Employee Council General Meeting  
February 20, 2013  
12:00 Noon – 2:00 pm  
Goizueta Business School, Room W330

ATTENDANCE

PRESENT:
Allen, Armeta    Barnes, Erica    Cherry, LaDonna
Cirillo, Matt    Forts, Ricardo    Granholm, Lisa
Haynes, Tanisha  Howard, Marsha    Hughes, Countess
Jalloh, Matilda  Mayes, Linda    McCoy, Angela
MoJonnier, Mary Lou  Moser, Carol    Perlove, Jessica
Perry-Bates, Laura  Randall, Tawana  Scott, Shawn
Shaffer, Nelson  Tarkington, Alice  Terry-Carter, Chris
Toce, Michael  Troyer, Kathy    Ward, Mary
Weaver, Gloria  Williams, David    Yarbrough, Anita

ALTERNATES:
Batiste, Mikelyn  Jackson, Dell    Jarman, Shea
Loftus, Mary  Weaver, Diane

EXCUSED:
Green, Stacey L.  Sanders, Rhoda

ABSENT:
Bowden, Cheva  Byrd, Jerry    Castellaw, Adam
Cody, Tanya    Frazier, Rita    Fugate, Kim
Howell-Robinson, Kelli  Jackson, Linda    James, Jonetta
King, Leslie  McAdam, Richard    Myers, Travis
Reese, Tamicka  Sanders, Rhoda    Sirotkin, Jennifer
Strozier, Katherine  Varnado, Margie  Wilson, John
Meeting convened at 12:05 pm

- **Kathy Troyer – President, Employee Council**
  - Welcome
  - Agenda Overview: [February 2013 Meeting](#)
  - Announcements:
    - New Senior Director of Emory Dining, Dave Furhman ([david.furhman@emory.edu](mailto:david.furhman@emory.edu)) wants to have focus group with members of Employee Council
    - Kathy will send out e-mail; limited to first 15 respondents
    - Focus group will be held **Wednesday, February 27th from 11:45am to 1:00 pm**
    - Location to be determined.
    - Lunch provided
    - Will have working groups today to discuss Class and Labor report recommendations specific to Employee Council
    - Sent survey monkey out in January to Council asking reps to talk with constituents and list which recommendations most important to them
    - Kathy will resend survey and make available on Employee Council webpage
    - Countess Hughes will be sitting on Class and Labor Advisory Committee.
    - Will give her information so she is knowledgeable when committee is prioritizing recommendations; will relay what is important to employees
  - Presentation: [Class and Labor Report Recommendations](#)

- **Working Meeting on Class and Labor Report**
  - Questions Working Groups Discussed pertaining to Class and Labor Report Recommendations:
    - Examine the charge of the Employee Council
      - What does the Council mean to the university?
      - Why are we here?
      - How can we be more successful?
    - Ensure that Employee Council representatives have access to leadership within their respective schools or units.
      - What would this look like in your unit?
      - Who would you think it would be helpful to have access to?
      - What would this do to improve your role on Council?
    - Annually examine and report to the Employee Council data about promotion, reclassification, and voluntary and involuntary termination of staff to demonstrate the extent to which Emory’s efforts are fair and supportive of Emory's workforce.
      - How would we utilize this information?
Summary of Feedback from Council Rep Working Groups:

- Employee Council is a voice for employees and provides strategic solutions to issues (i.e. creating Hardship Fund); conduit for information between staff and leadership
- Group feels employees would like to see data on promotions, reclassification, etc. but would only find it relevant and relatable if information broken down per Unit; mainly would use as a form of transparency
- Access to leadership good idea but some reps stated they already have access because they work in small departments; probably more relevant to larger units and those Council members that represent multiple Departments
- Communication big part of making Council more successful; e-mail only as a means of communications not successful
- Ideas for additional means of communication include shuttle ads, ads in Emory Report and Emory Wheel; utilizing fact sheets and phone trees and having more face to face meeting with constituents that are not seen by rep on a day to day basis
- Should utilize annual report to help ferret out “the whys” - for instance: promotions, reclassifications, voluntary terminations up or down; use information to work with Learning Service or challenge Human Resources
- Question asked whether reps would meet and discuss information with department HR reps and Leaders or would EC as a body meet with University Leaders
- Either way Employee Council could be a body to help with that process so that the entity of HR would know it’s accountable to staff
- Also question asked: “What do we have authority to do as Employee Council reps?”
- President of EC should meet with departments to ensure Employee Council members are truly representing interest of constituents and make sure leadership knows it’s mandatory to attend
- Kathy noted that she did reach out to departments and appointers this summer
- She spoke with appointees to ensure reps could come to meetings and explained expectations/responsibilities of EC reps; thinks it has been successful but still not taken seriously by some departments
- Employee Council should have a voice before decisions are made not just used to disseminate information after the fact
- Discussion of how role of Employee Council can be more relevant and whether access to Leadership in Departments will make a difference
- Also discussed issues of trust with employees speaking up - fearful there will be repercussions
- Council members have opportunity to be bridge and get information out (i.e. “Adopt a Department”); inform and empower constituents – we can be stronger together
- Dialogue on finding new ways to market Employee Council
o Council members should have resources and contact information to give constituents if they come to them for help or with questions. *For example: information/resource card with EC name/logo
o Understand all of us suffer from information overload; need ways to make it simple for staff to find the resources they need
o Employee Council could create program on where you find resources on campus
o Suggestion: Invite groups (for instance: FM) and talk to Management about issues; ask the tough questions for our constituents who are afraid to speak up/out
o Need to make sure new (and returning!) EC reps understand their role and responsibilities
o Minimal expectations of reps:
  1.) face to face meeting with constituents once or twice a year
  2.) meet once or twice a year with appointer or Department Head
  3.) communicate what goes on at EC meeting in way that works best for rep and constituents
  4.) strongly suggest new member orientation
  5.) expectations of EC reps should come from University President or Employee Council President – as a result, appointer holds rep accountable but also rep can hold appointer accountable
o Kathy thanked everyone for their comments and hopes dialogue will help in improving Employee Council
o Those interested in participating in group that will focus on restructuring Employee Council should contact Kathy

- **Countess Hughes – Hardship Fund Coordinator**
  - Website: [Hardship Fund](http://www.employeecouncil.emory.edu/)
  - Update of Current Contribution Information: [Account Balance Summary](http://www.employeecouncil.emory.edu/)
  - “Get the Word Out” schedule:
    - **March** reps: Tanisha Haynes, Linda Jackson, Nelson Shaffer, Carol Moser and Rachelle Lehner
    - **April** reps: Chris Terry-Carter, Anita Yarbrough, Matilda Jalloh, Tamicka Reese, Margie Vernado and Rhoda Sanders
**Anita Yarborough – Treasurer, Employee Council**

- **Treasurer’s Report:**
  - Our starting budget for the 2012 – 13 terms was totaled at: $6,000.00.
  - For monthly EC meetings we are allotted $3,900.00 we have used $3,837.80 and are now at $62.20.
  - For the month of January we spent $413.94 which went towards the lunch provided.
  - Our Veteran’s Day budget we had $300 and we have used $300.
  - The Marketing Expense for the Hardship Fund we have $300 and we have used $0.
  - In our EC Executive Council Development budget we had $1,000 and we have used $61.32 that went to buying software products.
  - In our Staff Fest/Council Marketing Items budget we had $500 and we used $313.89.
  - At the present we have used $4,513.01 and the Employee Council budget stands now at a total of: $1,486.99.

**Jessica Perlove – Past-President, Employee Council**

- **Town Hall Update:**
  - We’re holding our Town Hall on March 20th, from 11-1, in the WHSCAB Auditorium. That’s the Woodruff Health Sciences Administration Building.
  - We’re planning to have the following people on stage: President Wagner, EVP Mandl, Provost Sterk, EVP of Health Affairs Caughman, and Ozzie Harris.
  - Representatives from Human Resources, Transportation, and the Class & Labor Committee should be in the audience.
  - We plan to use the same Question & Answer format as last year, since it seemed to work really well.
  - People can submit questions and comments to the “Submit a Hot Topic” link on the Employee Council website.
  - We will print these questions and comments out on pieces of paper, and have volunteer EC members read them at TH.
  - We’ll have two microphones set up on either side of the stage for Q&A.
  - Stacey and Anita will order the food when we get closer to the date.
  - Lisa Granholm, Kathy Troyer, and I met with IT to discuss what type of technology we would like at the event. After discussing with Ozzie Harris, we decided to have a live stream of the event, and not allow power point presentations, as that raises the cost.
Margie Varnado and Tawana Randall have agreed to be the Volunteer Coordinators.

We have a list of people who volunteered so far, and we welcome more.

Volunteers will be ushers, will help with the Q&A, and will be available to help with various tasks.

Senate Update:

- University Senate is meeting next Tuesday at 3:15 at Cox Hall.
- The Employee Council Senate Representatives Committee will meet at 2pm in the Computing Center to prepare and discuss university issues.
- For those new to Employee Council, Senate is composed of representatives from Employee Council, Faculty Council, Student Government Association, Graduate Student Government Association, and the Alumni Association.
- We meet once per month to discuss and vote on issues pertaining to the university.
- Employee Council has six representatives that vote on behalf of Employee Council, and three representatives to Senate subcommittees, including Campus Development and Fringe Benefits.
- The Past, Present, and Future Presidents of Employee Council are also on Senate, but we do not vote.
- And our Senate subcommittee representatives do not attend the Senate meetings, just the subcommittee meetings. Those committees have Chairs that do attend the Senate meetings.

**Kathy Troyer – President, Employee Council**

- Discussed Oxford meeting in April and transportation options
- *Remember: Accepting nominations for elections

**Lisa Granholm – Historian, Employee Council**

- Historian Report:  [Historic Emory Photos](#)  
  [Oxford College Harlem Shake](#)

Meeting adjourned at 1:52 pm.

Respectfully submitted by Marsha Howard  
Secretary, Employee Council 2012-2013