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Staff Council Meeting Agenda and Minutes

Staff Council

12-16-2022

Staff Council Minutes

Georgia Southern University

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Staff Council Meeting
December 16, 2022
Zoom | 9 a.m.

Administration/Guests: Dr. Bill Dawers, Dr. Carl Reiber, Dr. Dominique Quarles, Dr. Kyle Marrero, Leigh Price, Vickie Shaw, and Ron Stalnaker.

Staff Council: Andrew Durden, Anne-Marie Grayson, Annette Ramos, Audra Taylor, Ben Wicker, Bonnie Overstreet, Brian Mizeski, Catherine Bishop Hoopaugh, Courtney Cheshire, DeAnn Lewis, Jessica Hersey, Jonathan Hoopaugh, Kelly Crosby, Kelli Lemieux, Kristen Rappa, Kyra Larry, Lashanda Hicks-Griffin, Lindsay Gribble, Lindsey Michaud, Natalie Coto, Nicole Marshall, Philip Leroy, Scott Taylor, Tajae Francis, and Yolanda Hernandez. **Regrets:** George Stoval, Jahmal Rainey, Jodi Kennedy, Katie Fester, Kelly Kennedy, Leigh Johnson, Matthew Hollingsworth, Nicholas Sparacio, Nikki Warner, Robert Hisey, Shaneisha Lonon-Bryant, Shaun Edwards, Summer Snowden, and Tenisha Martin.

Call to Order: The meeting was called to order at 9:01 a.m.

Consent Agenda and Minutes of Meeting

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

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

- Bulloch County Update
 - Working with 7 groups on the future of Bulloch County infrastructure land use, water, sewer, etc. Protect agricultural land and growth for housing to help ensure community vibrancy and that Bulloch County is a place where people want to live, work, and play. Includes workforce and talent development.
 - Establishing work groups with the city, county, Development Authority, Chamber, Ogeechee Tech, Georgia Southern and Bulloch County School System. This is very much in the same way that there will be a joint development authority for the region.
 - Good news is we are a leader and have a seat at the table in this initiative.
- Commencements - Thank you to those who volunteered!
 - December 10th at Enmarket - went well there for the Armstrong Campus. It was a great first time out of the gate.
 - Statesboro Campus - larger ceremony with one ceremony, but went very well. Over 10,000 people there. Conferred around 2,100 degrees.
- Staff Holiday Party at the Armstrong Campus was fun.
- Budget email updates.
 - Take time and look at the documents within the email. It tells the story over the last 4 months of the reductions we needed to make and also invest and identify in areas of growth.
 - We are committed to salary equity and are in the process of sending in our plan to the system office to ensure salary market equity for faculty and staff.
 - Budget Process and Legislative Session (starts January 9)
 - Governor will drop the budget around January 19. Through the end of March for the process to complete.
 - What is clear so far is the workforce needs and growth of the state looks to be a priority.
 - How can you help with the shortage of nurses and teachers to help produce healthcare workers and teachers in the region and state. Georgia Southern is well positioned to help with this, but we are going to be asked to be more creative and innovative to help find solutions.



- Another priority will be infrastructure. Roads to water treatment to sewage, etc. What is going to make us ready for the growth in Southeast Georgia. The focus is on our region right now.
- Enrollment Updates
 - Spring is looking good. We will be a little over the 90% and will make up a little of the enrolment fall that occurred in the Fall 2022 semester.
 - Fall 2023 looks very good right now. We have a lot of applicants currently. The number of completed applications at this point is higher than it was this time last year.
 - Anytime that you have an opportunity to engage with students or parents, remember that every interaction, email, phone call, etc. counts.
 - Goal for Fall 2023 is a minimum of 1% growth.
- Employee Engagement Survey will be March 1 - March 15. The process will be very similar this year except for one question (Would you recommend Georgia Southern as a place to work?) will be updated to a 1-10 scale. This will help us look at this across industries since this question is used frequently for other institutions and business employee surveys and they use a 1-10 scale.
- **Questions and Answers:**
 - **No Questions**

This concluded updates from Dr. Marrero.

Inclusive Excellence | Updates from Dr. Dominique Quarles are as follows:

- Office of Inclusive Excellence will be hosting the MLK Celebration - January 13
 - If Staff Council members would like to attend, there will be an allotted amount of tickets. Reach out to Scott if you are interested in attending.
- Inclusive Excellence Cluster - made up of the offices that report to The Office of Inclusive Excellence
 - Office of Inclusive Excellence - Located in Burnett Hall on the Armstrong Campus and Marvin Pittman on the Statesboro Campus.
 - Institution office and deals with Faculty DEI initiatives.
 - Office of Multicultural Affairs - student-centered programs and DEI initiatives.
 - TRIO Student Support Services - On the Armstrong Campus. A federally funded program that helps first-generation students, students from low-income families, and students with disabilities navigate the undergraduate experience.
 - TRIO Ronald E. McNair Scholars - Serves the same students as the TRIO Student Support Services with the addition of students who are underrepresented in their field. Supports students in their preparations for Doctorate studies.
- Inclusive Excellence Action Plan
 - Launched prior to Dr. Quarles' arrival. Very comprehensive in nature.
 - Plan goals are:
 - To create an inclusive and equitable environment to increase the representation of diverse students, faculty, and staff.
 - Facilitate access to achievement, recognition, and success.
 - Implement strong, genuine, and continual, consistently communicated culturally inclusive practices.
 - Each goal has actions. There are over 120 metrics within the plan.
 - Upcoming semester and year - asking units to see which metrics of the Inclusive Excellence Action Plan they can make the most impact in instead of reporting on all metrics.
 - We can have an impact in our circles and infuse DEI in our work to have a larger impact across campus.
- Inclusive Excellence Engagement
 - Committees
 - First Forward Committee



- NASPA/Council for Opportunity and Education (COE) Recognition.
- OIE Leads this initiative since we are a First Forward institution.
- Inclusive Excellence Committee
 - 22 Units - every academic college and Divisions and Faculty Senate and Staff Council.
 - Inclusive Excellence Action Plan (IEAP) focused with each unit having a unit action plan.
- President's Diversity Advisory Council
 - IEAP Chairs
- Funding
 - Campus Life and Enrichment Committee Funding
 - Student-centered since funds are student fees - up to \$1,500.
 - These plans need to be geared toward students.
 - Action Plan Seed Grants
 - Does not have to be student-centered but should be IEAP aligned - Up to \$1,500.
 - This is match funding (to ensure leadership is engaged as well). Would be \$750 from the unit and \$750 from the Seed Grant funds. The philosophy behind match funding - ensure leadership is backing the program/initiative.
- Education
 - Inclusive Education on Demand - Through your MyGS
 - Get Inclusive
 - 2 modules for students.
 - 4 modules for faculty and staff.
 - Build a Better U
 - Training Calendar
 - DEI education
 - Jazzkia Jones, OIE Coordinator is building out a Spring education calendar.
 - Safe Space Programs
 - Ad-hoc Presentations
 - Limited offerings; hope is that individuals will go to Get Inclusive and Build a Better U first.
- Other Resources
 - Professional Development Tracker in collaboration with HR and IT
 - Fellowship Programs - looking to relaunch next year
 - Employee Resource Groups
 - International ERG
 - Jewish ERG
 - LGBTQ+ ERG
 - Women's Leadership Series ERG
 - Young Professionals ERG
- **Questions and Answers:**
 - **No Questions**

This concluded updates from Dr. Quarles.

Information sharing and gossip | Updates from Scott Taylor, Chair

- Office of Research - Once a month, they get together for breakfast and tune into our Staff Council Business Meeting.
- Publix is open and made a donation to our Eagle Essentials Food Pantry.
- Bowl Game - December 27 - Montgomery, Alabama.

Human Resources | Updates from Vicky Shaw, are as follows:

- Wrapping up position description review for Performance Evaluation Process.
 - 80% of getting positions into One USG to help document those in One USG.
- Staff Performance Evaluation Process - will launch on January 17 and conclude on February 28.
 - Same platform and process used last year will be used this year; through One USG Performance Module.
 - Building a Better U models for giving and receiving feedback are live. Please check those out.
- Please complete the Staff Wellness Survey. Give feedback on programs you would like to see for Employee Wellness.
- **Questions and Answers:**
 - **No Questions**

This concluded the updates from Human Resources.

Treasurer Report | Updates from Andrew Durden, Treasurer

- Shelley Merrick Textbook Scholarship Fund = \$4,472.13
- Staff Council Advisory Discretionary Fund = \$0
- General Staff Council Account = \$1,042.72
- Staff Development Account = \$11,187.90

Committee Reports

- **By-Laws Committee** by Kelly Crosby, Chair
 - Bylaws committee has finalized two areas of updates for the Bylaws.
 - Proposed addition in red: Section V: Elections and Vacancies
 - A. Divisional Representatives:
 1. Divisional Representatives: Elections will be held annually. Divisional representatives will be elected by a simple majority vote of Georgia Southern University's benefited employees participating in the election. Staff Council members who will continue to serve in the next year may not vote. The divisional representatives shall be distributed based upon requirements found in Section IV.A.11 to ensure representation for each University division and campus. **If a Division does not successfully nominate a representative (nomination is accepted by the staff member and approved by the supervisor), the open seat may remain unfilled until the next annual election and reapportionment.**
 - Rationale: This change clarifies the actions to be taken in the event no candidates are identified to fill a vacant Staff Council seat during an annual election.
 - Proposed edit in red: Section V: Elections and Vacancies C. Vacancies
 - 1. The Associate Vice-President for Human Resources will verify eligibility of staff nominated for vacancies prior to their appointment or addition to the ballot for election.
 - 2. When vacancies occur in the Executive Committee, the Chair, with majority approval of the Executive Committee, will have the authority to fill such vacancies. Priority will be given to those who have served at least a year with vacancies in Parliamentarian, Secretary, and Treasurer but can be filled by any current Staff Council member regardless of service time. Vacancies in Chair- Elect must be filled by a current Staff Council member who has served at least a year.
 - 3. The Chair-Elect will succeed the Chair should the Chair vacate the office before the term expires.
 - 4. Replacing a terminated, ineligible, or resigned member will be subject to the following restrictions:

- a. No replacement will be made if less than six months remain in the Staff Council member's term (after November 30th of the second **year term**).
- b. The Executive Committee has the right to go back to the previous divisional representative election ballot and select a replacement from the respective division giving the candidate who received the next largest vote the right of first refusal. If no appropriate representation is available from the previous election, the Executive Committee has the authority to identify and approve procedures to select a replacement as quickly as possible. The new divisional representative will serve out the remainder of the term that they are replacing.
- Rationale: This change clarifies the timing of possible replacements for unexpected vacancies on Staff Council.
- **Communications Committee** by Courtney Cheshire, Chair
 - No Updates at this time.
 - Staff Who SOAR - continue to submit your colleagues!
 - <https://jobs.georgiasouthern.edu/staffcouncil/staff-who-soar/>
- **Fundraising and Scholarship Committee** by Lashanda Hicks-Griffin, Co-Chair
 - Will have a meeting in January to discuss ideas for the Staff Council Picnic.
- **Staff Development Committee** by Brian Mizeski, Co-Chair
 - Staff Council Professional Development Conference - first in-person since 2019.
 - Held on the Armstrong Campus. 105 people attended; 4 presenters and a keynote panel of 5 individuals.
 - Reviewing feedback from the presentations and the conference overall.
 - Planning for in-person Professional Development Conference in the Spring
 - Save the Date - March 21st on the Statesboro Campus
 - January and February - in-person session.
 - Stress Less and Accomplish More in the Workplace and Beyond | Presenter: Patricia LaRose
 - January 17 on the Statesboro Campus | 8 am
 - January 18 on the Armstrong Campus | 8 am
 - Green Zone Training | Presenter: Colonel George Fredrick
 - February 2 | Statesboro Campus | 9:30 am - 11 am
 - February 9 | Armstrong Campus | 9:30 am - 11 am
- **Staff Outreach and Special Events Committee** by Audra Taylor and Nikki Warner, Co-Chairs
 - Staff Council Holiday Party
 - Thank you to committee members working and to the Fundraising and Scholarship Committee for their hard work in planning and collecting door prizes.
 - Statesboro Campus | Friday, December 16 | 3:00 pm - 5:00 pm
- **President's Diversity Advisory Council (PDAC)** by Jessica Hersey, Staff Council Chair-Elect, representative on PDAC
 - No updates at this time.

Old Business

- No old business to discuss.

New Business

- No new business to discuss.

Important Dates

- Next Staff Council meeting date | January 20, 2023
- Staff Council Holiday Party | Save the Date!
 - Statesboro Campus | Friday, December 16 | 3:00 pm - 5:00 pm



- Employee Performance Evals | January 17, 2023 - February 28, 2023

Motion to Adjourn

- Motion made to adjourn by Cat Hoopaugh; seconded by Annette Ramos. None opposed.

Meeting Adjourned.

Minutes recorded and submitted by Cat Bishop Hoopaugh.