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Staff Council Meeting Agenda and Minutes

Human Resources

6-27-2019

Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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Staff Council Meeting
Thursday, June 27, 2019
2:00 pm – 4:00 pm
Armstrong Campus, Burnett Hall Room 109
Statesboro Campus, Williams Center Conference Room
2067

Welcome, at 2:01 PM

- The Chair welcomed Staff Council (SC) members and guests . In attendance, Vice President of Enrollment, Dr. Lingrell and Strategic Planning Committee Chair, Dr. Helen Bland.

Consent Agenda and Meeting of Minutes (MoM), adopted unanimously.

- Adoption of Agenda - no items were moved.
- Adoption of MoM - no changes.

Treasurer Report – SC Chair reported on the following accounts:

- ARM Discretionary Fund (Acct#2072): \$1,053.62
- ARM Scholarship (Acct#7071): \$1,283.54
- Statesboro (Acct#0869): \$2,687.93
- Statesboro (Acct#7110) \$,3907.05

Committee Reports

- By-Laws Committee - no updates.
- Communications Committee – updates made by Dani (committee member) on behalf of the subcommittee chair.
 - Last Updates have been made to the website, including but not limited to photos, Minutes of Meeting (MoM), Agenda, etc.
- Fundraising and Scholarship Committee – Textbook scholarship will occur for FALL requests. The SC Chair will work with the Ava and Dani on next steps to prepare for the FALL scholarship fund applications.
- Staff Development Committee – no other meetings will occur for the Staff Development Committee. The committee is writing thank you notes for those who donated items to the staff council picnic raffle. Volunteers have been identified and are working to have notes completed
- Staff Outreach and Special Events Committee –
 - Subcommittee chair gave report of survey. A total 323 people responded to the feedback survey, with most responses being overwhelming positive.

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

- Spend two days in Washington, DC to meet with the entire delegation within the U.S. House of Representatives, Senate as well as Governor Kemp.
- Salary equity letters have been sent out. The purpose of this initiative is to get all GSU employees to the entry point of their respective pay bands. As a reminder, pay bands are based on job title only, however, if an individual feels there is a need for re-evaluation they've been asked to work through their supervisors to get this on human resource's radar.
 - Dr. Marrero solicited for feedback from the staff council.
- New Budget process, Aug. 1 – any initiatives will be shared, transparent, and communicated throughout all levels of the organization. Initiatives will be outlined and identified by unit and shared with the organization. These budget requests will be due to the USG the 3rd week of October. Approval of budget is expected at the end of March or April (when the legislative session ends).
 - New budget process will start Aug.1 - Aug. 31st. Every department/unit both academic and non-academic will work with their leadership on a needs assessment. Every need/initiative will have to be directly connected to at least one of the strategic pillars as well as measured and prioritized within the team

(respectively). The plan will then be shared with respective staff to explain how and why each initiative is connected to the strategic plan/pillar.

- September 1 - 15th: the needs assessment/budget plans will then be shared (respectively) up to the Dean Level (academic level) and Director Level (non-academic). Deans and Directors will have time for review and prioritization of the plan. At completion, they will share their final decision making process with their' (respective) direct reports and departments.
 - Sept 15 - 30: the needs assessment/budget plans will be shared with respective Vice President (VP) for their review and prioritization. Each VP will then share their respective needs assessment report with his/her direct reports and/or department on their final decision-making process.
 - Oct. 1: VPs will share their needs assessment & prioritization with other VPs. President + VPs will review final budget plans as a group to plan a narrative around the budget process for submission to the USG by the 3rd week of October.
- Strategic Plan – Dr. Marrero has established a list of what you Need-to-Know from the leadership standpoint. Meaning, every VP has a scorecard listing their highest-level goals that are in line with the Strategic Plan. The list encompasses goals that each VP will be held accountable for at the end of each year. VPs should be aligning their agenda's to connect each initiative with the strategic plan/pillars to help establish and communicate the new language we speak as an institution.
- Enrollment Projections
 - Undergraduate
 - Applications and Accepts: higher from previous week
 1. Freshman applications up 15%
 2. Accepts up 8.2% year to date
 - Transfers
 1. Applications up, 1.5%
 2. Accepts up, 25.3%
 - Graduate
 - Applications up, 6.7%
 - Accepts up, 11.3%
 - Overall enrollment/registered: 4.46% (up this time from last year);
 - Credit Hours: YTD, 5.41% (up from this time last year).
 - Freshman class is reducing in the state of GA. Growing in transfer, growing in dual enrollment, the current growth projection is .7% for growth.
- CAR COntinuous Improvement: Next steps, will take a look at the following areas
 - Reorganization
 - Budget Managers; Account Managers: ensure the organization is not replicating efforts. Focus on utilizing same budget strategies and to include and/or expand training.
 - Human Resources – CAR identified duplication of efforts and will also address compliance issues to ensure policies are being followed; diversify hiring committees, applicant pool,
 - Campus Management of Events: focus on streamlining effort for requesting resources for an event (i.e., tech support, food service, facility services, etc.)
 - The President solicited for questions/comments from the group:
 - Chief Diversity Officer: a hiring committee is currently being formed to launch a search for this position on Aug. 1. The search committee will work with an outside firm. This position will be at the Associate Vice President level and will be part of the President's Cabinet. A start date for this position will be Jan. 1, 2019.

- At the end of commencement season, his office was charged with assessing the current commencement events in order to determine how to improve the events.
- In order to gather information and feedback, he is working with several groups (listed below) as well as soliciting feedback through a community wide survey (a total 2700 participated in the survey).
- Currently Dr. Lingrell is gathering and analyzing data from groups to help develop themes
- Groups
 - Planning groups - made up of academic groups
 - General working group - made of people in facilities, registrar, volunteers
 - Faculty focus group - made up of professors who ran the college level ceremonies, mostly faculty.
 - Staff council - made of staff council members
 - Student group (pending schedule)
 - Alumni group (Scheduled)
 - Dean's council (pending schedule)
 - Complete feedback by mid-July
- Feedback will be taken back to the task force group for review and provide feedback. Aug. 1st of recommendations.
- Dr. Lingrell solicited for feedback from staff council, spend a few minutes listening to feedback, recommendations and answering questions.

Strategic Planning Updates – Dr. Helen Bland (Mrs. Julie Gerbsch was unable to attend)

- Dr. Bland shared a hand out of the final draft of the first 5 pages of the strategic plan)
- It was reported that approximately 1400 attended face-to-face events and an additional 1400 participated in the survey.
- President's Cabinet will review the plan. On July 8, the group will proceed with mapping of Key Performance Indicators (KPIs). The final version will be sent to Board of Regents on July 15 and shared with the University by August 1, 2019.
- A new committee has been identified to take oversee next year's process. The new committee will also solicit input from our constituency to help refine the Strategic Plan.

Old Business

- Officer Elections
 - elections have been completed and new officers have been voted on.
- New Business
 - New Member Elections- email was sent out requesting nominations, the breakdown is as follows
 - 112 nominations; 75 at large nominations
 - 724 votes.
 - Officers Transitions
 - Meetings are being scheduled
 - New Members will start July 1st. 2019
 - Business and Finance
 1. Paul Barnes
 2. George Brannen
 3. Mary Driggers
 4. Sharteshia Jackson
 5. James Michael Morgan
 6. John Pate
 - Provost & Academic Affairs
 1. Tina Brookins
 2. Franklin Collins
 - Student Affairs
 1. Theresa Duggard
 - At-Large Representative
 1. Memory Littles



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- No nominations for Communications & Marketing was received however a special election will be conducted. Chair will be working with John Lester to provide a name.
- Andrew Dies will be leaving as July 19. His position is an 'at large position' that will need to be filled for the 2019-2020.

- Member Roll-Offs as of June 30, 2019, the Chair thanked everyone for their service and presented each member with a plaque for their service.
 - Angel Howard
 - Katherine Arnetz
 - Jason Salzer
 - Danny Frazier
 - Philip Leroy

Updates from Human Resources

Announcements

- Important Dates
 - 2019-2020 Staff Council Retreat
 - Friday, July 26 at the Armstrong Campus, College of Health Professions, Room 160; 9AM - 4 PM.
 - Transportation will be provided, please contact Ava.
 - USG Staff Council Annual Conference – October 10-11, 2019 @ Georgia College

Meeting Adjournment @ 3:52 PM.