

UGA School of Law
Staff Council meeting minutes
February 19, 2015

Present: Marie Mize, Chair
Robin Jennings, Susan Hanson, Deb Baker, Tina Whitehair, Cindy Wentworth
Leslie Grove

Absent: Shawn Lanphere, Tiffany Sargent

Marie notified the council of the University wide Staff Council meeting to be held on March 4th from 2:30 to 3:30 at the Miller Learning Center Rm. 207 and encouraged all who could to attend.

Nominations for Staff Council Treasurer were taken and Tina Whitehair was unanimously elected as the treasurer.

A discussion of the cost for the flowers sent to Professor Maggie Sachs was held and it was decided to reimbursement Marie \$30 for partial cost of the flowers. The new treasurer was instruction to make that disbursement.

A discussion was held regarding the new law school staff directory which is being compiled and implemented by our communications and tech departments and the council agreed to encourage staff members to complete their staff profile as per Lona Panter's email request.

The law school's IT department is presenting programs of Legal Technology to assist faculty and staff in keeping abreast of the constantly updating programs used at the law school. The council members discussed the possibility of having some training sessions specifically for staff and Marie and Leslie agreed to discuss that option with Jason and Rachel. Along the same lines we discussed putting binder notebooks with help documents for Word, Excel, Outlook, etc in the staff lounge for staff members use as needed.

The decision as to whether to have a wine and cheese social at the end of the spring semester was postponed until next month's meeting.