Benefits Committee Minutes

Meeting called by: Jean Miller, Chair
Facilitator: Jean Miller, Chair
Timekeeper: N/A

Type of meeting: Monthly
Note taker: Kenée Stephens

Attendees:
Amber Aman, Shelia Bradley, Vernessia Callahan, Jean Miller, Kenée Stephens

Excused: Natasha Davenport, Michelle Pettigrew-Lavender, HB Sheffield
Absent: Ruby Hopkins

Minutes:

Agenda item: Review Work Life Alternatives Proposal
Presenter: All

Discussion: Next steps in presenting / implementing the proposed alternatives to management.
   - Develop a strategy to move forward with Staff Council backing.
     - Create a survey process for management and employee prospective on proposal.
   - We will be in an advisory position and not enforcement therefore we will not be involved with implementation.
   - Commitment from President and Provost Offices is pertinent.
   - Reduce volume of document to present to management for advisement of alternatives.
   - Promote and encourage use to avoid lengthy and costly HR processes.

Conclusions: Benefits committee will attend the Executive Meeting and present a condensed version of proposal.

Action items:
1. Create a condensed version of proposal.
   Person responsible: Amber
   Deadline: TBD

2. Forward date and time of Executive Meeting
   Person responsible: Jean
   Deadline: ASAP

Agenda item: Prioritize Action Items
Presenter: All

Discussion: Order of definite actions will address throughout the course of the year.

Action items were given an owner whom will report on the status of each action assigned until complete or concluded that the task is out of the scope of our committee.

Conclusions:
1. Work Life Proposal: Amber will condense the document to present to management.
2. Building Specific Evacuation Plans: All members will present plans from their respective building to be examined at our next committee meeting. **Jim Olsen (12167) may be contacted for a copy of evacuation plans.**
3. Exit Interview Process: Vernessia will interview HR to see why the process ceased.
4. Parking costs: Kenée Will interview Auxiliary Services to see if parking at Turner Field is an option for staff.
5. On campus Day Care: Kenée will interview Director to determine options for increasing availability or University relationships with other facilities.
6. Tuition Assistance Program: Closed; action item deemed out of the scope of our committee. The policy is created by the Board of Regents. It is designed to allow paying students to receive first priority and staff members may assume vacant seats if available.

Kenée Stephens, Committee Secretary
(404) 651-2044
kstephens@gsu.edu
<table>
<thead>
<tr>
<th>Action Items</th>
<th>Owner</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Forward date and time of Executive Meeting</td>
<td>Jean</td>
<td>ASAP</td>
</tr>
<tr>
<td>2. Alternate work schedules – research and condense</td>
<td>Amber</td>
<td>Report 8/9</td>
</tr>
<tr>
<td>3. Building specific evacuation plan / terror alert plan – Provide plan</td>
<td>All</td>
<td>Report 8/9</td>
</tr>
<tr>
<td>5. Parking costs – Research Turner Field for staff parking</td>
<td>Keneé</td>
<td>Report 8/9</td>
</tr>
<tr>
<td>7. Tuition Assistance Program</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Note:
Location and agenda to be sent by Chair.

Action items will be noted at the end of each agenda item and again at the conclusion of all minutes for quick reference. Actions required will be in priority order from high to low. Closed items will be highlighted the month that they are closed and removed from future minutes. A detailed status will be bulleted within each action.

Suggestions on reporting are welcome and encouraged in order to ensure that full understanding is achieved.

**Future Meeting Dates:**
August 9
September 13
October 11
November 8
December 13
January 10
February 14