Georgia State University Staff Council Meeting Minutes

September 17, 2014

480 University Center

In Attendance:

Excused:

Absent:
Regina Anderson, Chris Connelly, Corey Givens, Randi Hall, Nicolay Hammond, Tangela Johnson, Colleen Joyce, Candice Merritt, Debra Mitchell, Patricia Nolde, Traci Shelton, Sharon Ware, Steven Whitfield, Michael Wyatt, Ula Zachary

Guests:
John Day, Director, Diversity Education Planning
Sonali Das, Director of Staff Recruitment & Retention
Deborah Covin Wilson, Director, Organizational Development & Consulting Services
Patsi Turner, Organizational Development Consultant
Kimberly Moore

Business and Announcements:

- Charles Gilbreath called the meeting to order at 3:00 pm; announced that the October staff meeting is scheduled at the same time as President’s State of the Union, so Mary Nell will send a message to group about rescheduling the October meeting to a different week; the minutes from the July staff council meeting were approved by the council.

- John Day, Director of Diversity Education Planning announced the scheduled visit of John F. Gates. Based on the 2010 Diversity Summit, BOR institutions should participate in “Diversity Dialogues.” GSU is hosting Dr. Gates to lead our “Diversity Dialogues” on October 8th in the Centennial Hall auditorium. Open to entire campus, but location only seats 249, so RSVP is necessary: http://bit.ly/1qy5fpc. Presentation scheduled from 1:30 – 3:00 with reception following. Regents members and off-campus attendees will also be there.

- Deborah Wilson received 2 volunteers (Sonda Abernathy and Harley Granville) to assist on the campus committee working on the 2015 submission for the Chronicle of Higher Education’s “Great Colleges to Work For.” Help is needed to complete the application. Since there are many different initiatives going on in different colleges, please send any ideas to be included in this application to Deborah at dwilson65@gsu.edu. The committee has six people and will meet for the first time this month. We have the application from last year and will divide it up to include any updates for this year’s submission. We will express intent to submit our application next month. Deadline for the actual application is not known until the time period closes on February 16th. Please communicate this to your groups to share information about all that is going on at GSU.
  - Do we have last year’s award winning applications? Deborah will ask and see if we can access that.

- Guest Speaker, Sonali Das, Director of Staff Recruitment & Retention, talked about onboarding. As part of Talent Management program “Journey to New Normal,” the “talent acquisition” pillar launched during the summer of 2013. The next pillar to launch in this program is “Onboarding,” scheduled to be live for entire university by October.
  - What is Onboarding? The process for engaging new employees/transferred employers into GSU community. Includes collaboration between manager, HR, and employee, and supports strategic plan by ensuring the retention of the right people.
• Retention reduces turnover; shortens time for new hire to be productive; onboarding occurs before they start on campus; reminds new hires to complete all their new hire paperwork.
• Tracks events of employees entire life cycle on automated system – time of application, hiring, performance management, goals management, succession management
• Ensures compliance
  o Onboarding managed by Taleo – Oracle talent management system
    ▪ Supervisors monitor employee progress—manage tasks for all employees/track progress of all tasks/task assignment/electronic tracking of employee review of documents
  o Project kick-off February 2014
  o Managers can: positively impact retention strategy; communication throughout process; impacts how fast an employee contributes; establish GSU as “a great place to work.”
  o Ethics training built in to this system as reminders that include links that take employees into other system for ethics training
    ▪ What if researchers have to complete additional training? Can departmentally specific trainings be added to system for tracking? For instance, researchers in BIO require certification to use vent hoods. This would help ensure tracking. Training is now in ULearn, but can this safety training be tracked by this system? It’s possible by a link.
  o Refresher is not built into the onboarding system; this system is only about new hires for onboarding.
  o There is not currently an effective way to track safety training required by GRAs/PhDs/Staff/Students/Faculty, but the talent management suite is geared toward staff only. Would have to review other options for faculty/students.
  o E-offer Letter: The offer letter is not distributed as an attachment that has to be signed and submitted by applicant. Instead, applicant will receive a link to system that allows electronic acceptance or decline of offer letter – no more signing/returning forms.
  o Manager’s dashboard enables all new hires to be reviewed for their progress.
• Guest speaker Patsi Turner, Organizational Development Consultant, discussed the “Change Management Process”
  o The Purpose of Change Management - to prepare the organization. It’s about 90% people and 10% tools; Over 80% of change initiatives fail due to poor execution; Assess and manage any change risks that may impact a successful implementation; increase communication
  o Strengths of Onboarding: common experience for all employees/more efficient for managers
  o Opportunities/Threats: for manager to see accomplishments over long period of time; opportunity to engage new employees prior to first day
  o Patsi is looking for volunteers to promote “ADKAR” – a process that communicates change management
  o Corporations have been doing this, but we are the first university to do this.
  o Resources/Next Steps: email onboarding@gsu.edu if you have questions
  o Talent Management menu at HR website with information about this program: http://hr.gsu.edu/talent-management-3/.
  o HR newsletter will be sent to staff council for distribution.
  o Onboarding is first 120 days for new/transfer employees (transfer employees are not reclassifications, but employees who are promoted in same unit/other unit). Is it possible to add reclassified employees to this system?
  o This is for staff only. Send in suggestions to onboarding@gsu.edu for faculty to be included so a business case can be made.
• Senate Committee Updates:
  o Charles Gilbreath, FACP: Funding formula will be reviewed closely. We received funding based on credit hours, but now funding will be based on progression/graduation.
  o Charles Gilbreath, Admin council: Council met in August with Chancellor Huckabee – he is worried about the guns on campus bill.
  o Julie Stoverink, CBSAC: Cancelled meeting a month ago
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Julie Stoverink, Budget committee: The budget committee is reviewing graduate student fees and a report will be submitted next month. The review looked at a subset of graduate students to review fees for dissertation/thesis hours. There is a BOR policy that states students do not have to pay full fees if registered for courses that do not meet on campus within so many miles. This issue does affect graduate student attendance and we are graduate student deprived. Recommendation is to find something to help earlier in a student’s graduate work.

John Medlock, Academic Programs/IS&T: No new business

Stephen Rosner, Sustainability: Recycling artist symposium on March 26th; Recycling group is creating a sustainable restaurant map; Farmers market on campus on October 13th; Bike survey is in progress for better bike routes/racks around campus; Six car charging units on campus; University staff sustainability committee is creating policy on cleaning supplies/energy/recycling/purchasing; Recycling Center was relocated recently, so be patient until that transition is complete; Georgia Campus Sustainability network conference at Morehouse on October 19th

Stephen Rosner, Planning and Development: No meeting CBSAC; Faculty Staff dining approved and located at 25 Park Place on 12th floor; Awaiting funds to create dining space since planned funds reallocated for raises; so it will be a while until dining is complete

Jowanna Tillman, Statutes & Bylaws: No new business

Shelly-Ann Williams, Admissions & Standards: No new business

Harley Granville, Faculty Affairs: Committee met yesterday; reviews of evaluations for President, Provost, and Dean of Honors college in progress

Harley Granville, Cultural Diversity: Reviewing issues relating to gender equity and how this looks across different units

Amber Amari, Research: Committee met last Monday – discussed open access and the role of open availability of dissertations/theses

Amber Amari, Student Life and Development: No new business

Staff Council Committee Updates:

Admin Committee – No new business

Communications – Jamie Hayes and Michelle Lacoss are working on pilot staff Facebook proposal to traffic announcements to our web page, modeled on Arizona State

Staff Development/Advancement – Staff scholarship awards: money not available - program started before TAP and Development questions the need for a staff scholarship with TAP in place; idea being suggested to advertise Staff Council foundation account

Staff Recognition – has not met

Work-Life – has not met

Community Relations – Benefits fair is October 20th from 10-2 and volunteers are needed to work event – at table/hand out tickets/bags/etc.

BOR benefit rates are now available online: http://www.usg.edu/hr/benefits. Monthly rates have stayed the same, but the back-end has increased – deductibles/co-pays/fees have increased.

Business having concluded, the Staff Council September meeting was adjourned by the chair at 4:15pm.

Recorded by Michelle Lacoss