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Staff Council Meeting Agenda and Minutes

Human Resources

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7-26-2019

## Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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**Present:** Paul Barnes, Danira Beckmann, Billy Brannen, Tina Brookins, Franklin Collins, Mary Driggers, Ava Edwards, Lakesha Hill, Shartesia Jackson, Christopher Johnston, Patrice Kerner, Katherine Lewis, DeAnn Lewis, Memory Littles, James Morgan, Sean, Payne, John Pate, Brenda Richardson, Reginald Scott, Lindy Sherwood, Nick Shrader, Trina Smith, Dee Thompson, Jessica Weaver. **Regrets:** Rebecca Carroll, Theresa Duggar, Adrienne McCollar, Brittany Horn McLamb. **Absent:** Ashley Thornton.

**Call to Order** The meeting was called to order at 2:30 pm.

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

● **Convocation**

- Armstrong Campus 10:30-11:30 am; Statesboro Campus 1:30-3:00 pm
- Faculty Awards will be presented
- Remarks from Staff Council Chair, Faculty Senate Chair, President of SGA
- State of the University by President Marrero (approximately 30-40 minutes)
- Open Forum/Town Hall for questions and answers
  - We are Servant Leaders.
  - Build a culture on shared governance and co-leadership. Faculty and staff should understand the what and the why and the connection to the Strategic Pillars.
  - Engage to help improve. Be part of solution thinking and work together to provide solutions. President Marrero wants feedback and suggestions on how Administration can make things better.

● **Strategic Plan**

- The Strategic Plan has been handed over to leadership along with the 5 pillars.
- It is a living document that will be used to measure key performance indicators.
- It will support evidenced based leadership through accountability.
- It is the tool that will be used to develop a culture of high performance.

● **Scorecards**

- Scorecards are an effective way to communicate and be accountable for stated goals. They will enable leaders to measure key performance indicators and to work collaboratively. There are approximately 58 institutional goals. The scorecards are a way to be transparent so that others can see what leadership is working on.
- President Marrero shared his scorecard with the Council and anticipates that faculty and staff will see themselves as part of the plan.
- Assessment strategies will be employed next year to ensure continuous improvement.

● **Vision**

- President Marrero discussed the importance of vision and our Vision Statement.
- People...Purpose...Action! Growing ourselves to grow others!
  - People: Develop, impact, and invest in faculty and staff.
  - Purpose: Understand why we are here.
  - Actions: Driven by values, integrity, and inclusiveness.



- **Budget**
  - President Marrero referred to his July 25th email which discussed the budget prioritization timeline and process.
  - FY2021 budget process will begin August 1, 2019.
  - It is a new way to conduct budget needs assessment. It will be transparent and inclusive.
  - \$3.2M of the \$7M estimated recurring allocation reduction was set aside in the FY2020 budget leaving \$3.8M to backfill in the FY2021 budget.
  - Possible .07-1% enrollment growth equating to approximately \$1-2M for FY2021.
  - Will be looking for opportunities for savings and investments in faculty & staff.
    - Funding new positions.
    - One of his goals is faculty and staff equity and merit increases; started July 1. .
  
- **Comprehensive Administrative Review (CAR)**
  - Phase one has been completed.
  - The next phase of CAR will focus on 4 areas.
    1. **Human Resources** - organizational assessment analysis and analysis of customer service processes.
    2. **Administrative Support** - Review of support functions to ensure that administrative support is distributed equitably across the institution.
    3. **Budget Managers and Accountants** - Streamline the budget process across all divisions departments to establish uniformity.
    4. **Events management** - Streamline the process. Develop a one-stop shop approach for planning campus events.
  
- **Inclusive Excellence**
  - The Inclusive Excellence study conducted by Damon Williams has been received along with the executive summary. The summary contains 7 recommendations. It will be shared with the institution. The recommendations have been reviewed and prioritized.
  - There will be a new position, Associate Vice President of Inclusive Excellence.
  
- **Performance Excellence**
  - Leadership Retreat, August 2, 2019.
  - Staff Retreats, Fall and Spring
    - Provide on campus professional development opportunities twice per year.
  
- **Awards and Service Ceremonies**
  - Develop programs to celebrate awards and recognize the service of both faculty and staff together.
  - Staff Council Chair and Faculty Senate Chair have been tasked to collaborate and submit recommendations to President Marrero in September..
  
- **President fielded questions from members of Staff Council.**



### **Consent Agenda and Minutes of Meeting**

- Adoption of Agenda - (President Marrero addressed SC at 1:30 pm, during the retreat)
- Adoption of Minutes from June 27, 2019. Motion to adopt the agenda and MoM was carried unanimously.

### **Financial Report**

- Treasurer update was given by the SC Chair
  - ARM Discretionary Fund (Acct#2072): \$1,053.62
  - ARM Scholarship (Acct#7071): \$1,283.54
  - Statesboro (Acct#0869): \$2,501.23
  - Statesboro (Acct#7110): \$3907.05

### **New Business**

- New members were welcomed
- Committees announced their chairs:
  - Staff Outreach and Special Events - Patrice Kerner
  - Staff Development - Nick Shrader and Jessica Weaver
  - Fundraising and Scholarship - Adrienne McCollar
  - By-Laws - Reginald Scott
  - Communications - Christopher Johnston

### **Miscellaneous**

- **Job Descriptions:** Concerns about missing or inaccurate job descriptions. SC Chair addressed the question/comments encouraged members to bring this and similar issues to the attention of Human Resources, AVP Rebecca Carroll.
- **SC Voting Procedure:** Concerns about the nomination form for the recent voting process. Chair addressed the question by explaining the process.
- **Disclosure of contact information:** Dee to send out members' contact info with the minutes.
- **List-serv:** Concerns about the list-serv discussing parking. Per SC Chair, VP Whitaker has already addressed the concern. Open meetings will be a vehicle for staff to have their voices heard.
- **By-Laws:** There was a question of clarification about the town hall clause in by-laws.
- **Communication:** Members will need to help communicate the reasons for decisions made by administration.
- **Talking Points:** Question about the status of talking points. Talking points versus MoM. Minutes are posted on the website. SC Chair will find out how Dr. Lester plans to communicate with the campus.



- **Open Meetings:** Council will have to develop instructions and timeline on how people will be able to have topics added to the agenda and be recognized at meetings.
- **Suggestion:** A suggestion was made to include links to larger meeting minutes i.e. President's Advisory Council, President's Cabinet, Faculty Senate, etc.
- **FYE:** Question regarding the process that determined the criteria for eligibility to teach FYE. It was stated that some advisors were grandfathered while others were eliminated because they do not hold a masters degree. The question was referred to Human Resources.

**Updates from Human Resources** - no updates at this time.

#### **Announcements**

- Marketing and Communications is working to establish processes on getting information out to the campus more timely and in ways that employees would like to receive news and updates.
- Patrice Kerner invited the Council to participate in the Tour De Ford 10k run; anyone can join. This is NOT a Georgia Southern sponsored event.
- Operation Move-In needs volunteers.
- Technology Bootcamp | Admin Boot Camps, 7/30 and 8/1 Savannah and Statesboro Campuses, respectively. All interested should visit Go Sign Me Up. Details were sent out via GSINFO.
- Vice President Whitaker is on the agenda for the August 9th meeting. Ava will invite Dr. Lester.

#### **Important Dates**

- Next Staff Council Meeting, August 9, 2019 | 9 - 11 am
- 2019 USG Staff Council Conference, October 10-11, 2019 | Georgia College

**Meeting Adjourned** 3:43 pm

Minutes recorded and submitted by Dee Thompson