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Staff Council Meeting Agenda and Minutes

Human Resources

7-31-2020

Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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Staff Council Meeting
July 31, 2020
Zoom | 9:00 am - 11:00 am

Administration: Dr. Kyle Marrero, Dr. Carl Reiber, Dr. John Lester, Annalee Ashley, Rebecca Carroll, Maura Copeland, Ron Stalnaker, and Robert Whitaker.

Staff Council: Will Avra, Paul Barnes, Jeff Blythe, Nichole Booker, Megan Bouchillon, Victoria Brannen, Tina Brookins, Janee Cardell, Franklin Collins, Kimberly Couch, Tiffany Courdin, Kelly Crosby, Cinnamon Dowd, Mary Driggers, Theresa Duggar, Andrew Durden, Ava Edwards, David Henry, Jessica Hersey, Devon Hodges, DeAnn Lewis, Memory Littles, Jonathan McCollar, Hal McCool, Michael Morgan, Michael Murphy, John Pate, Matthew Pulliam, John Ramfjord, Betsy Reaves, Matthew Reynolds, Matthew Shingler, Hollie Sisk, Lindy Sherwood, Jasper Stewart, Trina Smith, George Stovall, Greg Surrette, Taylor Scott, Ashley Thornton, Tommy Thurson, and Lauren Tremble. **Regrets:** None. **Absent:** None

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

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

- **COVID-19 Updates**
 - Encouraged staff to explore the numerous resources available to them:
 - FAQs on the University COVID-19 webpage
 - Five Things to Know sent by Marketing via email each Monday
 - Submit help ticket to HR with any questions
 - Send questions to GSstaffcouncil@georgiasouthern.edu
 - Assessment team created to continuously assess how university is doing and to assess the spread of disease in our communities - meets three times a week
 - COVID-19 team continues to meet on Mondays and Thursdays of each week
 - Continuing update meetings with both Faculty Senate and Staff Council
- **COVID-19 Answers, Report, Evaluation and Support (CARES) Center**
 - President Marrero asked Ron Stalnaker, Chief Information Officer, for update on the CARES Center:
 - Launched on Monday, July 27, 2020
 - Contact the CARES Center for answers to all your COVID-19 related questions; to self-report test results and symptoms; get help evaluating your situation; and receive support for your COVID-19 related academic, employment and on-campus notification needs.
 - Central call center for all faculty, staff, and students to get answers through a single point of entry
 - Center helps improve communication and frees up Health Services and HR by helping with distribution of information by a group of individuals that are trained and updated on the most recent information.
 - Faculty, Staff, and Students can find more information about accessing the CARES center [here](#).
 - Numbers since opening on Monday, July 27th:
 - 84 support tickets
 - 60 individual calls
 - 58 self-reports
- **Employee Accommodations**
 - President Marrero asked Rebecca Carroll, AVP of Human Resources, for updates on accommodations being made for employees:



- To date, there have been 249 total requests for employee accommodations (162 Faculty and 87 Staff)
 - 197 approved (128 faculty/69 staff)
 - 43 are in process
 - 6 withdrew (for multiple reasons)
 - 3 have been denied (2 faculty denied due to missing documentation or not completing the process and 1 staff denied due to their job's essential functions require them to be on campus)
- Updated telework policy sent out on July 22, 2020
 - To date, HR has received 86 requests
 - All in progress with supervisors
 - Requests are reviewed to be active for 90 day or less increments but can be extended if need at the end of that time period
- **Course Modifications for Fall**
 - President Marrero asked Provost Carl Reiber for an update on modifications being made for classes to resume in the fall:
 - 5,708 total courses scheduled for Fall 2020
 - 923 previously online courses (no changes)
 - 4,785 face to face courses
 - Adjusted 42% of these with minor adjustments:
 - 108 courses moved to larger rooms
 - 33 courses changed to hybrid
 - 158 courses moved to remote synchronous delivery
 - 1,979 courses were subsection
 - Remaining courses were spread out in some form whether by room change or some other form
 - All numbers were as of July 31, 2020 - Continuously working
 - August 6th is set deadline for Faculty to activate FOLIO and inform students of their class changes
- **Campus Supplies and Housing Update**
 - President Marrero asked Rob Whitaker, VP for Business and Finance, for an update on products being delivered and distributed to campus, as well as an update on Housing for Fall:
 - PPE Items:
 - Load of items donated by Georgia Emergency Management Agency (GEMA):
 - 54,000 disposable masks
 - Gloves for specialized areas (Custodial, Health Services, UPD, etc)
 - 62 gallons of hand sanitizer
 - 300 gallons of spray disinfectant
 - Touchless thermometers
 - 50 cases of disinfectant wipes
 - 2,000 gowns
 - 1,060 clear facemasks (for those that need to read lips)
 - 1,600 face shields
 - 1,600 N95 respirators
 - Items being picked up from Kennesaw on July 31, 2020
 - GEMA can provide more if requested
 - Housing for Fall 2020:
 - Statesboro Campus - over-occupied as of today's date



- Working through exemptions, but as of now there are only about 6 students that are signed up without a bed
 - Secured 60 beds off campus at Lakeview apartment complex
 - 60 upperclassmen to be housed
 - Complex does have bus transportation to campus
 - Any dorm rooms that become available will be kept as isolation beds
 - Goal is to have no less than 50 isolation beds
 - Deal with Comfort Inn to provide 20 hotel rooms
 - Working deal with Studio 6 for more rooms
 - Armstrong Campus - 70% occupied
 - If student that is staying in campus housing tests positive on either campus:
 - 1st option: Student goes home (away from campus) and is attended to by their primary physician
 - 2nd option: Student can be housed on Armstrong campus in isolation room - We will provide Health, Academic, and Dining services for support.
 - 3rd option: Student can be put in isolation bed in Statesboro, whether on campus or in one of the other arranged isolation spots - We will provide services to these students as well
 - President Marrero added that Health Services has rapid testing capabilities on both campuses and has a wide spectrum of resources and options for students
- **Enrollment**
 - Headcount up over 2%
 - Credit Hours up 4%
 - Fall 2020 Freshman class is on target to be record largest number in the history of the institution
- **Inclusive Excellence Action Plan**
 - President Marrero gave an update that Dr. TaJuan Wilson is finishing up work on the IE Action Plan and will be releasing the plan publicly soon.
- **Scorecards**
 - President Marrero encouraged and invited staff to check in on senior leadership's score cards which can be accessed through your MyGeorgiaSouthern homepage
 - Scorecards show what they are working on and what they have done in FY2020
 - FY2021 scored cards are also now published to see what the goals are for this year
 - These scorecards are a huge key to our transparency because they show what we're going to do, how we are going to measure it, and how we're going to monitor it.
- **Questions**
 - President invited questions from the Council:
 - Question: What will be done for students that have to be isolated that do not have dining plans?
 - Answer: First year freshmen that live in housing are required to have a dining plan, so they will be delivered meals with no issue. Students that live off campus but have a dining plan will also be taken care of. Most students in isolation on campus will be those students living in housing that already have a meal plan. If they do not, it will be handled on a case-by-case basis. If they have the means and resources to take care of themselves, then they will. However, if a student is being isolated and does not have a meal plan nor have the resources to feed themselves, we will of course make sure those students have food even if we do



not charge them for it. If a student lives off campus that does not have a meal plan tests positive, we are asking them to isolate in that off campus housing or to go home. We do not have the resources to take care of all the students that live off campus. However, any student, on or off campus, will be communicated with and handled via the CARES center.

- Question: What kind of communication is taking place between GSU and local hospitals in terms of bed availability; and, how do you anticipate that communication happening and decisions to be made subsequently after receiving information about a lack of beds in local hospitals?
- Answer: GSU is in constant contact with the local hospitals in all three campus locations in terms of bed use and ventilator use. We are working closely with local and state government officials, local public school systems, and the Georgia Department of Public Health to make sure we have the latest information and have open lines of communication.

Dr. Marrero concluded his updates with a special thank you to all staff for serving this institution during these challenging times and especially for their flexibility, graciousness, kindness, and collaborative spirit.

This concluded updates from Dr. Marrero

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

- **Training for Return to Campus**
 - Available for supervisors and employees through Building a Better U
- **HR Resources for Employees Webpage**
 - AVP Carroll walked the council through the [HR Resources for Employees website page](#) and pointed out where several important resources for employees could be found, including:
 - Return to Campus plan
 - Decision trees
 - FAQs
 - Telework or flex time Request
- **Questions**
 - AVP Carroll invited questions from the Council:
 - Question: Are employees that have been deemed essential being considered to receive hazard pay?
 - Answer: At this time, the USG office is not approving hazard pay.

This concluded updates from Human Resources, AVP Carroll.

Consent Agenda and Minutes of Meeting

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

Committee Reports

- Treasurer Report
 - Shelley Merrick Textbook Scholarship Fund = \$1,826.80
 - Staff Advisory Council Discretionary Fund = \$ 1,053.62
 - Staff Council Account = \$2,909.73
 - Staff Development Account = \$3,899.20
- By-Laws Committee



- No new updates, but DeAnn thanked the Elections committee for their hard work during the previous election process
- Communications Committee
 - Committee is continuously updating the Staff Council website and Facebook page
 - Reminded council members to submit their professional headshot to be uploaded onto the council website
- Fundraising and Scholarship Committee
 - No new updates, but reminded any interested staff members to apply through the [HR/Staff Council webpage](#)
- Staff Development Committee
 - No updates
- Staff Outreach and Special Events Committee
 - No updates

Old and New Business

- No updates at this time

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

- The next scheduled quarterly meeting is August 12, 2020. It will be virtual.

Important Dates

- Next Staff Council Monthly Meeting, August 21, 2020 | 9:00 am
- State of the University (formerly known as Convocation), August 12, 2020 | 10:00 am

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 10:17 am

Minutes recorded and submitted by Ashley Thornton