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Staff Council Meeting Agenda and Minutes

Human Resources

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5-17-2019

## Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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Staff Council Meeting  
Friday, May 17, 2019  
9:00 am – 11:00 am  
Armstrong Campus, Burnett Hall Room 109  
Statesboro Campus, Marvin Pittman 1009A

**Present:** Katherine Arnetz, Rebecca Carroll, Andrew Dies, Brittany Horn McLamb, Lakesha Hill, Angel Howard, Christopher Johnston, Patrice Kerner, Colby Lamb, Philip LeRoy, DeAnn Lewis, Katherine Lewis, Adrienne McCollar, Ava Percell, Brenda Richardson, Jason Salzer, Reginald Scott, Nick Shrader, Trina Smith, Jasper Stewart, Dylitchrous Thompson, Ashley Thornton.

**Absent:** Danny Frazier

**Regrets:** Dani Beckmann, Jessica Weaver

**Welcome** – Staff Council Chair opened the meeting at 9:00 a.m. with brief remarks, and introduced Dr. Marrero, president.

**Presidential Updates and Comments** – the President took time to celebrate university accomplishments (i.e., SGA elections, commencement, honors, awards, etc.).

- President's Learning Network – the president assigned each Vice President (VP) to identify individuals within the organization to serve as part of a consultancy group. The purpose of this group is to be constructively critical about the organization's current state. As part of this initiative, three action areas for improvement were identified:
  1. Communication
  2. Trust
  3. Transparency
- Strategic Plan – the Strategic Plan is in a draft state and will be shared with campuses. Five pillars have been identified. Each pillar will have key performance indicators that will then be reported to campus by means of scorecards. Each VP will share scorecard ratings with the campus community during open Town Halls in the Fall.
- Vision Statement – president shared with the Staff Council the vision statement, which is currently in a testing phase: *People... Purpose... Action. Growing Ourselves, To Grow Others*. Dr. Marrero solicited feedback from the Staff Council members in attendance.
- Communications – the president solicited feedback on recent communication initiatives coming out of his office, such as emails. The main objective is to ensure communications to campus are effective and transparent.
- Strategic Enrollment Plan:
  - Undergraduate Applications up from last year, 14.5%
  - Undergraduate Accepts up from last year, 13.1 %
  - Graduate Applications up from last year, 12.5
  - Graduate Accepts up from last year, 16%



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- Comprehensive Administrative Review (CAR) – the president recently received the Chancellor’s approval of the CAR Plan; the leadership can now proceed with Phase 1 of the plan.
  - Communication will be sent regarding the organization’s decision to move the organizational structure into a centralized environment (of services).
  - Employees affected by re-organizational decisions will be notified in the next couple of weeks.
- Commencement report – nine ceremonies in 36 hours. A survey went out to all constituents and is currently being reviewed. A new plan will be forthcoming, to address any issues/lessons learned. Additionally, a decision has been made to implement a ticketing system.
- Staff/Faculty Equity – the report has been submitted to the USG on Thursday night for approval in the next couple of weeks. More information will be made available before the end of the fiscal year, July 1, 2019.

The president completed his report to the Staff Council and moved to solicit questions, comments or concerns from the group.

### **Consent Agenda and MoM**

- Adoption of Agenda - no items were moved.
- Adoption of MoM; adopted with changes.  
Changes to minutes: Ashlea, Katherine were present. Dee not present.

**Treasurer Report** – committee Chair, Treasurer reported on the following accounts:

- ARM Discretionary Fund (Acct#2072): \$1,053.62
- ARM Scholarship (Acct#7071): \$1,233.54
- Statesboro (Acct#0869): \$2,453.93
- Statesboro (Acct#7110) \$10,442.69

### **Committee Reports**

- By-Laws Committee - changes on structure have been approved by the President.
- Communications Committee – final meeting will be forthcoming to create a transition document for the incoming committee.
- Fundraising and Scholarship Committee – no summer textbook scholarships will be awarded due to the new changes in policy from the USG. Committee is waiting for rubrics information and changes needed before staff council proceeds with awarding scholarships in the future.



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- Staff Development Committee – no updates from the committee.
- Staff Outreach and Special Events Committee – The committee has been busy with finalizing details for Staff Picnics.

**Old Business** - None to report

**New Business**

- Elections
  - Officers – waiting for managers' approvals
  - New Members – call for nominations will be forthcoming

**Updates from Human Resources** – Associate VP Carroll updated the Staff Council on the following:

- Market & Merit Letters – Letters will coming from human resources and distributed by direct managers in June. The HR advisor took several questions regarding market and merit adjustments. All employees will be asked to contact their supervisor if **titles** do not accurately reflect what they (actually) do.
  - This is the first time Georgia Southern University has taken on this endeavor of setting a **baseline** for 2,112 positions/job descriptions & pay bands.
  - These changes will be communicated to all staff during the month of June.

The Advisor took several questions on baseline and job descriptions.

**Announcements**

- Important Dates
  - Staff Council Picnics – ALL HANDS ON DECK
    - Armstrong Campus - May 30, 2019
    - Statesboro Campus – May 31, 2019
  - Executive Committee Meeting – June 14, 2019
  - Staff Council Meeting – June 21, 2019

**Adjournment** - Meeting adjourned, 10:52 a.m.

*Submitted: Dani Beckmann, MoM submitted from recording.*