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Staff Council Meeting Agenda and Minutes

Human Resources

8-9-2019

Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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

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:

- **Operation Move-In**
 - Dr. Marrero expressed appreciation to staff for the work being done to help students and their families.

- **Enrollment**
 - Graduated the largest class in GS history in Spring 2019. Those graduates must be replaced with incoming students.
 - Enrollment is tied to the budget. Enrollment is up 2.72% and credit hours are up 1.23%.
 - An updated census is expected the first week of October. Expecting to hold at .7 to 1% total growth.
 - Staff will hear more about enrollment at Convocation, August 14th.

- **Convocation**
 - Faculty Awards will be presented.
 - Staff Council Chair, Faculty Senate President and President of SGA will give remarks.
 - Dr. Marrero will deliver a State of the University Address.
 - Topics to be presented include:
 - Vision and Mission
 - Institutional Strategic Plan and Strategic Pillars
 - Culture
 - Transparency and communication
 - Staff Development
 - Budget and the budget prioritization process
 - All of the numbers will be shared.
 - He wants everyone involved in the process.
 - Comprehensive Administrative Review (CAR)
 - Strategic Enrollment Plan (3% growth target)
 - Marketing and branding efforts
 - Academic regional plan
 - Inclusive Excellence
 - Open Forum for questions and answers



- **Budget**

- Dr. Marrero referred to his July 25th email which discussed the budget prioritization process and timeline. He invited questions from the Council.
- FY2021 budget process will begin August 1, 2019. 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. We have to balance growth with budget because there is a 1 year lag.
- The critical needs at this time are to secure the \$3.8M shortage and fill critical positions.
- Dr. Marrero's goal for completing the next phase of faculty and staff equity and merit increases is July 1, 2020. His August email will have a link to his scorecard.

- **Scorecards**

- By way of communication and transparency everyone will know the institutional goals. The institutional goals are linked to the Strategic Plan and Pillars.
- Goals and key performance indicators will be shared via scorecards.
- Dr. Marrero plans to share his scorecard on the University's website.
- The scorecards of vice presidents will be on the website as well.
- Using the scorecards, leaders will be able to measure their key performance indicators.
- Everyone has 90 day action plans to measure their progress and help achieve goals.
- A report will be generated at the end of the year.
- Assessment strategies will be employed next year to ensure continuous improvement.

- **Comprehensive Administrative Review (CAR)**

- Dr. Marrero emphasized that CAR is not a budget exercise. It is an exercise to find process efficiencies and effectiveness.
- The next phase of CAR will focus on 4 areas..
 1. **Human Resources** - Improve overall efficiencies. Organizational assessment, analysis of customer service processes, and diversity in hiring practices.
 2. **Administrative Support** - Review of support functions to ensure that administrative support is distributed equitably across the institution. Some people may be shifted to different areas.
 3. **Budget Managers and Accountants** - Streamline the budget process across all divisions and departments. Implement uniformed budget training so that there is consistency throughout the university.
 4. **Events management** - Streamline the process. Develop a one-stop shop approach for planning campus events.

- **Inclusive Excellence**

- Dr. Marrero shared the [7 recommendations from Dr. Damon Williams' Inclusive Excellence study](#).
 - The immediate need is to address recommendation #1 which is the develop a diversity statement. The President's Diversity Advisory Council (PDAC) will work with Dr. Williams to accomplish this.
 - Recommendation #2 is the establish a vision which translates to infrastructure.
 - Recommendation #3 is to hire a Chief Diversity Officer.



- A committee will be charged within the next two weeks to craft a job description and begin a national search for an Associate Vice President of Inclusive Excellence. The target date is January 1, 2020. The CDO will be a member of the president's cabinet and will work throughout the university.
- Recommendations #6 and #7, strengthen institutional diversity brand and lift strategic campus integration for all three campuses, are first priorities.
- Recommendations #4 and #5, develop a campus wide lateral diversity infrastructure and engage the campuses to develop a campus climate survey. These are suggested strategies for implementation.
 - Dr. Marrero anticipates an 18-month timeframe to implement the recommendations and embed a culture of diversity, equity, and inclusion throughout the organization.
 - A Diversity Crises Advisory Team will be established to quickly respond to diversity, equity, and inclusion issues as they arise.
- **Awards and Service Ceremonies**
 - Dr. Marrero discussed the importance of faculty and staff awards and service recognition.
 - Staff Council Chair and Faculty Senate Chair have been tasked to collaborate on developing an employee award and recognition of service program for April 2020.
 - The Board of Regents has approved a \$1000 permanent salary increase as an award to the person voted Employee of the Year.
- **Performance Excellence**
 - Leadership Retreat was held August 2, 2019.
 - Planning is underway for professional development conferences for staff in both Fall and Spring. Topics will be determined by the staff. It has been mandated that supervisors allow employees to attend.
- **Transparency and Communication**
 - Dr. Marrero reiterated that decisions are being made in collaboration and he wants everyone involved.
 - It was noted that information from administration is on the university's website and Dr. Marrero encouraged everyone to communicate with leadership; holding them accountable for disseminating information.
 - It was noted that the AVP of Facilities is meeting with the staff to outline the goals and the division is working towards open communication.
 - It was noted that staff appreciates the openness of administration.
- **Dr. Marrero fielded questions from members of Staff Council**
 - **Question:** What is or will be the impact of Governor Kemp's request for 4% budget cuts to Georgia Southern? **Answer:** On Tuesday, August 6th, The Atlanta Journal Constitution (AJC) released an article about Governor Kemp's memo to state agencies requesting them to offer 4% cuts to their budgets this year and 6% next fiscal year. Dr.



Marrero stated that based on his understanding, formula based institutions are not affected and are exempted. As of August 9, 2019, the Governor's request only pertains to "B Line Funding". Georgia Southern does not have any B Line funded organizations. Georgia Southern no longer has any special allocations. Therefore, as of now, Georgia Southern is not affected by the 4% budget cuts. Georgia Southern will know its allocation in April 2020 and everyone will receive the line by line budget for 2021 in July 2020.

- **Question:** As far as the line item for salaries, has this been done before? How did it impact performance of staff and faculty? **Answer:** It will be the new position not the current position. A new position that is prioritized high because of its critical need. It will show the salary line with benefits as total compensation. The line item figure shown will be wages plus benefits which represent the total cost of the position. The cost of benefits is approximately 33% above wages.
- **Comment:** Council member expressed appreciation to Dr. Marrero for the new process.

Business and Finance - Updates from Mr. Rob Whitaker, VP as follows:

- **Proposed 2020 Holiday Schedule was distributed**
 - 12 paid holidays
 - The proposed schedule does not require employees to take annual leave.
 - Independence day will be observed July 3rd in alignment with other state agencies.
 - Supervisors are strongly encouraged and expected to be flexible with employees requesting time off during Thanksgiving and Winter Break.
 - December 24th is a work day but managers are being asked to be flexible.
 - Communication regarding the Holiday calendar will be forthcoming.
- **VP Whitaker fielded questions from members of Staff Council**
 - **Question:** How was it decided to have July 3rd off? **Answer:** Based on the State of Georgia holiday schedule. Dr. Lester added that adhering to the State's holiday schedule makes it easier to be in alignment with the academic calendar.
 - **Question:** Is the expectation for flexibility by supervisors expected for 2019 also? **Answer:** Yes.

University Communications and Marketing - Updates from Dr. John Lester, VP as follows:

- **Improve communication**
 - Communications and Marketing seeks to do a better job of communicating with the campus. A survey for feedback will be sent out to the campus next week.
 - The goal is to communicate effectively and openly.
 - A second email concerning parking with more clear explanation and information was sent on August 8th. It was conceded that the first email was not sufficient.
 - Staff Council is expected to ask for clarification, communicate with staff, and help staff understand the appropriate way to have their concerns heard.
 - Questions from staff are welcomed. We must communicate in a respectful manner.
- **VP Lester fielded questions from members of Staff Council**



- **Question:** Will there be separate listservs? **Answer:** Yes. Communications should be specific to those intended to receive them. Listservs are created by primary location of employment.
- **Question:** What if an employee serves multiple campuses? **Answer:** The home institution is designated by Human Resources. The list is pulled from Banner. AVP, Human Resources, Mrs. Rebecca Carroll added that HR has to designate a home location for travel, policies, etc. IT updates its list from the HR system.
- **Suggestion:** Place all communications in a central location online.
- **Suggestion:** An opt-in Google Group as a tool for receiving communications.

Consent Agenda and Minutes of Meeting

- Adoption of Agenda
- Adoption of Minutes from July 26, 2019. Motion to adopt the agenda and MoM was carried unanimously.

Committee Reports

- Treasurer Report
 - Treasurer report was tabled pending the FY20 budget with permission of the Chair.
- By Laws Committee
 - No updates
- Communications Committee
 - No updates
 - Chair is pending access to Wordpress and training to update the website.
- Fundraising and Scholarship Committee
 - No updates
- Staff Development Committee
 - Recommendations for the professional development conferences were submitted to the Executive Committee.
 - A survey was sent to staff.
- Staff Outreach and Special Events Committee
 - Interested in community engagement activities with 2 organizations.
 - Habitat for Humanity and United Way Coastal Georgia-Savannah.
 - Interested in a staff spotlight campaign.
 - Interested in a 2019 halloween costume contest.
 - Armstrong Campus has held a costume contest in the past. Statesboro Campus has not.
 - Plans to modify the scorecard but approved/accepted proposed events listed.
 - Council member suggested a Day of Service in conjunction with the Alumni Association's Day of Service.

Old Business

- Retreat Recap



- Responses and feedback was positive.
- Chair reiterated the importance of communication and transparency.
- Scorecards
 - The Council's scorecard is for accountability and is not affiliated with any division.
 - Changes and suggestions will be incorporated and rolled out by the September meeting.

New Business

- Professional Development Conferences. All hands on deck.
 - The first conference will be in November.
 - Fall conference in Statesboro; Spring conference in Savannah
 - Staff can choose which session to attend. Morning session, 9 am to 12 pm or afternoon session, 1 pm to 5 pm; lunch 12 - 1 pm.
 - Keynote speaker (TBD)
 - Received 360 responses from the survey as of August 9th. Responses are by campus.
 - Staff members have an opportunity to facilitate a workshop.
 - The theme is *Growing Ourselves to Grow Others!*
 - The conference is not mandatory but management is expected to allow staff to attend.
 - The first conference will be at Nessmith-Lane Conference Center and there is no staff participation limit for attendance but for planning purposes there is a registration process. Division of Continuing Education is assisting with the registration process.
- Staff Development Scholarship
 - The Fundraising Committee will look at the possibility of and ways to raise funds for staff to travel to off campus conferences.
 - The travel grant will be in addition to the textbook scholarship.
- Faculty/Staff Awards Ceremony
 - This will be a University wide program in April.
 - The planning team consists of 3 members from Staff Council and 3 members from Faculty Senate. The team will submit a proposal to Dr. Marrero in September.
 - Individual, divisional, and employee of the year awards will be based on the strategic pillars. Individuals will be nominated and voted for by their peers based on contributions above and beyond their normal job duties. Voting will be anonymous.
 - Employee of the Year will receive a \$1000 permanent salary increase and a designated parking space.
 - Council member suggested that a representative from Facilities be involved in the planning process. The Chair affirmed that input from facilities staff is being addressed.

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

- **HR has been working on new technologies to improve and streamline processes.**
 - MyHelp: Human Resources Service Center
 - An email communication went out to inform the campus of MyHelp. The new HR Service Center follows the service delivery model of IT. It is expected to go live September 9th. HR partnered with University IT Department to create a single point of entry.



- Staff will be able to call or open a ticket; similar to the IT Helpdesk and have questions answered more timely.
 - Callers will reach a person and will be able to track the status of their requests.
 - Careers
 - Careers is a USG applicant tracking system that will be rolled out in February.
 - Performance Management System
 - A new performance management system will go live in February.
 - Concerns about job descriptions and pay bands should be funneled upward through divisional leaders.
- **AVP Caroll fielded questions from members of Staff Council**
 - **Question:** What will happen when an employee has reached the top of their pay band? **Answer:** That has not been decided yet. Waiting on recommendations from Sibson.
 - **Question:** Where can employees find the list of pay bands of specific jobs to determine whether or not to apply? **Answer:** Job ads will now be posted with salary ranges.
 - **Question:** Is administration still on track to address concerns about understaffed offices and how will they know which offices do not have enough administrative support? **Answer:** We just received a list of proposed questions which will be shared with the president's cabinet. Once approved, Sibson will send out a survey and will submit recommendations for the new structure. The process may take 12 to 14 weeks after the survey.
 - **Question:** How will staff be identified for the survey? **Answer:** A list will be sent to the president's cabinet who will review it with direct reports to ensure that all classifications are included. A communication will be sent to the employee, supervisor, and VP letting them know they have been identified to receive the survey.
 - **Comment:** Human Resources was complimented for its worked on inclusive excellence. **Response:** Demetrius Bynes is responsible for researching advertising venues and determining best use of advertising funds. Changes were made and there are now 4 new venues to reach broader bases of applicants.

USG Staff Council - Updates from USG Staff Council Treasurer, Mr. Jasper Stewart as follows:

- **Important Dates**
 - Next USG meeting, August 21st at 10 am. ZOOM will be used to webconference.
 - Annual USG Staff Council Conference, October 10-11th at Georgia College & State University in Milledgeville. The agenda is pending.
 - February 19, 2020, 10 am-2 pm, Middle Georgia College in Macon. Teleconference will be available.
 - May 20, 2020, 10 am-2 pm, location TBD.
 - July 15, 2020, 10 am-2 pm, location TBD.
- **Voting**
 - Staff Council Chairs are the voting delegates for each institution. The alternate is the Chair-elect.
- USG Staff Council plans to submit the USG Top 5 List of concerns to the State. All staff councils including GS Staff Council are asked to identify their top 5 concerns.



- Weight loss plan coming soon.
- Fitbit store will be opening soon. The details are still being worked out.
- Vice Chancellor of Human Resources, Dr. Hicks, is the Advisor for USG Staff Council.
- **USG Treasurer, Mr. Stewart fielded questions from members of Staff Council**
 - **Question:** How are we to come up with the top 5 initiatives? **Answer:** This is a new announcement. More information will be shared as it becomes available. The Chair added that she will likely create a shared Google Doc for input.

Miscellaneous

- **Shuttle Service:** Concerns about the shuttle service. There is no shuttle service for the Liberty Campus. **Question:** How much input did staff have in the decision? A council member indicated he has received emails challenging the hours and concerns about the ability to use the service. **Response by SC Advisor:** VP Whitaker will be invited to the next meeting to address this concern. It will be added to the agenda for the next meeting.

Shuttle Schedule:

- Statesboro -- 6:45 a.m.
 - Armstrong -- 8:15 a.m.
 - Statesboro -- 9:45 a.m.
 - Armstrong -- 11:15 a.m.
 - Statesboro -- 1:30 p.m.
 - Armstrong -- 3 p.m.
 - Statesboro -- 4:30 p.m.
 - Armstrong -- 6 p.m.
- **Web-conferencing Technology:** Concerns about not being able to hear during the SC meeting. Have the speakers move to a different location. **Response by Chair:** This first meeting is a test run. We will continue to work with the technology. Going forward, Armstrong meetings will be in Solms Hall, 207. The room and technology has been tested and everything went well.
 - **Open Meetings:** Chair of the By-Laws Committee reminded everyone that members of the galley must be recognized by the Chair prior to participating. The Council is governed by Roberts Rules. **Response by Chair:** Staff will be informed of how they can be on the agenda. Office of Institutional Research is helping to develop a Request for Information (RFI) form that will be on the website. In addition, there will be a form to request to be on the agenda.
 - **Staff Council Representation:** Concerns that there is not enough Armstrong-based staff on the Council. **Response by Chair:** Representation is based on division not campus. **Question:** Why are there not any staff members on the Council from the Liberty Campus. Is there a possibility of getting a spot for Liberty this year 2019-2020. **Response by Chair:** Elections were done by a campus-wide nomination and voting process. Representation is based on division not campus. **Question:** Can a seat be reserved for Liberty because it is a small campus and cannot compete with the two larger campuses? **Response by Chair:** We are not going to be able to add a slot for Liberty Campus this year. Any changes will have to take effect 2020-2021. **Question:** Can this be put on the agenda for the next meeting? **Response by Chair:** Liberty is not being



denied a seat on the Council. The Chair reiterated that a position for Liberty will have to be addressed with the next election process. Will note this concern and will follow up for next year's election process. **Suggestion:** It was suggested that a space for the galley be added to the agenda. **Response by Chair:** The details are still being worked out for staff to be given the means to be heard during monthly meetings.

- **The Chair recognized the Galley:** Liberty Campus staff member expressed concerns about 1) Waiting an entire year for SC representation for Liberty Campus, 2) Liberty Campus being left out; not seen as a Georgia Southern campus, 3) Staff and student population at Liberty Campus should be given the same consideration as Statesboro and Savannah Campuses and, 4) Lack of shuttle service for the Liberty Campus. **Response by Chair:** Staff Council representation is division specific not campus specific. Several members represent Academic Affairs. The Executive Committee will review the process for the next election. VP Whitaker will be invited to the next meeting to speak to the shuttle arrangement.
- **Comment:** Staff Council was thanked for holding open meetings.
- **Comment:** All are encouraged to submit topics of discussion for future meetings.

Important Dates

- Next Staff Council Meeting, September 20, 2019 | 9 - 11 am
- 2019 USG Staff Council Conference, October 10-11, 2019 | Georgia College
- Professional Development Conference, November 13, 2019

Meeting Adjourned 10:57 am

Minutes recorded and submitted by Dylitchrous Thompson