University Staff Council
Meeting Minutes: June 15, 2013

- **Attending:** Prenchelle Billue, Jordan Cavalin, Colleen Blanchard, David Caudill, Kevin Chappell, Christopher Connelly, Caroline Dotts, Courtney DuBois, Jacob English, MaryAnne Gaunt, Charles Gilbreath, Tiffany Green-Abdullah, Nicolay Hammond, Cynthia Holloway-Owens, Harvey Johnson, Raphael Johnson, Colleen Joyce, Nakisha McNeal, John Medlock, Candice Merritt, Bonte Mitchell, Kimberly Moore, Richard Morris, Patricia Nolde, Stephen Rosner, Traci Shelton, Karin Simmons, Julie Stoverink, Aileen Taylor, Chad Van Gorden, Susan Vogtner, Steven Whitfield, Shelly-Ann Williams, Michael Wyatt, Ula Zachary
- **Excused:** Leslie Bishop, Ann Claycombe, Shernai Dodson, Cheryl Jester-George, Santriesa Glover, Harley Granville, Jamie Hayes, Cynthia Martin, Lindsay Moloney, David Remington, Ednisha Riley, Christine Robinson, Jowanna Tillman, Anita Webb
- **Absent:** Regina Anderson, Amber Amari, Kimberly Bass, Shantay Bennett, Alicia Copeland, Robert Crowder, LaTanya Frierson, Corrin Sorteberg, Amanda Stoll, Alicia White
- **Guests:** Linda Nelson, Kerry Heyward, Deborah Colvin Wilson, Sonali Das, Kizzy Williams

**Opening Actions and Remarks**

The meeting was called to order by Staff Council Chair Chris Connelly. The minutes from the April meeting were approved as distributed.

The chair thanked the council members again for participation in the annual council retreat in May. In addition to the outstanding speakers and team-building activities, the committee meetings at the retreat led to the development of many exciting action plans for the council year. Connelly asked each committee to continue to refine and prioritize their action items in the Basecamp system and be prepared to report on progress in the near future.

**Grievance Policy Revision**

The chair introduced the featured speaker for the meeting, Associate Vice President for Human Resources Linda Nelson. VP Nelson was joined by Sonali Das, Director of Staff Recruitment and Retention, and University Attorney Kerry Heyward for a discussion of proposed changes to Georgia State’s staff grievance process. The existing policy has been modified to bring greater efficiency to the process and to bring it in line with that used at peer institutions. Notable changes to the policy include the following:

- The process cannot be used to grieve letters of reprimand.
- Additional forms have been developed to facilitate the information gathering process.
- The dean/VP is no longer the first contact point in the process.
- A standing review committee will be developed from which grievance panels are composed. Each dean/VP will appoint the members of the committee through an open nomination process.
Committee members will participate in more extensive training and will have approval from the outset to commit time to this service activity.

- Employee relations will select the grievance panel, and the panel itself will select the chair.
- Templates will be developed for the document produced by the review panel.

The council expressed concern about the proposed time limitations in the draft policy, which would be reduced as a result of the introduction of a new form at the beginning of the process. Heyward indicated that the timeline could still be revised to give staff members an appropriate amount of time to consider and submit a grievance following a triggering action.

**Organizational Learning Plan**

VP Nelson and Deborah Colvin Wilson, Director of Organizational Development and Consulting Services, presented a new organizational model for university training and development services and activities. The plan has been developed to align these ventures with the university strategic plan. The interrelated nodes of the model would include the following:

- Academies
- Business Skills
- Compliance
- Worklife Balance
- Lifelong Learners
- Lecture Series
- Executive Roundtable
- Diversity & Inclusion

The complete presentation of the new model is available at [http://prezi.com/ttwz_8wm2xes/?utm_campaign=share&utm_medium=copy](http://prezi.com/ttwz_8wm2xes/?utm_campaign=share&utm_medium=copy).

**Taleo System Implementation**

Sonali Das provided an overview of the new recruitment/hiring system for the university, Taleo, which will replace the PRRNTS system this summer. Training for the new system is currently underway across campus. Taleo is in use at many other institutions and promises to enlarge our pool of qualified applicants for vacant positions. The system should add greater efficiency to our hiring process as well. New features include job ads that can be targeted specifically to internal or external groups. The system includes modules for performance management and other personnel functions that will be rolled out in the future.

**Closing**

Connelly thanked VP Nelson and all of the guest speakers for sharing valuable information with the council. He noted that HR had been very consultative with council officers as part of the development of
the training plan and grievance policy revisions. He added that a solid partnership between the council and HR can only be to the benefit of university staff and Georgia State as a whole.

He informed the group that this would be the final council meeting for David Caudill, who would be retiring this summer. Caudill previously served as chair of the council and has been a university senator for multiple terms. The group applauded his contributions.

There being no further business and no new business from the body, the chair adjourned the meeting.

*Recorded by John Medlock, Staff Relations Director*