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Staff Council Meeting Agenda and Minutes

Human Resources

5-15-2020

Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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Staff Council Meeting

May 15, 2020

Zoom

Present: Paul Barnes, Megan Bouchillon, Tina Brookins, Rebecca Carroll, Frank Collins, Mary Driggers, Theresa Duggar, Ava Edwards, Lakesha Hill, DeAnn Lewis, Katherine Lewis, Memory Littles, Adrienne McCollar, James Michael Morgan, John Pate, Lindy Sherwood, Nick Shrader, Brenda Richardson, Trina Smith, Dee Thompson, Ashley Thornton, and Jessica Weaver. **Regrets:** None. **Absent:** None

Call to Order The meeting was called to order at 3:00 pm.

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

- HR has created a FAQ page to answer questions related to reopening.
- Pending approval from USG:
 - The proposed plan for furlough days.
 - Voluntary Separation/Early Retirement Incentives.
- MyHelp Metrics
 - The MyHelp Center employees have been working remotely.
 - 1,328 tickets were submitted and resolved in April. This is 284 less than March.
 - The customer satisfaction rating is 97.04%
- Non-Closure Emergency: Family First Coronavirus Response Act
 - HR has received the following requests
 - 45 requests for emergency leave; 36 have been approved.
 - 34 requests for Tier 2; 24 have been approved.
 - 21 requests for extra Family Medical Leave (FMLA)
 - All requests must go through the employee's supervisor.

AVP Carroll invited questions from members.

Question: Can you speak to the furlough days? Will the University be physically closed? Will there be some flexibility?

Answer: Yes. The recommendation that has been submitted is for a physical closure for the 4 furlough days. Employees will have some flexibility for the remaining days. We suggested that the days be spread over different quarters to soften the financial impact. The days were strategically selected around holidays or days that the University is normally closed. The mandatory 4 days must be taken in 8-hour increments but the other days may be taken in 4 or 8-hour increments.

Question: How will the closures impact employees who are not required to take furlough days?

Answer: Employees who are not required to take furlough days will be able to work flex their schedules for 3 of the 4 days to meet the requirement. They will be able to use comp time or vacation time for the 4th day.

Question: Is there potential for layoffs? Was a plan for layoffs submitted as part of the proposal?

Answer: HR refers to that as a reduction in workforce. No. The budget proposal did not include layoffs at this time.

This concluded updates from Human Resources, AVP Carroll.



President's Diversity Advisory Council - Updates from SC Chair-elect, Trina Smith as follows:

- PDAC has expanded to 35 members which includes representation from Staff Council. The Chair-elect will participate in those meetings.
- The immediate focus is to develop the Inclusive Excellence Action Plan. The plan will align with the University's Strategic Plan; specifically Strategic Pillar #3. It will serve as a guide to identify important issues and address them before they reach critical stages. It will also help to establish and reach key performance indicators. Dr. Wilson's goal is to have the action plan developed by the end of Summer.
- There are no new details on the Seed Grants.
- The Campus Climate Survey will go out sometime in October or November.

Information Sharing and Gossip

- Zoom is the new conference platform. The link is in the MyGS portal. Webex is being phased out. Corporate contracts allow the meetings to exceed 40 minutes opposed to personal accounts.

Consent Agenda and Minutes of Meeting

- Adoption of agenda
- Adoption of minutes from April. Motion was approved and seconded.

Committee Reports

- Treasurer Report
 - ARM Discretionary Fund (Acct#2072): \$1,053.62
 - ARM Scholarship (Acct# 7071): \$1,792.89
 - Statesboro (Acct# 0869): \$2,811.73
 - Statesboro (Acct# 7110): \$4,585.21
- By-Laws Committee
 - The Parliamentarian expressed appreciation for members of the By-Laws Committee and the Ad-hoc Elections Committee for their hard work.
 - The elections ballot for 2020-2021 will go out next week.
 - The Committee will be putting forth 5 proposed amendments for a vote under New Business.
- Communications Committee
 - Staff winners of the University Excellence Awards will be added to the FaceBook page.
- Fundraising and Scholarship Committee
 - The Shelley Merrick Textbook Scholarship application will soon be open for Summer and Fall.
- Staff Development Committee
 - No updates.
- Staff Outreach and Special Events Committee
 - No updates.



New Business

Amendments of the Bylaws. All proposed amendments were emailed to members prior to the meeting. Parliamentarian, DeAnn Lewis provided a review of each amendment. Space for questions and answers was given prior to voting.

- Amendment: Section IV.B.e: Duties of Members
Rational: The Staff Service & Awards of Excellence Ceremony has been replaced by the University Awards of Excellence event making it irrelevant to Staff Council ByLaws. While the Staff Appreciation Picnic is still an annual event organized by the Staff Outreach and Special Events Committee, the new proposed language is broader and is inclusive of both the Staff Appreciation event as well as other Staff Council events that may be created in the future.
 - Motion was approved and seconded. The amendment was voted unanimously.
- Amendment: Section V.D.: Vacancies
Rational: The At-Large membership category has been removed from the membership structure, therefore is no longer relevant. There is no longer a division's VP appointment to ensure that staff are properly represented by their preference.
 - Motion was approved and seconded. The amendment was voted unanimously.
- Amendment: Section V: Elections
Rational: Staff Council approved and adopted an amendment to restructure the membership which excludes the need for At-Large members and expands the Council to 40 divisional representatives. Going forward, each member will be voted by the campus and division which they represent, therefore this language is no longer relevant.
 - Motion was approved and seconded. The amendment was voted unanimously.
- Amendment: Section VII.B.: Chair-Elect
Rational: The Staff Service & Awards of Excellence Ceremony has been replaced by University Awards of Excellence making it irrelevant to Staff Council By-Laws.
 - Motion was approved and seconded. The amendment was voted unanimously.
- Amendment: Section VIII.B.a.ii.: Elections Committee
Rational: The annual elections process is a labor-intensive process that warrants having dedicated members to manage it. The By-Laws Committee is responsible to ensure that all activities of the Council are in alignment of existing members. It is reasonable for the Staff Council Secretary to serve on this subcommittee for purposes of recordkeeping to ensure the accuracy and continuity of official documents. With the implementation of the Elections Committee as a subcommittee of the By-Laws Committee, the Nominations Committee will no longer be relevant.
 - Motion was approved and seconded. The amendment was voted unanimously.

Membership Update

- 2020 - 2021 Executive Committee
 - Chair - Trina Smith
 - Chair-elect - DeAnn Lewis
 - Secretary - Ashley Thornton
 - Treasurer - Paul Barnes
 - Parliamentarian - James Michael Morgan



- The following members end their 2-year term on June 30th:
 - Lakesha Hill
 - Katherine Lewis
 - Adrienne McCollar
 - Nick Shrader
 - Dee Thompson
 - Jessica Weaver

- Brenda Richardson ends her term as Past Chair

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

- The next quarterly meeting with Dr. Juanita Hicks will be May 20, 2020
- The next scheduled monthly meeting is July 15, 2020
- The results of USG officer elections are pending

Important Dates

- President's Town Hall Meeting | June 8, 2020
- Next Staff Council Monthly Meeting, June 19, 2020 | 9 - 11 am

Meeting Adjourned 3:40 pm

Minutes recorded and submitted by Dylitchrous Thompson