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Staff Council Meeting Agenda and Minutes

Human Resources

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11-13-2020

## Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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**Staff Council Meeting**  
**November 13, 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, Allen Stovall, Greg Surrette, Tommy Thurson, and Lauren Tremble. **Regrets:** Scott Taylor, Ashley Thornton **Absent:** None

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

**Consent Agenda and Minutes of Meeting**

- **Adoption of consent agenda**
  - Approved, None opposed.

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

- **COVID-19 Updates**
  - Level 1 across all institutional divisions and operations
  - Uptick of cases across country, but our region's levels are very low
    - Bulloch County: 122 cases per 100,000
    - Chatham County: 132 cases per 100,000
    - Liberty County: 128 cases per 100,000
- **FY2022 Budget**
  - November 18 = Due date for budget narrative
  - Will be sending campus email with links to budget documents and financial data
    - Shows where the institution stands in everything from enrollment to financial aid, how much we spend per student, staffing levels, etc. to display our fiscal sustainability and financial health
  - Growth targeted to recoup positions and operations reductions resulting from last year's \$19.4 million budget cut
  - Legislative will determine allocation to University System by end of session in March
    - Final FY2022 budget will be determined in April Board of Regents meeting
- **Inclusive Excellence**
  - Campus Climate Survey - Responses due by Friday, November 20th
    - Sent out to campus via email link
    - Encourage staff to complete and to encourage coworkers to complete
    - Survey results will benchmark where we are as a university and what we need to focus on
- **Homecoming 2020**
  - Shoutout to the Office of Student Engagement and Student Affairs division!
  - 18 events in total
    - 213,703 virtual views!
- **USG Mental Health Resource**
  - Developed through emergency funding allocated by Governor Kemp and State of GA
  - Fully operational by January
  - University lead/contact | Dr. Shay Little



- Developing steering team that will be a cross functional team that will guide the use of these resources
- Will expand clinical resources to our students by adding lots of telecounseling options for students through third party
- Planning to partner with JED Foundation (prominent nonprofit that exists to protect emotional health and reduce suicide risk in young adults/teens)
  - Partner with them to become a JED campus which will review and assess all three campuses
- Request mini grants to supplement these other resources and enhance existing practices
- USG has dedicated team to provide support
- Plan to produce a mental health folder for all employees
- Enhance QPR (Question, Persuade, Refer) trainings for employees
- Mental Health Resources for Staff | Rebecca Carroll
  - Make sure to reach out to HR directly for more detailed information and specific resources that would apply to an employee's specific needs
  - KEPRO - USG Employee Assistance Program
- Provost Reiber and President Marrero both expressed sincere gratitude to our staff members for their critical and crucial part in executing a successful semester for our students.
- **Vaccine Update**
  - Expected to receive sometime in 2021 (hopefully late spring)
    - Available in a distribution center for staff, faculty, and students
- **Commencement Updates**
  - Thanks to all staff that have volunteered to help
  - Over 100 staff members have volunteered thus far
  - Will be sending additional call for help in order to have enough staffing for five total ceremonies
    - Savannah, Sunday, Dec. 13th
    - Statesboro, Wednesday, Dec. 16th
    - Statesboro, Thursday, Dec. 17th
- **University Awards of Excellence**
  - Ava Edwards
    - Total individual nominations submitted = 175
      - 107 Faculty
      - 68 Staff
    - Total team nominations = 10
    - Nominees have until December 1st to complete nomination packet
- **Questions**
  - Question: What should an employee do if they didn't receive the email with the link to the Campus Climate Survey?
    - Answer: Dr. Wilson asked that those that did not receive the original email to please email him directly indicating whether they are faculty, staff, or students.

This concluded updates from Dr. Marrero

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

- **Professional Development Calendar**
  - Located in HR monthly newsletter
  - Lists development opportunities across campus
- **TAP Deadline**
  - November 13, 2020
- **Administrative Support Study**



- Ensure accurate position descriptions, organizational structures, and clear reporting structures
- Report from Segal available by end of January
- **Performance Evaluations**
  - Campus communication to go out mid-December, forms available first week of January
  - Evaluation period is January 1, 2020 - December 31, 2020
- **HR Metrics**
  - Received for Spring semester
    - 192 Total Employee Accommodation Requests (ADA)
    - 154 Total Flextime / Telework Requests
  - HR Ticketing System for Month of September
    - 2,330 new tickets created
      - 2,077 solved
      - Overall satisfaction rating = 98.1%
- **Questions**
  - Question: Why is the evaluation period on the calendar year versus the fiscal year?
    - Answer: We have tried both approaches, but best practice in the university system is to go under calendar year. Evaluations running on the fiscal year period doesn't work well due to the timing requirements necessary during those years where we do receive merit increases.
  - Question: Will the circumstances of a wildly different 2020 be taken into consideration for performance evaluations?
    - Answer: HR encourages that employees have that dialogue with their supervisor. There are a vast amount of development opportunities available on our online platform.
  - Question: For individuals that are having to complete the surveys about the marketing and financial positions, does the survey save answers or does it have to be completed in one sitting?
    - Answer: Rebecca instructs anyone with questions regarding these surveys to reach out to Katie Edwards and Vickie Shaw for more detailed information.
  - Question: Could we have clarification regarding "volunteering" for commencement and if employees end up being forced to participate? Some have expressed concerns about their personal health or traveling back to their elderly family members after having participated in the large event.
    - Answer: Rebecca encourages any staff with concerns to have open conversations within their division. Anyone that is concerned for their personal safety should reach out to HR and complete an ADA accommodation request. Individual situations can be addressed as they occur. Employees instructed to submit an HR ticket to find out their individual options.
  - Question: Could you speak to the overall plan to telework requests and continuation into 2021?
    - Answer: Employees are asked to familiarize themselves with the telework policy. There is an expectation that employees return to campus to support student success and engagement. Under existing policy, telework is not guaranteed for employees. In addition, a previously approved request does not guarantee that subsequent requests will also be approved. Telework agreements are completed in 90 day increments and are reviewed and reassessed for renewal.

This concluded updates from Human Resources.

### **University Marketing and Communications | Dr. John Lester**

- **Rebranding Presentation**
  - Three campuses looking for one true identity together
  - Nationally known branding company Stamats brought in as consults on rebrand



- Rebranding allows us to be more competitive in telling our story in the market and allows us to make a bigger impact in our market
- Faculty, staff, and alumni asked to serve as brand ambassadors - We are KEY!
- Brand pillars:
  - Get ready for opportunity
  - We are a talent powerhouse
  - We power progress for all
  - We're always ready to roll up our sleeves
  - Discover big ideas and go deeper
- Dr. Lester shared videos, as well as new advertising examples and walked the Staff Council through the rebranding from background to future.
- More information can be found at [www.georgiasouthern.edu/marketing](http://www.georgiasouthern.edu/marketing)

### Committee Reports

- **Treasurer Report | Paul Barnes**
  - Shelley Merrick Textbook Scholarship Fund = \$1,821.30
  - Staff Council Advisory Discretionary Fund = \$ 1,053.62
  - General Staff Council Account = \$2,909.73
  - Staff Development Account = \$15,250.00
- **By-Laws Committee | Michael Morgan**
  - Created task list to move forward with generating proposals for amendments to the bylaws
  - Focusing on member requirements for departmental changes as well as action steps regarding vacancies
- **Communications Committee | Lindy Sherwood**
  - Discussing website changes so we can stay onbrand
- **Fundraising and Scholarship Committee | John Ramfjord**
  - Still finalizing awards process
- **Staff Development Committee | Hollie Sisk**
  - Confirmed monthly professional development sessions for March and April 2021
  - Reviewed surveys to send for conference feedback
- **Staff Outreach and Special Events Committee | Scott Taylor**
  - Finishing up canned food drive
    - Almost 1,000 pieces donated so far!
    - Last day to participate is November 15th!
  - Looking into a safe alternative for the staff holiday party
- **President's Diversity Advisory Council (PDAC) | DeAnn Lewis**
  - Working on completing individual action plan in alignment with University Inclusive Excellence Action Plan template
  - Working with Faculty Senate on a resolution
- **Ad Hoc Inclusive Excellence Action Plan | Trina Smith**
  - Working with template provided with University's IE Action plan to identify how Staff Council can support goals and action items
  - Goal is to present draft to Staff Council at February's meeting
- **Professional Development Conference Committee | Trina Smith**
  - Conference next week (November 17, 18, 19)

### Old Business & New Business

- None reported at this time

### Important Dates

- Staff Council Professional Development Virtual Conference, November 17-19, 2020
- Next Presidential Update with Staff Council, December 4, 2020
- Next Staff Council Monthly Meeting, December 18, 2020



**Meeting Adjourned at 10:16 am**

- Motion to adjourn by Jeff Blythe and seconded by Memory Littles. None opposed.

Minutes recorded and submitted by Ashley Thornton