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Staff Council Meeting Agenda and Minutes

Human Resources

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1-17-2020

## Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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**Present:** Paul Barnes, Tina Brookins, Rebecca Carroll, Mary Driggers, Theresa Duggar, Ava Edwards, Lakesha Hill, Shartesia Jackson, Christopher Johnston, Patrice Kerner, DeAnn Lewis, Katherine Lewis, Memory Littles, Adrienne McCollar, James Michael Morgan, John Pate, Brenda Richardson, Lindy Sherwood, Nick Shrader, Trina Smith, Dee Thompson, and Jessica Weaver.

**Regrets:** Ashley Thornton, Frank Collins

**Absent:** George Brannen

**Call to Order** The meeting was called to order at 9:00 am.

**Human Resources - Updates from Mrs. Rebecca Carroll, AVP as follows:**

● **HR Staff Changes**

- Yolanda Hernandez accepted the position of HR Service Center Manager. Her former position of HR Coordinator is vacant.
- Heather Bradley accepted a position as an HR Coordinator in Benefits. She will be assisting Samantha Rossi. Her former position in Talent Acquisitions is vacant.
- Kevin Adams has also resigned. Therefore, three out of the four Talent Acquisition positions are now vacant.
- These positions are under the 40k salary range and will be posted as soon as possible.
- Other vacant positions include, Director of Talent Acquisition, HR Manager of Auxiliaries and Facilities, and HR Coordinator in Class and Compensation. The Class and Compensation position was posted prior to the implementation of the critical hire process. Therefore, it will be filled. The other two positions will be placed on hold.
- The job responsibilities of these positions have been distributed amongst other staff throughout the department, until the positions can be filled.

● **Administrative Support Review**

- The Administrative Support Review is almost complete. Sibson will present their report to the President's Cabinet in late February or early March.

● **Ethics Training**

- As of January 3rd, 2,950 of the 3,824 required courses were completed. 874 courses are incomplete. The deadline to complete the training is January 31st. Lists will be sent to the VPs so that they can encourage everyone in their divisions to complete the training.
- 2,912 student and grad assistants were not included in the original assignment. They will be contacted by HR because student employees are also required to take the training.

● **Performance Evaluations**

- January 31st is the deadline for staff to complete self-evaluations. Each staff member should work with their supervisor. The supervisor's meetings with direct reports should be completed by February 21<sup>st</sup>. There is some flexibility between January and February, but all performance evaluations must be completed by the end of February.



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Statesboro | Nessmith-Lane 2911  
Savannah | Solms Hall 207

- The completed evaluations will be uploaded into the MyHelp ticketing system. Supervisors can begin that process on March 1<sup>st</sup>.
- **Position Descriptions**
  - Position descriptions that are modified during the evaluation will need to be reviewed by HR. Please allow HR the time needed to review all of the modified job descriptions. It could take up to 3 months to complete the process. HR will communicate with the hiring managers.
  - 669 position descriptions were sent to supervisors between December 5, 2019 and January 6, 2020. 85 additional descriptions will be sent to Student Affairs today, and 158 will go to Academic Affairs.
  - There is a total of 1,873 job positions but some are multiple incumbent positions.
- **MyHelp Center**
  - MyHelp Center received and resolved 1,114 tickets and has a 97.303% satisfaction rating.
  - In her new position, Yolanda Hernandez will be analyzing the data. She will breakdown the statistics by department, determine the peak times and increase staffing during peak times, and also work to improve ticket turnaround times.
  - Overall feedback on the MyHelp Center has been positive.

**AVP Carroll invited questions from members.**

**Question:** Will performance evaluations be in electronic format next time?

**Answer:** Yes. Kennesaw and Augusta are the test pilots for the new OneUSG performance management system. GS may be a part of the next cohort to go live. The hope is to eventually have all evaluations completed electronically, but it is uncertain how soon that will be. It is possible that we have to use paper for one more iteration.

**Question:** It was mentioned in the Legal Affairs session that the changes to the Fair Labor Standards Act went into effect January 1, 2020, is there an estimated time that we will receive information concerning those who are impacted?

**Answer:** Georgia Southern is 100% compliant with the FLSA guidelines that went into effect in January. The University System set the threshold at \$47,476. The new threshold is lower; therefore, GS meets the guidelines with the current classifications.

USG will provide guidance for those who were previously exempt but were changed to non-exempt. The Department of Labor prefers that those jobs be left in non-exempt status because employees are eligible for overtime. An evaluation of those positions was completed and recommendations were shared with leadership. Nearly all the job positions that were previously impacted, meet the duties and salary threshold tests. Whether or not it is beneficial to the employee and the university to move them back to exempt, will need to be determined.



**Question:** My department was divided into functional areas which caused the department to be down two positions. Those two positions are not going to be filled. The job responsibilities were distributed amongst the remaining staff. They are now performing tasks that are totally different from what they were previously doing, in addition to their primary job tasks. In the past, it didn't make sense for them to be exempt but with these added duties, shouldn't they be exempt now?

**Answer:** It is to their advantage to be non-exempt because they are eligible to receive overtime pay. HR and the President's Cabinet have discussed this. Department of Labor is most concerned with an exempt employee doing non-exempt work and being taking advantage of versus a non-exempt employee doing exempt work and being paid overtime. Non-exempt status is to the advantage of an employee because they are eligible for overtime pay. Because GS meets the law, we will likely not make any changes, unless there is a compelling reason to do so. Resident Hall Directors are one group being looked at because they are doing exempt work and are above the exempt salary threshold. These will be handled on a case by case basis. The main point is that GS is in compliance with the FLSA.

**Question:** Do we know what the next performance evaluation period will be?

**Answer:** Yes. It will be a calendar year, from January 1, 2020 to December 31, 2020. In February 2021, we will be evaluating 2020.

**Question:** Where are the evaluation forms?

**Answer:** The evaluation forms are on the HR website.

This concluded updates from Human Resources, AVP Carroll.

### **Information sharing and gossip**

- None

### **Consent Agenda and Minutes of Meeting**

- Adoption of agenda
- Adoption of minutes from December 6, 2019. Motion was adopted and carried unanimously.

### **Committee Reports**

- Treasurer Report
  - ARM Discretionary Fund (Acct#2072): \$1053.62
  - ARM Scholarship (Acct# 7071): \$1283.54
  - Statesboro (Acct# 0869): \$2,711.98
  - Statesboro (Acct# 7110): \$10,752.05
- By Laws Committee
  - The committee is currently working on an amendment that will modify the Council's membership structure. It has been submitted to the Executive Committee for review. The proposed membership structure seeks to give equal representation for all three campuses; including equal voting power.
  - Staff Council has been called upon to plan and execute a lot of initiatives. We need to add more members to better handle the workload.



- The proposed amendment will be presented to the Council for a vote.
- **Communications Committee**
  - The committee has redesigned the webpage. The new design was submitted to the Executive Committee for review.
  - The committee's chair expressed appreciation to Theresa Duggar, committee members, and everyone else who worked on the project.
- **Fundraising and Scholarship Committee**
  - Sharteshia Jackson and Lakesha Hill became the co-chairs of the committee in December. The committee has not met so far this year.
  - Ava sent the scholarship applications to them this morning.
  - The target date for awarding scholarship funds is February 17th.
- **Staff Development Committee**
  - The committee agrees and recommends that the content and speakers for the Spring Professional Development Conference remain the same as that of the Fall conference. The consensus is that the content was strong and it would be better to keep the conference experiences consistent.
  - The committee is in the process of contacting the speakers to check their availability.
  - Dr. Ann Levett, Superintendent of the Savannah-Chatham County Public School System, will be the keynote speaker.
- **Staff Outreach and Special Events Committee**
  - There are 4 more events to complete by the end of the year:
    - Night Shift Appreciation Breakfast, February 13.
    - Staff Professional Development Conference, March 10.
    - Faculty/Staff Awards Ceremony, April 20.
    - Annual Staff Picnics, May. (Date TBD).
  - Catering is working on the menu for the Appreciation Breakfast. The event will be on February 13th at 6:00 am, in Facilities Building #448. They need a headcount. Adrienne McCollar will provide headcount information to the committee as soon as possible. All council members are invited to attend.
  - The Annual Staff Picnics will likely be after the Spring semester ends, but prior to Maymester. The Liberty Campus staff should be considered when selecting a date. Having the event on a Friday will allow for them to attend at either campus.

### **New Business**

- **Faculty/Staff Awards Ceremony**
  - The website is live: [georgiasouthern.edu/gsawards](http://georgiasouthern.edu/gsawards)
  - The Chair asked everyone to encourage the staff in their divisions to nominate someone. Deadline to nominate is January 31st. The application packet deadline is February 10th.



- There will be 12 awards for faculty, 12 for staff, and 1 team award.
- The ceremony will be on April 20th at the Performing Arts Center. The reception will be in the Nessmith-Lane Ballroom immediately following the ceremony.
- The families of nominees are welcome to attend.
- Questions should be sent to [gsawards@georgiasouthern.edu](mailto:gsawards@georgiasouthern.edu). Ava Edwards, Helen Bland, Co-Chair of the University Awards Committee are monitoring the email account.
- The University Awards Committee has been tasked to plan the ceremony, but the committee will need Staff Council's help. DeAnn Lewis, Trina Smith, Theresa Duggar, and Ava Edwards serve on the planning committee as representatives of Staff Council. However, all council members should be prepared to help carry out the event. Everyone should go ahead and block 8:00 am to Noon, April 20th on their calendars. This is an all hands-on deck event.

**Comment:** The form asks nominees to answer questions, but they are not questions they are statements.

**Response:** That is correct. Ava will look into getting this corrected.

**Question:** If someone won last year, are they eligible to win again this year?

**Answer:** Staff will be eligible because there has not been an awards ceremony for staff in times past. In previous years, Staff Council members were not eligible to be nominated. However, that is not the case this year. Members of Staff Council are eligible because multiple people and committees are involved to make the process fair. As far as faculty is concerned, the instructions indicate that, "*Winners in the past 3 years are not eligible for the exact same award*".

**Question:** Will there be a gift for Years of Service this year?

**Answer:** Yes. There will be gifts but due to budget redirection, it may be one selected item for all recipients. All recipients will be given a certificate.

**Question:** Will there be transportation from Savannah to Statesboro?

**Answer:** University staff are encouraged to carpool and utilize University Vehicles.

### **Announcements**

- Everyone is encouraged to attend the open forums of the three candidates for the AVP of Inclusive Excellence position. There will be open forums on both campuses at 12 Noon. Everyone is welcome to attend and to ask questions. Details were included in the email that went out to the campuses.
- The new Director of Marketing and Communications will start on February 3rd. The candidate who was originally selected, withdrew his acceptance for personal reasons.



**GEORGIA  
SOUTHERN  
UNIVERSITY**

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January 17, 2020 | 9:00 - 11:00 AM  
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- Members are asked to support the Martin Luther King, Jr. Day parades in Savannah and or Statesboro. The times are 10:00 am and 2:00 pm respectively. Georgia Southern will be participating in both parades.

**USG Staff Council - Updates from Mr. Jasper Stewart are as follows:**

- The next USG Staff Council Executive board meeting is January 21, 2020. An update from Dr. Hicks on the Top 5 concerns is anticipated. The next quarterly meeting will be in Macon on February 19, 2020.

**Important Dates**

- Night Shift Appreciation Breakfast, February 13, 2020 | 6 am
- Next Quarterly USG Staff Council Meeting, February 19, 2020
- Next Staff Council Meeting, February 21, 2020 | 9 - 11 am
- Spring Professional Development Conference, March 10, 2020, Armstrong Center | 8 am - 4 pm
- Faculty/Staff University Awards Ceremony, April 20, 2020, Performing Arts Center, Statesboro Campus

**Meeting Adjourned** 10:02 am

Minutes recorded and submitted by Dylitchrous Thompson