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Staff Council Meeting Agenda and Minutes

Human Resources

11-15-2019

Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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Present: Paul Barnes, George Brannen, Rebecca Carroll, Frank Collins, Mary Driggers, Theresa Duggar, Ava Edwards, Lakesha Hill, Brittany Horn-McLamb, Shartesia Jackson, Patrice Kerner, Katherine Lewis, Memory Littles, Adrienne McCollar, James Michael Morgan, John Pate, Brenda Richardson, Lindy Sherwood, Nick Shrader, Trina Smith, Dee Thompson, Ashley Thornton, Jessica Weaver.

Regrets: Tina Brookins, Christopher Johnston, DeAnn Lewis. **Absent:** none

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

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

- **Enrollment**

- Fall 2018 enrollment was 26,408. Fall 2019 enrollment is 26,054. This is 354 fewer students, which represents a 1.3% decrease. GS graduated a record class in Spring 2019.
- Although the numbers were trending upward by 1% in August, we were replacing the recent graduates. In addition, we did not get the historic push that usually occur the first week of classes. This held the numbers flat.
- Credit hour differentiation is down to 0.9% due to the Minimester courses, which began October 14th. This helped the budget because it increased credit hours.
- Areas where enrollment increased include, online (12.18%), dual enrolled (23.67%), out-of-state (3.8%), and transfer (4.43%).
- Freshmen students is the area where enrollment is down. The number has gone from 3,900 last year to 3,655 this year; down by 245 first time students. However, we are up in year-to-date applications.
- University System of Georgia enrollment numbers are up because Georgia Tech, Georgia State, and Kennesaw State all saw significant growth. Therefore, statewide, enrollment looks good. It is worth noting, that we count freshmen differently than the way USG counts freshmen.
- The national trend indicates that by 2025, there will fewer 18-20 year olds in the population. Freshmen enrollment at major universities is expected to decline by 15-20%. Future focus will be towards graduates, adult learners, transfer students and military.

Question: Are dual enrolled students counted as freshmen?

Answer: No, they are separate. It is separate headcount. If dual enrolled students accumulate 30 credit hours, they enter as transfer students.



- **Budget**

- The budget narrative is due to the system office on November 20, 2019. This is an exercise to show how GS will reduce the 6.95M based on formula from FY18 to FY19. A line by line budget will be shared with everyone next week.
- There is a specific legislative, gubernatorial, and BOR-USG decision-making process that the budget must go through prior to allocation of funds. Based upon USG credit hour growth, there is 76M in additional formula funding.
- The Board of Regents will meet in April. USG will determine the amount to be allocated to each institution. There is a limited amount of funds that must be spread across all USG institutions.
- Dr. Marrero shared what the amounts would be if the allocations are based on proportion. He also reviewed the process used to find the 6.95M reduction. There are 10 vacant faculty lines and 8 vacant staff lines. These will remain vacant for now.
- Budget prioritizations/decisions were made throughout the organization. At this point, everyone should have been told about the budget in their divisions.
- The following areas will not be compromised:
 1. Curriculum
 2. Student support services
 3. Enrollment, marketing, and recruiting
 4. Compliance, risk, safety, and maintenance
- Alternative budget models are being considered in case formula funded agencies are asked to make cuts and to absorb any increases to healthcare costs that the state or USG does not cover. The revenue lost due to the decline in credit hours must also be considered. Cutting job positions would be a last resort.

- **New Funding Requests**

- All divisions were asked to identify and rank needs and priorities. There were 23M recurring requests. Of that amount, 6.1M was prioritized. An exercise similar to the budget process was conducted.
- Dr. Marrero shared the proposed allocations for each division should funds become available. Promotion and tenure & faculty and staff equity increases are priority for funds beyond divisional allocations.

- **Staff Professional Development Conference**

- Dr. Marrero thanked the Council and gave compliments for the successful conference.



- **Inclusive Excellence Update**
 - **Courageous Conversations.** These will be town hall meetings. Topics include privilege, respect, social responsibility, social justice, gender & sexuality, and more. Office of Multicultural Affairs and student organizations will be involved. The events are open to faculty, staff, and students. These events are sponsored by PSAC.
 - **University's Diversity Statement.** President's Diversity Advisory Committee is in the process of completing the statement.
 - **Campus Climate Support Team.** This team will be trained to respond to future incidents and communicate strategies for mitigation. It is not an investigatory group but will be trained to respond and communicate appropriately.
 - **Inclusive Excellence Webpage.** All of the diversity plans will be added to the page.
- **Engagement**
 - Administration plans to conduct a campus climate satisfaction survey for 2 weeks beginning February 24, 2020 to capture perceptions of the institution. The Studer Group will administer the survey.
 - It is a measure of overall perception of satisfaction of environment, climate, and engagement. It is not an evaluation. The purpose is to measure where we are as an institution and to let people be heard.
 - Action plans for improvement will be developed. Supervisors will be held accountable for improving their environment. This will be a continuous process of assessment and improvement.

Dr. Marrero invited questions from members. There were no questions.

This concluded the President's updates.

Human Resources - Updates from Mrs. Rebecca Carroll, AVP as follows:

- **Ethics Training**
 - AVP Carroll reminded everyone to complete the mandatory ethics training. The deadline is December 31st. There must be 100% participation. A report is due to USG January 6.
- **Performance Evaluations**
 - The review period is January thru December. The last evaluation already covered thru March 2019. Therefore, this evaluation period will only cover April 1 thru December 31.
 - There is a new staff self-evaluation form with sections to ensure job descriptions have been reviewed. Manager forms have been streamlined. A communication will be sent to campus in December with specifics. The deadline to complete self-evaluations is January 31. Managers will complete their forms and schedule one-on-one meetings in February.



- Job descriptions are being loaded into the new system, PayFactors. This new system will allow hiring managers to adjust position descriptions. Changes will be uploaded via the ticketing system, *after* they are finalized.

AVP Carroll fielded questions from members

Question: Is Payfactors only accessible by managers?

Answer: Yes.

Question: How does the employee and manager know that adjustments made it into the system?

Answer: HR will communicate the status of requested changes to the position descriptions.

Question: When will discrepancies in job titles be addressed?

Answer: During the evaluation. Discrepancies will be submitted by the managers. Changes will be uploaded via the ticketing system, *after* they are finalized. Employees should go ahead and have conversations with their managers. The challenge right now is the position descriptions for administrative specialists and administrative assistants; they are currently being reviewed.

Question: How is professional development hours going to be kept and tracked?

Answer: The evaluations will have a box to capture the number of earned and projected hours. HR is working to figure out how will they will capture professional development hours. Right now, everyone is being asked to keep documentation of their own hours in Excel. Courses in Folio or Building a Better U are recorded. A university-wide method hasn't been decided. With USG's e-performance module, Careers, employees will be able to enter PD hours and upload supporting documentation..

Question: Concerning criteria for the 20 hours, what is considered a professional development hour?

Answer: HR is not critiquing/managing hours. It is up to the divisions as to what they consider a PD hour.

Question: How does this impact the group still going through CAR (Admins.)?

Answer: We expect to have the information back from Sibson in time for the performance evaluations.

Question: Is everyone required to have 20 PD hours?

Answer: Check with your VP and/or division to see how many PD hours are required.

Information Sharing and Gossip

Rumor: Rumors that there will be changes in the reporting structure in IT. Things are casually mentioned and then it trickles down. People are not being judicious about what they say, and should be more careful of what they say in the hiring/recruitment process.

Response by AVP Carroll: This is specific to a division and will be addressed separately after the meeting. It is best to invite CIO, Ron Stalnaker and Dr. Marrero to address this concern. Dr. Marrero can also speak to the next phase of CAR.

This concluded updates from Human Resources, AVP Carroll.



Consent Agenda and Minutes of Meeting

- Adoption of agenda
- Adoption of minutes from October 18, 2019. Motion was adopted and carried unanimously.

Committee Reports

- Treasurer Report
 - ARM Discretionary Fund (Acct#2072): \$1053.62
 - ARM Scholarship (Acct# 7071): \$1283.54
 - Statesboro (Acct# 0869): \$2610.48
 - Statesboro (Acct# 7110): \$10493.55
- By Laws Committee
 - Chair position has been filled by the new Parliamentarian, DeAnn Lewis.
 - No other updates.
- Communications Committee
 - The goal is to update the SC webpage to match Human Resources' page by January.
 - The current awards page will be updated to direct visitors to the new University Awards and Recognition Ceremony page.
 - The scholarship page will be updated to direct visitors to use hrrservice@georgiasouthern.edu as the email address currently listed is no longer active.
 - SC Chair will give the Facebook login information to the Communications Committee. The page will be monitored and updated by a subcommittee. We are in need of someone to take the lead on Staff Council's social media presence.
 - Members who haven't done so are asked to submit their headshots.
 - The Representatives and Committees page will be updated in January. The new look will be a grid format instead of the current list format. The grid will list members alphabetically by name versus the current format which is by division.
- Fundraising and Scholarship Committee
 - This committee needs a chair.
 - The Shelley Merrick Textbook Scholarship application has been forwarded. Today is the deadline to apply.
- Staff Development Committee
 - Staff Professional Development Conference
 - 350 registered.
 - 298 attended.
 - 171 survey responses.



- 240 individual responses.
- The data from the surveys will be synthesized and evaluated.

- Staff Outreach and Special Events Committee
 - Holiday parties will be December 18 (Statesboro) and December 19 (Armstrong). The events will be held in the Student Union Ballrooms on both campuses. There will be an ugly sweater contest with 1st and 2nd place prizes. There will not be a raffle this year. *All hands on deck!*
 - Annual Warm Clothing Drive will be November 18 thru December 6. Bins will be in place Monday. Distribution will be December 16-17 in Russell Union 2080 (Statesboro) and in the Skidaway Room (Armstrong).
 - **Action Item:** SC Chair will forward information about decorations to the committee.

Old Business

- Faculty/Staff Awards and Recognition Ceremony
 - December 1st is the 'go live' date for nominations. Nominations will be accepted through the end of February 2020. Go to georgiasouthern.edu/gsawards.

New Business

- **Vacant Positions**
 - The new Chair-elect is Trina Smith. She replaced Danira Beckmann.
 - The new Parliamentarian is DeAnn Lewis. She replaced Reginald Scott.
 - The new representative for Marketing is Megan Bouchillion. She replaced Sean Payne.

- **Night Shift Employees**
 - The Council discussed the most effective way to include night shift employees in staff events.
 - Facilities services employees have the opportunity to flex schedule to enable participation. Some are willing to flex up to 3pm but it is easier for them to participate at a 6 pm event. Breakfast at 6 or 7 am would be ideal.
 - It is best to have events on Thursdays because it is the last day of the week for most Facilities Services staff.
 - Times when classes are not in session, such as Spring Break, offer a greater opportunity for Facilities Services staff to attend events.
 - Consider hosting events specifically for staff in Facilities Services, Public Safety, and all other staff who do not work an 8 am to 5 pm, M-F schedule.
 - Include Eagle Dining and Catering.



**GEORGIA
SOUTHERN
UNIVERSITY**

Staff Council Meeting
Friday, November 15, 2019
9:00 -11:00 AM
Statesboro | Nessmith Lane Conference 2911
Savannah | Solms Hall 207

- Elections Process
 - The elections process will be reviewed in preparation for next year's election. It was suggested to have an Elections Committee, however, the By-Laws Committee will make sure that all campuses/divisions have equitable representation on the Council.

Important Dates

- Next Staff Council Meeting, December 6, 2019 | 3 - 5 pm (changed due to commencement)
- Warm Clothing Drive | November 18 - December 6
- Holiday Reception, Statesboro Campus | December 18, 3-5pm
- Holiday Reception, Armstrong Campus | December 19, 3-5pm

Meeting Adjourned 11:05 am

Minutes recorded and submitted by Dylitchrous Thompson