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Staff Council Meeting Agenda and Minutes

Human Resources

6-19-2020

Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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Staff Council Meeting
June 19, 2020
Zoom | 9:00 am - 11:00 am

Administration: Dr. Kyle Marrero, Dr. Carl Reiber, Trip Addison, Annalee Ashley, Rebecca Carroll, Maura Copeland, Dr. Brian Deloach, Joey Reeves, Ron Stalnaker, and Robert Whitaker.

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

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

Presidential Updates & Comments – Updates from Dr. Kyle Marrero are as follows:

- **Town Hall**
 - Dr. Marrero thanked everyone who participated in the June 8th Town Hall Meeting.
 - There will be another Town Hall on July 13th at 10:00 am.
- **Budget**
 - The budget has gone to the Georgia House of Representatives and the Senate for review. The Senate version has been returned, while the House version is still pending.
 - The Senate version was returned with a 10.8% reduction (\$15.6M) opposed to the original 14% (\$19.9M) reduction request. This is a \$4.26M savings over the original plan.
 - This may reduce or eliminate furlough days. Furlough days may be revisited.
 - The impact to vacancies will be determined and communicated next week.
 - Several components were not approved for funding. They are as follows:
 - 1.2% growth which amounts to \$77M.
 - Increases to employee healthcare coverage.
 - Merit pay increases for salaries above \$40k.
- **Small Capital Projects (less than \$5M)**
 - Funding was received for 2 small capital projects. \$3M for the Williams Center (Statesboro) and \$2.5M of the needed \$4.5 for the Memorial College Center (Armstrong). USG is anticipating for the House to match the Senate on the MCC project.
- **Voluntary Separation Plan**
 - Information on Early Retirement Incentives will be available from HR next week.
- **Cares Act**
 - All of the \$11.3M for student support has been distributed except approximately \$100,000 which is targeted for students enrolled in Summer B.
 - Of the remaining \$11.3M for institutional support, \$10.7M will be refunded to Housing, Dining, and mandatory fees. The balance of approximately \$600,000 will be refunded to the USG for P3 housing on the Armstrong Campus.
- **Cares SIP**
 - \$1.1M will be used for face coverings, hand sanitizer, plexiglass, and other safety precautions to support the Return to Campus Plan.
- **Enrollment**
 - Headcount is flat from last Summer. The numbers show a 3.85% increase in credit hours.



- Indicators for Fall show that enrollment looks good right now. SOAR reservations and housing applications are up. We won't know until we see the students' reactions to the Reopen Plans. The goal is to be flat at 26,054 enrolled.
- **Initial Return to Campus Plan**
 - The Initial Return to Campus Plan is underway. We are now in Phase 2. We've received the first wave of safety equipment.
 - Phase 3 is from July 20th thru August 1st with the goal to be fully opened and prepared for the first day of classes on August 17th.
 - Supervisors should be working with their staff for rotating shifts, teleworking, and flexible scheduling.
- **Full Return to Campus Plan (288 page document)**
 - The full plan was sent out via email yesterday. Everyone is encouraged to read it.
 - The document is the framework and is expected to be modified and improved with input from staff.
 - The HR FAQ pages are constantly being updated with new information.
- **Inclusive Excellence Action Plan**
 - Dr. Wilson is working on the IE Action Plan. A draft has been shared with the Cabinet. It will also be reviewed by HR, PDAC, Faculty Senate, and Staff Council. Training will be the key to accomplishing our goals. IE will be embedded in SOAR, FYE, academic curriculum, and staff and faculty training.
 - The plan has 4 major goals:
 - Create an equitable and inclusive environment for all,
 - Increase representation of diverse students, faculty, staff, and community partners at all levels of the University,
 - Facilitate access to achievement, success, and recognition for underrepresented students, staff, and faculty, and
 - Implement strong, genuine, consistently inclusive practices that reinforces the Strategic Plan and Inclusive Excellence.
- **Comprehensive Policy Review**
 - The USG has asked for a committee to review all of the names of buildings on all USG campuses and make recommendations to remove the names that do not align with the values of USG.
 - Dr. Marerro praised the leaders in the Systems Office for taking this "big step and having the courage to move forward".

This concluded updates from Dr. Marrero

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

- **New Applicant Tracking System**
 - On July 1st, we will officially transition from PeopleAdmin, our applicant tracking system, to OneUSG Careers. The Talent Acquisition team is working with departments to ensure a smooth transition
- **Return to Campus Safety Preparations**
 - HR is pleased that we will be distributing 5 face coverings and an 8oz bottle of hand sanitizer to each employee. GS has 2,071 staff members and 1,067 faculty. We have received the full shipment of hand sanitizer and are receiving shipments of face coverings weekly, as they are being made.



- The first distribution will be to the staff who are working on campus engaging in face to face interaction. We are working with Business & Financial Services to identify employees who are in this category. The remaining packets will be distributed by GS Postal Services to employee mailboxes in mailbox number order.
- **MyHelp Center Metrics**
 - Tickets Created:1,151
 - Tickets Solved:1,088
 - Average Rating: 94.58%
 - Total Calls: 287
 - Total Voicemails: 178

This concluded updates from Human Resources, AVP Carroll.

Consent Agenda and Minutes of Meeting

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

Committee Reports

- Treasurer Report
 - Report not available. Will be sent to the Council under separate cover.
- By-Laws Committee
 - The amendments set forth in the previous meeting were all approved by Dr. Marrero.
 - We have a new committee; the Elections Committee.
 - Elections are complete.
 - There are 27 newly elected members. The 2020-21 Staff Council is now officially established.
- Communications Committee
 - The committee will be updating the website with new information.
 - The Facebook page will be updated to highlight the Staff Awards winners.
- Fundraising and Scholarship Committee
 - No updates
- Staff Development Committee
 - Many thanks to Jessica Weaver and Nick Shrader and all of their hard work on the Staff Professional Development Conferences.
 - Jessica and Nick thanked the SDC Committee and members of the Council. They expressed appreciation for the Staff Council representing our constituents.
 - No updates
- Staff Outreach and Special Events Committee
 - The committee planned a virtual staff trivia event but it has been placed on hold. The technology has been tested and works well. A new date will be set for sometime in the Fall semester.

New Business

- 2020-21 Staff Council
 - The date for the Annual Staff Council Retreat and Business Meeting will be announced.
 - Trina is working on welcome packets for new and returning members. The packets are anticipated to be sent today.
 - Questions should be directed to gsstaffcouncil@georgiasouthern.edu



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

- The next scheduled monthly meeting is July 15, 2020. It will be virtual.
- The [USG Annual Conference](#) is October 8-9 at Fort Valley State University. Stay tuned for details. There may be changes due to Covid-19. The theme is “*Coming Together to be the Change*”. The cost is \$85 (early bird), \$95 (regular registration), and \$105 (late registration). Several universities have a freeze on travel so it is not certain if it will be an in-person conference.
- The conference was planned to coincide with the State Fair, however, the Fair may not take place this year. This is still to be determined.
- The results of USG officer elections are as follows:
 - Chair-elect, David Brown, Georgia Institute of Technology
 - Past Chair, Lashica Thomas, Columbus State University
 - Secretary, Terence Sullivan, Valdosta State University
 - Treasurer, Jasper Stewart, Georgia Southern University
 - Advisor, Dr. Juanita Hicks, Vice Chancellor of USG

Important Dates

- President’s Town Hall Meeting | July 13, 2020 | 10:00 am
- Next Staff Council Monthly Meeting, July 31, 2020 | 9:00 am
- Staff Council Retreat | TBA

Questions & Answers

See the [Human Resources FAQs page](#) for the most accurate and up-to-date information related to Covid-19 Response and the Return to Campus Plan. If your questions are not listed, open a help ticket via the [MyHelp Center Ticketing System](#).

Meeting Adjourned 11:00 am

Minutes recorded and submitted by Dylitchrous Thompson