Employee Council General Meeting
12:00 – 2:00, February 18, 2009
Jones Room, Woodruff Library

Member Attendance

Please see attendance sheet, prepared by Membership Chair, Sharon Ashley.

Welcome

President Matt Engelhardt welcomed all members to the meeting, and introduced today’s speakers: Peter Barnes, VP, Human Resources; Cathy Patton, Manager, Open Recruitment; and Steve Clements, Emory Corporate Learning. Engelhardt also thanked Angie Dupree for her work organizing the Think Pink events on Sunday at Woodruff PE Center.

Peter Barnes, VP, Human Resources

Peter Barnes shared his concerns about Emory with the Employee Council:

1. Financial crisis: everything is happening so quickly at the moment that there is no chance to be proactive and plan. Things are so complex and no one has the ability to understand exactly what’s going on. The university is normally very well off, but resources are dwindling at a previously unimaginable rate. Barnes was particularly concerned about years 2, 3 and 4.

2. The economy is also affecting health care at Emory. There are more patients who cannot pay or are completely uninsured. Also, the medical benefits expenses for Emory employees are increasing at a rate of $1 million per month.

But Barnes is also optimistic. Emory is fortunate to have a strong leadership. They don’t have all the answers, but they are constantly looking for solutions. And more importantly, Emory has strong employees. Emory has a value system that is special and elegant: Emory values human beings. Emory also has a strong future vision, as outlined in the strategic plan, which will help guide decisions during these uncertain times.

Barnes also announced that the Bright Ideas website is about to change its purpose – it will become a place for sharing cost reduction and cost avoidance ideas.

Question: Will Emory sweeten the deal for employees approaching retirement as a strategy to reduce personnel costs?
Answer: Yes, Emory is working on an early-incentivized retirement plan. There are lots of details to consider, so they are working through all the guidelines now.

Question: In the hiring process for jobs open at Emory, will employees who are laid off be given extra attention?
Answer: Yes, they will be, and Cathy Patton will speak to that in a moment.

Question: Is Emory looking at ways of reducing the number of hours of work per week to still be considered full time?
Answer: Yes, for example, in some cases Emory is considering lowering the number of hours from 35 to 32 hours per week.

Cathy Patton, Manager, Open Recruitment

Cathy Patton began by talking about how recruiting is now viewed at Emory. There has been a slowdown in hiring – the number of vacant positions is down by 50% from approximately 450 to 250. Departments now have to rethink positions before posting them and must include a justification for the need of the position.

Unfortunately, there have been some reductions in force (RIFs) – either as a loss or reduction in positions. Recruitment staff members are working with these individuals one-on-one to help them find new jobs at Emory and to improve their resumes and interview skills.

Patton also pointed out that Emory Temporary Services is also a resource open to staff members as a stopgap for income while they are job hunting. There are many departments that are using ETS for project work.

Question: I thought that Emory employees couldn’t be hired with ETS?
Answer: Yes, that’s true. It would only be for staff members after their termination date.

Question: Are these services open only to RIF’d staff or also to all employees?
Answer: The services I mentioned are also always available to all employees.

Question: Is HR also able to counsel someone regarding unemployment benefits available to them?
Answer: No, FSAP can help identify resources available to individuals, but they cannot provide counseling on these services. Benefits may also be able to answer some questions.

Question: How strongly are hiring managers being encouraged to hire RIF’d staff?
Answer: Managers are being very strongly encouraged to hiring laid off staff members. In fact, one school is only allowing hires from among this group. The Recruitment department is making phone calls on behalf of the RIF’d staff to tell managers that they are high performing and that they’ve spoken with the previous supervisors, and they forward recommendation letters.
Steve Clements, Emory Corporate Learning

Steve Clements gave a presentation on “Powerful Public Speaking & Compelling Communication.” A handout was provided to the group with the following 15 points:

1. Create an opener that captures attention, e.g. a statistic, an anecdote, a surprising statement.
2. Write out the first few lines of this opener on a standard 8 ½ x 11 sheet of paper.
3. Arrange the rest of your presentation vertically down the page in keywords/phrases, leaving lots of whitespace.
4. Don’t rehearse!! Instead, look over your outline a few times to ensure a key word cues a thought and plan to tell your story.
5. Prevent lectern phobia. Before the audience enters, place water, gum, your paper, etc. on the lectern to make it “your place”. Butterflies, shaking hands, even a hoarse voice don’t have to ruin your presentation.
6. Create a relationship with the audience. Think in terms of talking to one person rather than “delivering a speech.”
7. Ignore your occasional “um” or similar “fault.” Unless done to excess, no one notices but you.
8. Don’t rush. If you can’t find your next key word, there will be a few, very acceptable moments of silence.
9. Take charge of your technology. Read PowerPoint from the screen as written and the audience will wish you had just handed out the slides.
10. Keep your hands above your waist for maximum impact and avoid fiddling with objects, or crossing your arms or legs. Body language establishes performance mode.
11. Use strong gestures such as forward hand motions that reach out to everyone. Gestures energize your delivery and make you unique.
12. Maintain your cool even if you make a mistake. You get upset and your audience will get upset. If you laugh and correct the error, they will think nothing of it.
13. Remember the lectern is not your prison. Use it for notes, but (if sound allows) make strong strides left and right, or forward and back. REMEMBER: be back at the lectern to see the next key word.
14. Establish eye contact with as many people as possible. Get affirmation of your gaze with a return gaze before moving on.
15. Get off the stage strongly. Create a closing that summarizes and emphasizes your major points. “In conclusion…” lets audiences know you are coming to the end. (Write that out too. Getting on and off the stage strongly are a speaker’s greatest assets.)

Old Business

Approval of January’s meeting minutes: the minutes were not posted to the website or distributed by email to the Council, so Matt Engelhardt could not ask the Council to approve the minutes. Engelhardt indicated that he had a meeting that day with the web developers and hoped this issue would soon be resolved.
Treasurer's Report: Margaret Murray – to date the Council has spent $2263 on food and office supplies; some charges on the account are being investigated.

New Business

Historian's Report: Betty Goetz (see notes at end of report).

Committee Reports:
- Communications:
  - Council members were reminded that the Presidential Town Hall is coming up tomorrow in the Law School. The proceedings will be streamed as a webcast, which employees can view from the Council’s website with their Emory ID and password.
  - There is a staff committee currently examining Staff Fest and making recommendations for this year’s event.
- Membership: Sharon Ashley commented that attendance has been really great this year at every meeting.

Executive Council Elections: Matt Engelhardt announced that elections would occur at the April meeting. Council members were asked to nominate or self-nominate by March 18th.

Volunteer Opportunities: Matt Engelhardt provided information on the volunteer opportunity for the beautification project at the Lesbian Health Initiative. Three to five volunteers are needed from the Council, to help on March 28th from 9 am to 1 pm. Contact Engelhardt if you are interested.

HARDSHIP FUND CREATION: Matt Engelhardt also announced that a hardship fund would be created for Emory University employees. Employees will be able to contribute by payroll deduction. Employees will be eligible to apply once per year for monetary assistance. This is quite far away from implementation, but it is underway.

Historian's Report from Betty Goetz:

NAMES LIVE ON IN CAMPUS HISTORY

Many of the buildings and roads on campus bear the names of individuals who have been important to the University in one way or another. Emory has had 19 presidents since its inception in 1836, and the names of 15 of the first 16 are familiar to most students and employees on campus, though they might not realize it.

1. Ignatius Alphonso Few 1836 - 1839
   Few Hall built 1852 - Oxford Campus
   Few Residence Hall - Atlanta Campus
2. Augustus Baldwin Longstreet 1840 – 1848
Longstreet Residence Hall until 2008 – Atlanta Campus

3. George Foster Pierce 1848 – 1854
Science classroom & lab facility – Oxford Campus

Means Residence Hall & Means Drive – Atlanta Campus

5. James R. Thomas 1855 – 1867
Thomas Residence Hall – The Complex – Atlanta Campus

6. Luther M. Smith 1867 – 1871
Smith Residence Hall? – The Complex – Atlanta Campus

7. Osborn L. Smith 1871 – 1875
Smith Residence Hall? – The Complex – Atlanta Campus

8. Atticus Greene Haygood 1875 – 1884
Haygood Residence Hall – Oxford Campus
Hopkins – Haygood Gate – Atlanta Campus

Hopkins Residence Hall – The Complex – Atlanta Campus
Hopkins – Haygood Gate – Atlanta Campus

10. Warren Akin Candler 1888 – 1898
Candler School of Theology – Atlanta Campus

11. Charles E. Dowman 1898 – 1902
Dowman Hall – Jolley Residential Center – Oxford Campus
Dowman Drive – Atlanta Campus

Dickey Hall – Jolley Residential Center – Oxford Campus
Dickey Drive – Atlanta Campus

13. Harvey Warren Cox 1920-1942
Cox Hall, Cox Food Court & Cox Clock Tower – Atlanta Campus

White Hall – Atlanta Campus

15. S. Walter Martin 1957 - 1962
Short tenure Came from & returned to UGA

Atwood Hall (Chemistry Department) – Atlanta Campus