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Staff Council Meeting Agenda and Minutes

Human Resources

5-14-2021

Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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Staff Council Meeting
May 14, 2021
Zoom | 9:00 am - 11:00 am

Administration/Guests: Annalee Ashley, Rebecca Carroll, Maura Copeland, Dr. Brian DeLoach, Dr. Patricia Holt, Dr. John Lester, Dr. Shay Little, Dr. Kyle Marrero, Dr. Carl Reiber, Vickie Shaw, Ron Stalnaker, and Jasper Stewart.

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

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

Consent Agenda and Minutes of Meeting

- **Adoption of consent agenda**
 - Motion to adopt by Jeff Blythe; seconded by Will Avra. None opposed.

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

Employee Engagement Survey

- Engagement survey rollout should be well under way
- Leadership Development Institute (LDI)
 - 66 leaders across campus
 - Meeting next Friday
 - Focusing on EE survey
 - Five year plans

COVID-19 Updates

- Vaccine Update
 - Brian DeLoach
 - Today - MAC gym at the RAC
 - Administering first and second doses
 - Next opportunity for second doses only will be May 19th and 28th
 - Health Center will start offering first doses on Wednesdays and Thursdays on Statesboro campus starting next week (week of May 17th)
 - Armstrong campus still being served by Gulfstream/Southcoast clinic
 - Available Tuesdays and Thursday from 9:00am - 4:00pm at Armstrong Center
 - If that ends, we have plan in place to immediately pivot to offer vaccines from health clinic
 - Anticipating needs for the fall
 - Likely to have at least one large vaccine POD on each campus in the first or second week of classes
 - We can offer more vaccine events depending on demand
 - Campus community still encouraged to get vaccinated at any location they can
 - [Georgia Vaccination Locator](#)
 - Starting next week, we will be distributing both Moderna and Johnson & Johnson vaccines



- State number of positive cases remaining stable and low
- Regional number of cases
 - Bulloch County: 49 cases per 100,000
 - Chatham County: 71 cases per 100,000
 - Liberty County: 116 cases per 100,000
- Local hospital systems
 - Region J is stable in terms of capacity, trending down
 - Only 4% of hospital beds being used for COVID positive patients
- Still following CDC, Dept. of Public Health, and University System of Georgia guidelines
- New CDC guidelines came out yesterday (5/13)
 - Vaccinated individuals no longer have to wear a mask and do not have to social distance
 - Unvaccinated individuals still highly recommended to wear mask and social distance
 - Currently working through protocols for summer classes
 - Determining adaptation of social distancing and mask requirements for different classes
 - Alternate educational arrangement or work arrangements:
 - ADA accommodations will sunset on June 30th
 - University will work with faculty and staff currently on accommodation and working through summer
 - If you are currently accommodated based on medical risk, you will need to go through our normal HR process to request accommodation.
 - USG will strongly encourage but not require COVID vaccines for faculty, staff, and students. Strongly encourage and urge campuses to continue robust communication plans about the importance of the vaccine and how communities can receive those.
- Questions:
 - How will we know who is vaccinated and who is not if we are not requiring proof?
 - USG guidance is that institutions are not responsible for assessing current COVID-19 vaccination rates for their institution. There is no way to track that unless we were sole provider of vaccine.
 - Regarding unvaccinated students in the classroom, will there be a classroom set up that accommodates them to be socially distanced?
 - The updated Governor's order basically removed social distancing requirements, only encouraging distancing through the summer. Assuming that we are at a point in August at the start of classes where social distancing has no direct guidelines, then there would be no social distancing requirements in classrooms. That is what we are planning for, but we will be following Governor's orders and GA Dept. of Public Health updates closely.
 - In regards to supervisors, if you have a staff member or an employee who has disclosed that they are not vaccinated, how do you respond to the mask requirement which is an encouragement?
 - The narrative is that the best way for you to protect yourself is to get vaccinated if you are able to and then you don't have to worry about the vaccine status of someone else.
 - What date do we start working towards not having to wear mask?
 - Effective immediately, if you are vaccinated, you are not required to wear a mask inside or outside. If you are unvaccinated, you are still strongly encouraged to wear mask and socially distance. However, there are a few exceptions to this: For example, the health center as a



medical facility will still be practicing enhanced infection control precautions.

- What is the definition of fully vaccinated?
 - The definition of fully vaccinated is as follows:
 - Pfizer or Moderna: two weeks after you've received the second dose
 - Johnson & Johnson: two weeks after you've received the one and only dose
 - Make sure to keep your card when you get vaccinated. These may be required for travel/international travel purposes. Also, do not laminate your card. When and if booster doses are needed, those dates will be added to your card.
- Should staff still encourage walk-in visitors (external folks) to wear masks?
 - They are following public guidelines as well. If a visitor comes to your area not wearing a mask, you have to assume they have been vaccinated. Do not ask someone if they've been vaccinated. These guidelines just came out yesterday so the university is still working through operational plans. Please bring these questions to your immediate supervisor so they can help shape these plans.
- Can you ask your student employees if they have been vaccinated?
 - No, you cannot ask anyone if they have been vaccinated. We are not mandating masks anywhere on our campus for neither our campus population nor our visitors. Masks are encouraged for those that are unvaccinated, but you cannot ask someone if they have been vaccinated.
- Do these guidelines apply to indoor student programming? Are we able to mandate masks in smaller spaces? What about social distancing?
 - No mask mandates. They can be recommended in these spaces, but we cannot mandate masks be worn. Social distancing is strongly encouraged.
- Will signage come down?
 - Yes, we are currently working on taking down COVID signage. Targeting to have all indoor and outdoor signage down by last week in May. Leadership is still working through this process since it was just announced yesterday afternoon (5/13). Staff should not take down their own signage in their office or buildings without guidance from your supervisor. Please be patient for official guidance.

Enrollment Update

- Summer enrollment is currently up 4.2% in headcount and approximately 2.4% up in credit hours
- Too far out for Fall, but benchmarks are promising!

Indoor Practice Facility

- Approved by BOR
- Athletic Foundation helping raise money for funding
- Located beside Paulson Stadium
- To be used by all 17 sports

Jack and Ruth Ann Convocation Center

- Fully funded and signed by the Governor and legislative process



- Moving forward with design and signing construction contracts
- Groundbreaking expected sometime in Spring 2022
- Expected completion is Fall 2021

Renovations over the next 12 Months

- Williams Center, Statesboro Campus
- Memorial College, Armstrong Campus
- Kennedy Hall, Statesboro Campus - open by Fall 2021!
- Freedoms Landing, Statesboro Campus

USG Chancellor Search

- Continuing search but on a brief hiatus
- Goal is to have new Chancellor appointed to start July 1, 2021
- If search has not concluded, an interim Chancellor will be appointed

Budget Updates

- Brief overview recently sent to campus via email
- FY22 budget has been approved
 - Ron Stalnaker gave short budget presentation

Georgia Southern University

FY 2022 Budget Planning Summary

Sources:		
Budget Reduction		2,290,000
Comprehensive Administrative Review (CAR) Facilities		414,862
Institutional Performance Funding		300,000
Projected Enrollment Growth & Institutional Efficiencies		1,237,966
		4,242,828
Uses:		
Actual Budget Reduction		1,760,710
Inclusive Excellence		125,000
5 Academic Lines (Nursing, Science & Math, Biology and Writing and Linguistics)		472,250
5 Staff lines (Student Affairs, Admissions, Audit, Marketing, and Finance)		571,413
Salary Equity (Including Fringe)		795,948
Promotions & Tenure		517,507
		4,242,828
Balanced Budget:		\$ -

This concluded updates from Dr. Marrero

Human Resources - Updates from Rebecca Carroll are as follows:

- **Employee Wellness Coordinator**
 - Carissa Anderson will begin on June 14
 - Excited to share new University wellness initiatives!
- **Position Title Reviews**
 - Email communication will be going out to campus outlining review timelines
 - 2019 salary study revealed numerous job titles and a need to ensure clear definitions of scope of work within these titles
 - Position descriptions are reviewed annually with individuals and supervisor
 - On a larger scale, we are looking at areas where we need to do a more comprehensive look



- Studying position titles and duties will be an ongoing process through annual performance evaluation process as well as through any of the other comprehensive studies and springboarding off of staff salary study
- Important to link the position description with the performance review process so that everyone can be on the same page. The employees have a better understanding of what is expected of them and how the employer views their performance and then the employer can receive feedback from the employee and make any necessary changes. Minor changes that do not change the scope of the work are submitted to HR to be reviewed, updated, and maintained in HR. Managers should continue to work with the Director of Compensation Administration for any edits that changed the scope and duties of a job. The annual review of position descriptions is not the means for a title or salary change, however, it may bring to light the need to evaluate a particular position.
- **Unconscious Bias Training**
 - In support of Inclusive Excellence initiatives, both the hiring manager and all search committee members for both faculty and staff searches are expected to complete the training related to unconscious bias and hiring. It will be assigned in the Building a Better U system to those identified. The training must be completed prior to reviewing application materials and participating in the interviews. Once completed, the search committee member will provide their certification of completion to the search committee chair and will be included as part of the completed search documentation.
- **HR Metrics**
 - HR Ticketing System for Month of April
 - Received 964 calls (little less than 10% decrease in volume)
 - 1,854 new tickets created
 - 1,740 solved
 - Overall satisfaction rating = 96.32%
- **Questions**
 - If the position description review is an annual process, but not the process for reclassification, what is the process for reclassification?
 - HR is currently working with IT to add process and practice communications. Guidelines and instructions for reclassifications are being prepared to be added to the HR website. Once those have been completed, HR will share with Staff Council.
 - If position descriptions have been edited during the performance evaluation process, when should we expect to hear if those changes have been accepted?
 - The minor changes should have been submitted to track changes and submitted through the ticketing system. Willette Stevens and her team processed and responded to each of these this year. If you have not heard about your description, please work with your supervisor and submit a ticket so that Ms. Stevens and her team can work with you directly.
 - What role does HR play in merit based pay raises? Do they have a role in advocating for cost of living raises?
 - Merit increase decisions are made at the Governor level and then at the USG level. There is no cost of living pay increase ever for state employees. We are permitted to get merit increases. However, merit is 100% performance based, so it is not automatically guaranteed for all employees.

This concluded updates from Human Resources.

Treasurer Report | Paul Barnes

- Shelley Merrick Textbook Scholarship Fund = \$1,835.80
- Staff Council Advisory Discretionary Fund = \$ 1,053.62
- General Staff Council Account = \$3,755.73
- Staff Development Account = \$15,109.73



Committee Reports

- **By-Laws Committee | Michael Morgan**
 - New By-Laws amendments sent up for final review before presenting to Staff Council
 - Nomination period done and now finishing up supervisory approval for nominations received for representatives
 - Elections scheduled to take place in the next couple of days and will remain open for one week
 - Results by June 1st
- **Communications Committee | Lindy Sherwood**
 - Save the Date for Staff Council Picnic being sent out soon!
- **Fundraising and Scholarship Committee | DeAnn Lewis**
 - No updates at this time
- **Staff Development Committee | Hollie Sisk**
 - Nothing scheduled for summer
 - Call for suggestions and instructors for future sessions
- **Staff Outreach and Special Events Committee | Scott Taylor**
 - Staff Appreciation Picnic
 - Wednesday, June 9th - The Quad, Armstrong Campus
 - Thursday, June 10th - Sweetheart Circle, Statesboro Campus
 - All hands on deck from council members!
 - Volunteer signup sheets going out soon
 - Carpool interest sheet going out soon
- **President's Diversity Advisory Council (PDAC) | DeAnn Lewis**
 - No updates at this time
- **Ad Hoc Committees**
 - **Inclusive Excellence Action Plan | Trina Smith**
 - Received feedback from Dr. TaJuan Wilson
 - Not many suggested edits, but committee will be meeting soon to make final revisions

Old Business & New Business

- No old business to discuss
- **New Business**
 - By-Laws amendments are postponed until next month's meeting

Important Dates

- Annual USG Conference - October 7-8, 2021
 - Georgia Tech hosting virtually
- Next Staff Council monthly meeting - June 14, 2021
- Staff Council Staff Appreciation Picnic
 - Armstrong Campus - June 9
 - Statesboro Campus - June 10

Meeting Adjourned at 10:17 am

- Motion to adjourn by Hollie Sisk. Seconded by Cinnamon Dowd. None opposed.

Minutes recorded and submitted by Ashley Thornton.