

**VPFASRG Meeting**  
Minutes  
February 15, 2017  
Miller Learning Center Room 268  
2:00PM

Meeting was called to order by Debi Chandler

**Members in attendance:** Rachel Bartlett, Randolph Carter, Teresa Cash, Debi Chandler, Caleb Gonzalez, Savannah Hembree, Zachary Morris, Courtney Murphy, Luke Powell, Elizabeth Screws, Andrea Thompson, Taylor West , Evelyn Wilhite, Brian Wright

**Members not in attendance:** Chris Allinger, Brent Canup, Andrew Cropp, Michael Hale, Stuart Ivy, Lisa Lowe, Ashley Maxwell, David Ragland, Charlton Scott, Harold Waters

**Total members present:** 14 out of 25 active members (14 out of 43 possible representatives)

Roll Call, quorum was present.



Guest speaker:

Kizmet “Kiz” Adams, J.D., is currently the Work/Life Balance Coordinator at the University of Georgia. She is an advocate for the work/life balance needs of faculty and staff at UGA and is responsible for finding resources and providing services to help UGA’s 10,000+ employees manage the demands of work and life. Having spent her career at Georgia Law, in faculty and administrative positions, and being the mother of four children, Kiz is quite familiar with the challenges of juggling life and work. She has also been a lifelong health and fitness advocate, and is a certified personal trainer and Pilates instructor.

- 7 out of 10 employees struggle to achieve a work life balance
- 30 % of workers had to cut back work load
- 62% leave a job for another job with a better balance
- Employees that are happy work 21% harder and 33% are more likely to stay at their job

### **Work/Life Balance at UGA**

- March 2015 – Women’s Leadership Initiative launched out of the Provost’s office
- Fall 2015 – Seeking a Work/Life balance Coordinator
- February 2016 – Work/Life Balance Coordinator hired
- 2020 Strategic Plan: “improve the quality of life for faculty and staff to enhance recruitment, retention, and productivity.”
- Work Life Programs:
  - Enhance recruitment efforts and improve retention;
  - Reduce presentism and increase productivity;
  - Reduce absenteeism caused by unexpected leave;
  - Encourage creativity
  - Reduce stress; prevent burn out caused by workaholic culture

### **Four Main Goals for the Work/Life Balance Program**

Goal 1: General assessment of work/life balance needs of UGA workforce

Goal 2: Identify current resources at UGA and in the community to address those needs

Goal 3: Create awareness of those resources and increase use of available resources

Goal 4: Develop new resources and programs to address unmet needs

### **What Does a Work/Life Balance Coordinator Do?**

- Assess the needs of our large and diverse population
- Find or create resources or services to help employees
  - ✓ Handle a stressful situation that is interfering with their work
  - ✓ Be more productive and do their job better
  - ✓ Be more satisfied with their job
- Create awareness of resources and services; curate in one place: W/L balance website
- Develop new initiatives as needed
- Provide individual consultations
- Departmental consultations

“Work/Life Balance is about integrating all the aspects of your life – finding the potential in each part to help produce success in others; and not letting the demands and stress of one, destroy the enjoyment of the others.”

University of Georgia – Work/life Balance

- Caring for your Family including resources for Parents, Elder Care, Services for Self and Services for Families
- Caring for Yourself including Walking Maps, LifeSuite Services, Emotional Health and Employee Discounts
- Caring for your community including Volunteer Opportunities at UGA and Volunteer Opportunities within the Community
- Caring for your Work including Continuing Education, Work Environment, Workplace Issues and Flexibility
- <http://www.hr.uga.edu/work-life-balance>

General Needs Assessments include: Workplace Demographics with a total workforce of over 10K consisting of Staff and Faculty.

Peer and Aspirational Institutions include: Childcare, Eldercare, Health and Wellness, Professional Development and Workplace flexibility.

Talk with groups that include faculty and staff.

Barriers to Health and Wellness include in descending order: Lack of Money, Lack of Time, Lack of Supervisor Support, Lack of information/knowledge, lack of interest and other.

New Initiatives –

- Workshops
  - Time Management (Recorded in Collaborate)
  - Mindfulness/Meditation
  - Achieving Personal work/life Balance (Feb. 6)
  - How to Deal with Stress (Jan. 24)
  - Improving Your Sleep (March 2)
  - Is sitting the new smoking? (Feb. 16)
  
- USG Spring 2017 Health Trails Challenge (6 weeks: March 20- April 3)
- Commit to U – campus walking initiative; Kick-off March 20<sup>th</sup>
- Map of Lactation Rooms on Campus
- Departmental Consultation: Campus transit and parking services; Alumni Association and Development, Georgia Center
- Extreme Makeover – Office Edition (service learning course)
- Employee-Student Job Network (Career Center)

What can you do as a department?

- What is your goal?
- Prioritize according to that goal.
- Examine every report, every process, every meeting in light of the goal.
- Find your 20% (the “pareto principle”)
- Consider an email ban from 7 PM - 7AM and on weekends.
- Consider a Friday afternoon “quiet time”.
- Explore use of flextime and telework options for managing workflow, control of overtime, enhanced service to constituents, and assist with work/life balance changes.

What can I do individually?

- Decide what is of value. What gives your life meaning?
- Decide what is important to you at this time in your life and choose that.
- Establish your goals, professionally and personally and prioritize around those.
- Do fewer things, but do them well.
- Whatever you are doing, be *there*.

Q and A:

Luke – Tapingo use as a suggestion for time management

Caleb – Smoke free campus, suggested smoke-free cessation, what is the biggest success so far, website, bus driver health

Brian – Is being connected causing more stress; Is there a way or time to disconnect?

Zachary – 20/20 plan, are departments only concentrating on certain groups or statuses within departments?

Randolph – Employees need to be happy in their position. What can be done to make sure this happens? Beyond the actions taken already, what policy is in place?

Chair Report: Debi Chandler discussed the Finance and Administration Strategic Planning meeting which encompassed the years from 2011 to 2021. Please continue to invite guest to SRG meetings. Stuart Ivy is out indefinitely due to a stroke.

Discussion among group:

- Communications Committee – Creating a new pamphlet about the SRG, communications survey
- Savannah Hembree helped create a communication survey in Staff Council
- No reports from the other two committees
- New website is now running and can be viewed at <http://busfin.uga.edu/srg/>

New Business – Approved Minutes from January 2017

Unfinished Business - There are three "At Large" positions in Staff Council with our group having eight. Staff Council meets 1<sup>st</sup> Wednesday of the month.

Next meeting is Wednesday, March 22, 2017, at 2 PM, Room 268, Miller Learning Center.

Meeting adjourned.