic institutions and individual businesses.

After 17 years of growth, the Cancer Society began looking for a larger facility. They completed a move in June to a 274,000 facility in the Inforum in downtown Atlanta. The building was purchased by Emory University and was dubbed the 1599 Building. Following a brief renovation, Emory began moving employees into the building in late July.

Moves were slated for completion in mid-October. The building houses Financial Operations, Human Resources and many Departments which support Emory’s research programs. A complete list is available in the August 6 edition of the Emory Report.