Staff Council Meeting
Meeting Minutes: February 15, 2017

Student Center West, Room 464, 55 Gilmer St., Atlanta, GA 30303


Excused: Kashira Baker, Kimberly Bauer, Colleen Blanchard, Mark Eister, Jacob English, Denita Hampton, Jodie Harper, Colleen Joyce, Denise Rixter, Christopher Robertson and Jowanna Tillman


*Attended via WebEx.

Kenya Johnson, Staff Council Chair, called the meeting to order at 3 pm.

Approval of Minutes: The minutes from the January 2017 meeting were distributed via email in advance of the meeting. The minutes were approved as presented.

Elections: Janice Byrd, Administrative Council chair, shared that Staff Council elections close 2/15/2017 and nominations for University Senate must be submitted by Monday, February 20. The Staff Council will meet on March 2, 10:30-12 noon, location TBD, to elect Staff Senators.

New Dimensions in Learning & Development (L&D): Doug Samuels, Mgr. of Learning and Development, shared information about the launch of the New Dimensions in Learning & Development initiative that will enhance their programs for employees. The new dimensions include:

- Performance support for using the job skills and information acquired in class
- Chat rooms
• L&D Tool Box for those working on L&D Certificate Programs
• Digital Badges of program completion that employees can use in their email signatures and in LinkedIn skills
• Webinars and Online courses to help reach employees on satellite campuses
• L&D Webpage with a search tool of resources
• L&D Newsletter

A copy of the announcement flyer is attached.

**USG’s Health Trails Challenge.** Kizzy Williams shared information about the upcoming Health Trails Challenge – a six-week challenge among the institutions of the University System of Georgia. Registration will be open March 1-April 3 with a special Kick-off Event & Walk at Hurt Park. The challenge includes three components:
1. Steps taken
2. Water Consumption
3. Acts of Kindness

**Special Presentation:** Mr. John Duffield, Director of Assessment and Review for the Office of Institutional Effectiveness, provided an overview of the upcoming QEP (Quality Enhancement Plan) process. QEP is part of the accreditation process with SACS-COC (Southern Association of Colleges and Schools - Committee on Compliance) and is an opportunity for GA State to reflect on future goals. Highlights of John’s presentation include:

**QEP is a/an**
• Enhancement of overall quality and effectiveness
• Focus on student learning and/or student success
• 5-year action plan
• Project that requires wide participation in development and implementation across the university
• Grounded in institutional planning and evaluation processes

**Timeline**
• Spring 2017 – solicit topics and select 3-5 topics for further development
• Summer 2017 – prepare detailed proposals
• Fall 2017 – select final topics
• Winter /Spring 2018 – draft final QEP
• Summer/Fall 2018 – pilot QEP
• Fall/Winter 2019 – approval and submission of QEP
  SACS-COC – receives report

The topics should
• Focus on student learning and success
• Have broad base involvement – good opportunity to implement more collaboration
• Reflect the institution’s needs
• Have a positive Impact
• Utilize resources

John closed his presentation addressing how the staff council can help. He encouraged council members to submit proposals that reflect the needs of students and GA State’s SWOT (Strengths/ Weaknesses/ Opportunities/ Threats). All ideas will be reviewed. Though only one idea will be selected, the other valuable ideas submitted will be shared with the appropriate departments that might want to investigate using. There was a suggestion from a council member that the online submission system provide an automated acknowledgement of the submission receipt.

Committee Reports (The reports given are placed under the appropriate heading and not in the order in which the report was presented.)

Staff Council Committees:
• Administrative – election information provided earlier in the meeting
• Executive – Kenya Johnson shared the following:
  o Reminded council members that their active participation is critical and their term doesn’t end until March 15.
  o She has added to the staff council website a calendar of common events and activities that the staff council follows.
  o Encourages council members to get others involved in council activities as volunteers. The Executive Committee discussed having a category of “Friends of the Staff Council” for those want to be involved and help the staff council, but are not current elected members.
  o Working on the annual report for the staff council. Please make sure Kenya has a phot of you for the directory.
  o She encouraged committees to keep working to accomplish their goals.
• USG Council Report – no report
• Campus Sustainability – no report
• Communications – no report
• Community Relations – no report
• Staff Development and Advancement – no report
• Staff Recognition – no report
• Work-life – no report

Senate Committee Reports:
• Academic Programs – Kike Ehigiator said group met and she will share information as completed.
• Admissions & Standards – no report
• Administrative Council – Kenya Johnson – Discussed out-of-state tuition waiver for various groups.
• Athletics – no report
• **Budget – Teresa Ward**
  o Continued focus on the pay and hours for GRA-Graduate Research Assistants and GAA-Graduate Administrative Assistants.
  o Some departments don’t want a cap of the numbers of GAAs and GRAs. Currently graduate students have a cap of $3,000/month, $12,000/semester or $36,000/year.
  o Looking at all options to increase and attract more graduate assistants.
• **CBSAC (Capital Budget & Space Allocation) – Teresa Ward** Continues to explore issues around space allocations
• Commencement – no report
• Cultural Diversity Research – no report
• **FACP (Fiscal Advisory Committee) –**
  o Student mandatory fees will not be increased. There will be a reallocation of funds within the fee structure to prevent an increase.
  o Unknown if tuition will go up. Must wait for FY18 budget.
  o There is pending legislation of capping tuition increases so costs don’t increase more than the cost of living.
  o Employee raises are unknown at this time.
• Faculty Affairs – no report
• IS&T (Information Systems & Technology – no report
• Library – no report
• **Planning & Development – Kenya Johnson** – The establishment of a Faculty & Staff Club at 25 Park Place has been put on hold.
• Statutes and Bylaws – no report
• Student Life – no report

**Miscellaneous**

• Kike Ehigiator asked about outreach and how to get a list of her constituents so she can share the information from the staff council. Need district mailing lists for the representatives. Challenges arise from getting information to the districts and from the approximately 6,000 employees. Various ways were discussed including using the budget managers. This discussion will be tabled and brought to the executive committee.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Fran Mohr
Staff Relations Director
What's New
We are enhancing our program by adding these new dimensions described below to better meet your needs. Come join us and experience the new ride!

**PERFORMANCE SUPPORT**
Access to resources that support L&D participants’ ability to retain what they learn and use it effectively in their department.

**CHAT ROOMS**
Provide an informal social learning opportunity for participants to share information and learn from each other.

**L&D TOOLBOX**
Provides both internal and external L&D resources for employees working on L&D Certificate Programs.

**BADGES**
Earn badges for completion of any L&D Certificate Program.

**WEBINARS/ONLINE COURSES**
Attend L&D programs from the office or on the go.

**ON DEMAND L&D**
A one-stop shopping page that provides links to L&D resources.

Next Steps
Subscribe to the L&D Newsletter.

Organizational Development & Consulting Services

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