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Staff Council Meeting Agenda and Minutes

Human Resources

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6-11-2021

## Staff Council Meeting Minutes

Georgia Southern University, Staff Council

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**Staff Council Meeting**  
**June 11, 2021**  
**Zoom | 9:30 am - 11:30 am**

**Administration/Guests:** Rebecca Carroll, Dr. Patricia Holt, Dr. Scot Lingrell, Dr. Kyle Marrero, and Dr. Carl Reiber.

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

**Call to Order:** The meeting was called to order at 9:45 am (due to Zoom link issues).

**Consent Agenda and Minutes of Meeting**

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

**Enrollment Management Presentation | Dr. Scot Lingrell**

- **Georgia Southern Enrollment Overview**
  - Dr. Lingrell presented on current and future student enrollment trends and what that looks like for Georgia Southern
  - Everyone is an enrollment manager and has a part to play!

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

- **Enrollment Management Presentation**
  - Important for staff to understand our role in enrollment and retainment
- **Staff Appreciation Picnic**
  - Thank you, Thank you, Thank you!!
  - Dr. Marrero thanked the council for their hard work and for such a wonderful event!
- **COVID-19 Updates**
  - Local hospital systems
    - Region J is stable in terms of capacity, still trending down
      - Only 1.3% of hospital beds being used for COVID positive patients
        - Only 3.5% statewide
  - Regional number of cases
    - Bulloch County: 18 cases per 100,000
    - Chatham County: 47 cases per 100,000
    - Liberty County: 100-110 cases per 100,000
  - Still tracking cases through CARES team
  - Vaccine Update
    - Statewide
      - 41% have received first dose
      - 35% are fully vaccinated
    - Bulloch County
      - 24% have received first dose
      - 21% are fully vaccinated



- Chatham County
  - 38% have received first dose
  - 33% are fully vaccinated
- Liberty County
  - 17% have received first dose
  - 15% are fully vaccinated
- Campus community still encouraged to get vaccinated at any location they can
  - [Georgia Vaccination Locator](#)
- Still moving forward in planning for fall semester to begin with no restrictions but will continue to follow USG and Department of Public Health guidelines
- **Enrollment Update**
  - Summer enrollment is currently up 2% in headcount and approximately 0.57% up in credit hours
  - Fall enrollment trending good
    - 10.8% overall up in freshman admits
    - SOAR registrations up 11%
    - Dual Enrollment admits up 20%
    - Transfer admits up 9.3%
      - SOAR registrations for transfers up 12%
    - Graduate admissions up 4.15%
  - Record 4 and 6 year graduation rates in history of institution
- **State of the University**
  - Armstrong Campus - August 4th at 10am
  - Statesboro Campus - August 5th at 10am

This concluded updates from Dr. Marrero

#### **Human Resources - Updates from Rebecca Carroll are as follows:**

- **Staff Market Equity Adjustments**
  - Timeline:
    - May 27th - President's Cabinet received by division totals for staff market equity and administrative support framework salary adjustments
    - June 1st-June 9th - HR met with each VP and their business manager to review the employees in their area. We discussed the sequence of events, communication toolkit, expectations, and timeframes for roll out.
    - Each VP and their business manager then spent a few days reviewing the data and providing HR with any feedback.
    - June 15th - VPs will schedule divisional meetings to share a PowerPoint presentation with you. The presentation reviews the Staff Salary Study multi-year implementation plan and the Administrative Support Framework.
    - By June 25th - Supervisors will meet with employees who will receive a market equity adjustment
    - June 28th - Electronic memos will be available in MyGeorgiaSouthern for all full-time staff. The memo will have your job title, pay band, current salary, and market equity adjustment if applicable. All market equity adjustments will be effective July 1, 2021.
- **Position Reclassification Process**
  - During last month's meeting, a question was asked about the Reclassification Process of a position. In the coming months, we will provide guidance for when a Manager should work with the Director of Compensation Administration to review a position description where there are substantial changes in the scope of duties and responsibilities of the



position. The guidance will also provide a schedule for when to submit these types of requests.

- **HR Metrics**
  - HR Ticketing System for Month of May
    - Received 992 calls
    - 1,604 new tickets created
      - 1,524 solved
      - Overall satisfaction rating = 95.81%

This concluded updates from Human Resources.

#### **Treasurer Report | DeAnn Lewis**

- Shelley Merrick Textbook Scholarship Fund = \$1,830.80
- Staff Council Advisory Discretionary Fund = \$ 1,053.62
- General Staff Council Account = \$2,785.73
- Staff Development Account = \$15,109.73
- Picnic Raffle Tickets
  - Cash: \$646
  - Online: \$942
  - Will be deposited into the Shelley Merrick Textbook Scholarship account

#### **Committee Reports**

- **By-Laws Committee | Michael Morgan**
  - Finalized elections process
    - Announced new council representatives that will begin July 1, 2021
    - Thanked everyone for participating in process
    - Thanked council members that are rolling off on June 30, 2021
- **Communications Committee | Lindy Sherwood**
  - No updates at this time
- **Fundraising and Scholarship Committee | John Ramfjord**
  - No updates at this time
- **Staff Development Committee | Hollie Sisk**
  - No updates at this time
- **Staff Outreach and Special Events Committee | Scott Taylor**
  - Staff Appreciation Picnics were a huge success!
  - Thanks to these committee members, as well as all council members, for all of their hard work.
  - Drew winners for last 4 raffles (held after picnics were over due to being opportunities for people on all campuses to contribute)
- **President's Diversity Advisory Council (PDAC) | DeAnn Lewis**
  - No updates at this time
- **Ad Hoc Committees**
  - **Inclusive Excellence Action Plan | Trina Smith**
    - Final draft of plan sent to council members via email on 6/8/21
    - Motion to adopt by DeAnn Lewis, seconded by Theresa Duggar
    - Majority in favor
    - None opposed and no abstentions

#### **Old Business & New Business**

- No old business to discuss
- **New Business**



- By-Laws amendments
  - Moved to review and adopt Amendment 4.A.11 by Michael Morgan and seconded by Theresa Duggar
    - No discussion
    - Majority approved -27
    - 1 opposed and no abstentions
    - Changes to Amendment 4.A.11 are approved
  - Moved to review and adopt Amendment 4.A.12 by Michael Morgan and seconded by Greg Surrette
    - No discussion
    - Majority approved - 25
    - Changes to Amendment 4.A.12 are approved
  - Moved to review and adopt Amendment 5.A by Michael Morgan and seconded by Greg Surrette
    - No discussion
    - Majority - 26
    - 1 opposed and no abstentions
    - Changes to Amendment 5.A are approved
  - Moved to review and adopt Amendment 5.C.1 by Michael Morgan and seconded by Greg Surrette
    - Majority - 28
    - 1 opposed and no abstentions
    - Changes to Amendment 5.C.1 are approved
  - Moved to review and adopt Amendment 5.C.4 by Michael Morgan and seconded by Greg Surrette
    - Majority - 29
    - None opposed and no abstentions
    - Changes to Amendment 5.C.4 are approved
  - Moved to review and adopt Amendment 5.D by Michael Morgan and seconded by Greg Surrette
    - Majority - 29
    - 1 opposed and no abstentions
    - Changes to Amendment 5.D are approved

#### **Important Dates**

- Annual USG Conference - October 7-8, 2021
  - Georgia Tech hosting virtually
- Next Staff Council monthly meeting - July 23, 2021

#### **Meeting Adjourned at 11:18 am**

- Motion to adjourn by Trina Smith. Seconded by Kelly Crosby. None opposed.

Minutes recorded and submitted by Ashley Thornton.