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Staff Council Meeting Agenda and Minutes

Human Resources

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9-18-2020

## Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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**Staff Council Meeting**  
**September 18, 2020**  
**Zoom | 9:00 am - 11:00 am**

**Administration/Guests:** Annalee Ashley, Maura Copeland, Dr. Brian Deloach, Dr. John Lester, Dr. Kyle Marrero, Dr. Carl Reiber, Vickie Shaw, Ron Stalnaker, Robert Whitaker, and Dr. TaJuan Wilson.

**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, Andrew Durden, Ava Edwards, David Henry, Jessica Hersey, Devon Hodges, DeAnn Lewis, Memory Littles, Jonathan McCollar, Hal McCool, 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 Surette, Scott Taylor, Ashley Thornton, Tommy Thurson, and Lauren Tremble. **Regrets:** None **Absent:** None

**Call to Order:** The meeting was called to order at 9:01 am.

**Consent Agenda and Minutes of Meeting**

- Adoption of September 18 agenda
  - Motion to adopt by Kelly Crosby and seconded by DeAnn Lewis. None opposed.
- Approval of minutes from August.
  - Motion to approve by Ava Percell and seconded by Kelly Crosby. None opposed.

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

- **Enrollment Updates**
  - Current enrollment = 26,853 students total
    - 3% up on head count
    - 2.5% up on credit hours
  - Growth Areas
    - 5,161 freshman
      - Record freshman class
      - 40% more freshman than last fall
    - Dual enrollment up over 30%
    - Fully online students up 16%
    - Graduate students up 4.5%
  - Growth by Colleges
    - College of Behavioral and Social Sciences - up over 10%
    - Waters College of Health Professions - up 6.78%
    - College of Education - up 6.59%
    - College of Health Professions - up 2.63%
    - Parker College of Business - up 2%
    - College of Arts and Humanities - down 3.2%
    - College of Science and Mathematics - down 2.78%
    - College of Engineering and Computing - relatively flat
  - Census not completed until October 12th, so these numbers still have time to change
    - Still have time to gain credit hours and students
- **COVID-19 Updates**
  - Dr. Brian Deloach
    - Community Health Status
      - Bulloch - steady consistent volume with vast majority of patients being in the older age group and those with critical/severe conditions
      - Chatham - dropped down from one of their expansion levels - stable



- Liberty - stable
- State numbers trending down with a slight leveling over the past week, but our three counties are trending down consistently
- University Health Center and Testing Status
  - Stable - test capacity at Health Center excellent with most people getting tested same day
  - Test capacity Department of Public Health good - plenty of test inventory with a turnaround time within two to three days
- Ron Stalnaker, CARES Team
  - All CARES teams at Level 1 and fully operational
    - Includes contact notification team, call center, and the student, faculty, staff CARES teams
  - Added automation last week to better serve faculty, staff, and students and increase speed of notification
  - Both Mr. Stalnaker and Dr. Marrero thanked staff for their incredible work on the CARES team
- Rob Whitaker, Business and Finance Operations
  - Facilities Operations - Level 1
    - Includes staffing, PPE inventory, and number of isolation beds
      - Currently NO students in isolation beds (some are in their regular dorm rooms, but none are in isolation beds)
    - No clusters present in Housing
- Dr. Shay Little, Student Affairs
  - All divisions are at Level 1 and fully operational
  - Counseling Center has seen uptick in appointments
    - Reduction in missed or cancelled appointments
    - Down staff positions, but currently have 3 positions posted for hiring to remedy that
    - Expanded group offerings for students
  - SARC managing modifications due to COVID related risk factors
    - No students have been granted modification to not wear mask
    - Number of students received modifications for remote learning
- Enrollment Management
  - Level 1
- Dr. Carl Reiber, Academic Affairs
  - Fully operational - Level 1
  - Refined capabilities to match data in terms of CARES notifications and class schedules to identify hot spots
    - Only one hot spot identified: Faculty department that has already completed their quarantine
- Ron Stalnaker, ITS Curriculum Delivery
  - Level 1
- External Constraints
  - Governor extended executive order
  - Should have guidance from the system office by next Monday on recommendations for renewing flex schedules for spring semester
- Dr. John Lester, Communications
  - Staying on top of reminders and ever changing guidances
  - Numbers are trending positively, but we can not be complacent
- Dr. Marrero
  - University positives are continuing to decline, but we must stay vigilant
  - All areas of institution are fully operational
  - No clusters identified on our campuses
- **Inclusive Excellence Action Plan**



- In final, final stages of revisions
- Dr. Marrero went through the plan's four goals
- **FY2022 Budget**
  - November 18 = Due date for budget narrative
  - Budget hearing = January 2021
  - Currently at the unit department level
    - Staff should be working on prioritizations to determine direct needs
      - 1st priority - essential frozen or eliminated lines that were in our 10% reduction
      - 2nd priority - essential operational funds that were reduced in budget cuts
      - 3rd priority - salary equity study
  - Still working on formula reduction which runs on a two year lag
    - Decrease in credit hours in FY19 and FY20 is affecting our formula funding for FY22
    - Important to focus on enrollment growth currently and in future in order to cover deficit created by loss
  - No further cuts anticipated at this time from the state
  - Three potentials for new revenue:
    - Return on formula funding (not very likely in FY22)
    - Tuition increase (not very likely in FY22)
    - Enrollment growth which ensures future investment
- **Questions**
  - There were no questions for the President at this time.
- Dr. Marrero concluded his updates with a special thank you to all staff for their hard work.
- Dr. Lester gave one last update from Communications: Introducing the new Midweek Memo to try and move away from GS News and GS Info emails. UCM will be looking for lots of content.

This concluded updates from Dr. Marrero

#### **Human Resources - Updates from Vickie Shaw are as follows:**

- **HR Metrics**
  - 316 Total Employee Accommodation Requests (ADA) due to COVID
    - Over 94% have been approved
      - Only denied due to no medical diagnosis or not submitting further documentation or because their job functions require them to be on campus
  - 255 Total Flextime / Telework Requests
    - Guidance coming from USG about renewals for Spring Semester
  - Open Enrollment
    - October 21st - 26th
    - Virtual benefits fair through USG
    - Will be holding biometric screenings and mobile mammography
    - All employees required to update their tobacco use status
    - No anticipated increase in premiums for most of the plans (some family plans have small increase, but most individual plans holding steady)
  - HR Ticketing System for Month of August
    - 2,962 tickets created
      - 2,669 solved
      - Overall satisfaction rating = 96.34%
- **Questions**
  - No questions at this time from Council members



This concluded updates from Human Resources.

### Committee Reports

- Treasurer Report | Paul Barnes
  - Shelley Merrick Textbook Scholarship Fund = \$1,821.80
  - Staff Council Advisory Discretionary Fund = \$ 1,053.62
  - General Staff Council Account = \$2,909.73
  - Staff Development Account = \$15,300.00
  
- By-Laws Committee | DeAnn Lewis
  - Currently working on members moving from one division to another
  - Updating structure and working on making bylaws more cohesive
  
- Communications Committee | Lindy Sherwood
  - Organizing new Staff Council newsletter
    - Featuring:
      - Textbook scholarship winners
      - Team Award winners from University Awards of Excellence
      - Canned Food Drive
  
- Fundraising and Scholarship Committee | John Ramfjord
  - Working with Advancement through process of reimbursing individuals from the University
  - Writing policy and procedure manual to have moving forward
  
- Staff Development Committee | Hollie Sisk
  - Shared brainstorming document and draft survey for upcoming virtual conference
  - Exploring other development opportunities that can be offered throughout the year
  
- Staff Outreach and Special Events Committee | Scott Taylor
  - Meet every two weeks to generate new ideas
  - Canned Food Drive idea has been submitted to Executive Committee for approval
  
- President's Diversity Advisory Council (PDAC) | DeAnn Lewis
  - Inclusive Excellence Action Plan
    - Release next week with templates to all colleges and central units that are part of PDAC to allow them to come up with their own specific action plans for their areas
  - Seed grants available for faculty and staff
    - Approximately \$30,000 available through CLEC funding
    - Requests must be submitted to Office of Inclusive Excellence
  - Employee Resource Groups
    - Finalizing. Groups should be able to start meeting within two to three weeks
  - Campus Climate Survey
    - October 12th
  - Diversity EDU
    - Available on Building a Better U
    - Two hours of training time towards inclusive excellence
  - Inclusive Excellence Fellows
    - Selected and starting to meet
    - Will come up with six training opportunities and two programming opportunities

### Old Business

- No old business reported



### **New Business**

- Inclusive Excellence Action Plan
  - Staff Council must build our own action plan to support University pillar of Inclusive Excellence
  - Ad hoc committee will be created to accomplish
    - Chair Smith asked for volunteers
    - Committee will take on the four goals of the IE Action Plan and write action items that align with those goals
    - December 1st deadline for Staff Council's action plan

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

- USG Staff Council Virtual conference
  - Hosted by Fort Valley State University
  - October 8th-9th
  - Registration Free

### **Important Dates**

- Well-being Credit Deadline, September 30, 2020
  - Access through Benefits portal in OneUSG
  - Paid out through November paycheck
- Next Presidential Update with Staff Council, October 2, 2020
- University Awards of Excellence Nomination Deadline, October 12, 2020
- Next Staff Council Monthly Meeting, October 16, 2020
- Open Enrollment Period, October 21 - November 6, 2020

### **Meeting Adjourned at 9:55 am**

- Motion to adjourn by Memory Littles and seconded by Kelly Crosby

Minutes recorded and submitted by Ashley Thornton