**Terry College of Business – SRG Meeting Minutes**

**Feb. 21, 2024**

**9 a.m., E227 Hein Conference Room Ivester Hall**

**Zoom Meeting:**   https://zoom.us/j/97372630006?pwd=NmZ1N1lGYjNwNnJSaWE1ZHFjb3ZiQT09

Meeting ID: 973 7263 0006

Passcode: 263758

**Call to Order and Roll**(\*= in attendance)

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| Paula Smith\*Vivian Brookshire\*Michele Plogh\*Abbie Vaughn \*Carla HillAshley Tiller\*Keith Anderson\*Bailey Bryant\*Kari Sicard\*Jeani Wooten\*Shannon Baker\*Becky Curry\*Jeanne Taylor\*Allison GilmoreMegan Henning\*Ed MoralesWade Fields\*Noah Isherwood\*Leah SchettlerLisa Griffiths**Vacancy** **Vacancy**  | *Accounting**Finance**Undergraduate Business Programs**Development & Alumni Relations**Business Office**Master of Business Administration**Dean’s Office**Economics**International Business & Office of Diversity Relations**Legal Studies, Real Estate, Risk Management & Insurance**Facilities & Logistics**Management Information Systems**Marketing**Music Business**Entrepreneurship**Office of Marketing & Communications**Office of Information Technology & Selig?**Institute for Leadership Advancement**Management**Executive Programs**Professional & Executive MBA**Undergraduate Student Services* |

**New Business**

Speaker: Chase Brown, Terry Facilities

* Facilities manages events, space reservations, maintenance requests, UGA PD and other contractors, after hours work, EITS, logistics management, and mail.
* A new building has been acquired by Terry. The previous BCM building will be repurposed for non-student-facing departments and plans are for the building to be renovated by Fall 2025.
* Faculty and Staff have noticed a smell on the first floor and throughout the BLC on certain days. It is being investigated by FMD.
* Parking pick up-drop off is still an issue at Hull, so SRG members will reach out to a representative at UGA PD.
* Night cleaning crew is creating a schedule for cleaning, vacuuming, and trash for the BLC. Contact Chase if there are any issues or requests for your office/department.
* Terry faculty and staff are able to see the booking schedule of the visitors parking spots by adding the “Terry Correll Visitor Parking” calendar to their Outlook. All requests for these spots are approved by Chase, Amelie, or Courtney in the Dean’s Office.
* Elevators are once again fully operational across the BLC.
* Hallway TVs are currently undergoing software updates, and they potentially will be handed over to related offices/departments to manage.
* Any event with food and/or 25 or more people is required to include a chartstring/speedtype when requesting a room reservation (for both faculty/staff events or student org events). Chase will then use that to submit a cleaning work order to UGA FMD.
* New Facilities representative starting in late March.

Other Items to note:

* SRG/BAPS Wellness event will include lunch, therapy dogs, chair yoga, trivia, and SRG slides. BAPS meeting will take place in mid-March to plan future events.
* Staff Council updates:
	+ Staff Resource Fair taking place on March 5 from 11 a.m. to 4 p.m. in Tate.
	+ COLA put forth by the governor. Merit raises also in discussion.
* Annual Reviews are due March 15th.
* All staff and faculty should update contact information in OneUSG Connect.
* Travel Planning Training required for any staff or faculty that plans to travel for business. Reimbursement policies have been updated.
* Abbie Vaughn (representative for Development & Alumni Relations) leaving SRG and Terry. New SRG representative is yet to be determined.

**Old Business**

Motion to approve January Meeting Minutes:

* Motion: Keith Anderson
* Second: Noah Isherwood

Motion to adjourn meeting:

* Motion: Jeanne Taylor
* Second: Becky Curry

Meeting adjourned.