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Staff Council Meeting Agenda and Minutes

Human Resources

3-19-2021

Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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Staff Council Meeting
March 19, 2021
Zoom | 9:00 am - 11:00 am

Administration/Guests: Rebecca Carroll, Dr. Cary Christian, Maura Copeland, Dr. Brian DeLoach, Dr. John Lester, Dr. Shay Little, Dr. Kyle Marrero, Dr. Carl Reiber, Ron Stalnaker, and Jasper Stewart.

Staff Council: Will Avra, Paul Barnes, Jeff Blythe, Nichole Booker, Victoria Brannen, Tina Brookins, Janee Cardell, Tiffany Courdin, Kelly Crosby, Cinnamon Dowd, Mary Driggers, Andrew Durden, Ava Edwards, David Henry, Jessica Hersey, Devon Hodges, DeAnn Lewis, Jonathan McCollar, Hal McCool, Michael Morgan, Michael Murphy, John Pate, Matthew Pulliam, Betsy Reaves, Matthew Reynolds, Matthew Shingler, Trina Smith, Allen Stovall, Greg Surette, Scott Taylor, Ashley Thornton, Tommy Thurson, Lauren Tremble, and Jennifer Wise. Regrets: Franklin Collins, Memory Littles, and Lindy Sherwood. Absent: Hollie Sisk, Theresa Duggar, and Kimberly Couch.

Call to Order: The meeting was called to order at 9:02 am.

Consent Agenda and Minutes of Meeting

- **Adoption of consent agenda**
 - Motion to adopt by Scott Taylor; seconded by Kelly Crosby. None opposed.

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

- **COVID-19 Updates**
 - State and region number of positive cases continue to come down
 - State is still considered a Tier 2 because we are still not 100 per 100,000 throughout
 - Regional number of cases
 - Bulloch County: 67 cases per 100,000 (lowest since March 2020!)
 - Chatham County: 155 cases per 100,000
 - Liberty County: 355 cases per 100,000
 - Local hospital systems
 - Region J only 4.9% of beds being used
 - Local hospitals all showing trends of more hospital bed availability
 - University total numbers of positive cases continuing to go down - only 3 positives for this week
 - Vaccine Update
 - Brian DeLoach
 - Even with lower case numbers, we must still stay vigilant and adhere to public health protocols
 - Administering vaccines on both Statesboro and Armstrong campuses as they become available to us
 - Conducted drive-through POD on Armstrong campus earlier this week and gave over 80 shots in 2 hours
 - Next Armstrong POD will be on Tuesday, 3/23, with the goal of 250 total vaccines given
 - Next Statesboro campus POD will be on Wednesday, 3/24
 - Planning to give 500 vaccines in 4 hour period
 - As of today, 3/19, 442 appointment spots have been filled
 - Johnson & Johnson vaccine is not currently available to us as an option
 - Working towards obtaining it due to its benefits (only one dose necessary, easy compliance, etc.)
 - Thank you to the huge coordinated effort and volunteers from multiple departments across campus.



- Campus community still encouraged to get vaccinated at any location they can if they are eligible to receive vaccine
 - [Georgia Vaccination Locator](#)
- **Employee Engagement Survey**
 - 2,234 out of 2,887 employees participated
 - Over 77% voluntary participation rate
 - Monday, April 12th - Town Hall to deliver results
 - Dr. Janet Pilcher from StuderGroup will help deliver results
 - Presentation and results will be posted to [Performance Excellence website](#)
- **Campus Climate Survey**
 - Very close to rolling out results
 - Dr. TaJuan Wilson will present to Staff Council on Friday, 3/26
- **Budget Update**
 - March 31st at midnight is final day of legislative session
 - House version of the budget included formula growth money for University System for FY22
 - Carry forth legislation
 - Logistics Corridor map extension
 - Added \$20 million to our Convocation Center
 - Governor put in \$12.23 million
 - Need \$36.7 million total, so still need \$4.47 million from Senate
 - FY22 Budget determined at April Board of Regents meeting (held mid-April)
- **Vice President for Business & Finance Search**
 - Ron Stalnaker
 - Interviewed over 10 candidates
 - Bringing 4 candidates on campus in the next few weeks
 - Scheduled visits will include campus wide forums
- **Stimulus Funds**
 - December 2020 bill signed giving HEERF funds
 - Received \$11.3 million funds available for our students
 - 11,600+ students received these funds last week
 - Had choice of how they wanted to receive funds (whether directly or applied to student account bills)
 - Received \$25 million in Institutional funding
 - We have finalized our requests and sent to USG for approval
 - Focus on revenue loss and expenses due to COVID-19 - Mandatory fees, auxiliary fees, student activities, parking, athletics, housing/dining, etc.

This concluded updates from Dr. Marrero

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

- **One-Time \$1,000 Bonus**
 - Statewide plan to provide a one-time \$1,000 bonus to employees whose annual salary is less than \$80,000
 - Paid to employees who are regular, full-time benefits-eligible employees who were active on February 15, 2021. Part-time employees and those whose standard schedule is under 30 hours per week are not eligible. The bonus payment will be paid on March 26 for bi-weekly paid employees and on March 30 for monthly paid employees. Please note payments will be subject to all applicable FICA Taxes, Federal Income Tax, and State Income Tax. Federal and state Income tax will be withheld at the employee's normal tax rate. The bonus funds do not count toward the overtime calculation for non-exempt employees for hours worked during the pay period in which it is paid, and is NOT eligible for retirement contribution.



- **Building a Better U**
 - Upgrading to new platform which will be available April 1, 2021
- **Accommodation Requests for Summer/Fall 2021**
 - Currently waiting on guidance from USG
 - Employees encouraged to continue submitting any accommodation requests to HR via the HR ticketing system
- **HR Metrics**
 - HR Ticketing System for Month of FEBRUARY
 - Received 1,026 calls
 - 2,683 new tickets created
 - 2,417 solved
 - Overall satisfaction rating = 96.39%
- **Questions:**
 - Will the employees currently on an HR accommodation receive notification or a reminder to resubmit their accommodation requests for summer or fall? Or do they need to reach out on their own?
 - HR will make an announcement with guidance on that process. In the meantime, employees are always welcome to submit any questions to HR for information.

This concluded updates from Human Resources.

Treasurer Report | Paul Barnes

- Shelley Merrick Textbook Scholarship Fund = \$1,836.30
- Staff Council Advisory Discretionary Fund = \$ 1,053.62
- General Staff Council Account = \$3,279.73
- Staff Development Account = \$15,109.73

Committee Reports

- **By-Laws Committee | Michael Morgan**
 - Reminded committee members that today is the deadline for nominations for 2021-2022 Executive Committee positions
 - General Staff Council election process will begin soon
- **Communications Committee | DeAnn Lewis**
 - No updates at this time
- **Fundraising and Scholarship Committee | John Ramfjord**
 - Working on proposals to submit to Council
- **Staff Development Committee | Tina Brookins**
 - Next professional development session:
 - When Crisis Comes Knocking, Start with Listening Workshop - April 14, 2021
 - Repeat of October session and will allow up to 50 participants
- **Staff Outreach and Special Events Committee | Scott Taylor**
 - Great Gus Eagle Egg Hunt was a success!
 - 200 eggs hidden across all three campuses
- **President's Diversity Advisory Council (PDAC) | DeAnn Lewis**
 - Deadline to apply for Faculty/Staff Inclusive Excellence fellows - March 19
 - Fika with Fellows - April 2
 - Registration available on [DIFF website](#)
- **Ad Hoc Committees**
 - **University Awards Committee**
 - Awards ceremony will be held virtually on Friday, April 2, 2021
 - All award winners can be found on the [University Awards website](#)
 - **Inclusive Excellence Action Plan | Trina Smith**
 - Committee reviewed feedback from council members



- Most feedback had to do with implementation, so those comments have been saved to capture that creativity moving forward when we start putting these plans into tangible action
 - Still in DRAFT format while Dr. Marrero, Dr. Wilson, Legal, and HR review
 - Council will vote once DRAFT plan has been finalized

Old Business & New Business

- **Old Business**
 - Inclusive Action Plan - update given during Committee Reports
- **New Business**
 - Executive Committee Elections
 - Nominations close today at noon (3/19)
 - After nominees are willing to accept nominations and are declared eligible, ballots will be sent out for voting by all council members
 - General elections will come later in Spring

Important Dates

- Next Staff Council Monthly Meeting, April 16, 2021

Meeting Adjourned at 9:54 am

- Motion to adjourn by Paul Barnes. Seconded by Kelly Crosby. None opposed.

Minutes recorded and submitted by Ashley Thornton