GEORGIA STATE UNIVERSITY
STAFF COUNCIL MEETING MINUTES
Meeting Date: 04/17/2019
Time: 2:00 PM to 3:30 PM
Recorded by: Kimberly Lawrence
Location: 25 Park Place, Room 450
Submitted: 4/19/2019


Excused: Sabra Blackwell, Judy Nichols

Unexcused: Eric Aguiar, Aimee Ahmed, David Ajisegiri, Selethia Bell, Shekasha Brown, Tonya Daye, Anyetta Dennis, Claudia Etnel, Omre Harris, Jeffrey Holley, Evan Hutto, Trae Johnson, Brian Kelly, Ann Pavlik, Adelaide Richardson, Raymond Selles, William Stroud, James Taylor III, Tony Wahab, Shalonda Williams

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<tr>
<th>PROCEDURAL</th>
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<td>Action Items</td>
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<tr>
<td>• Call to order at 2:15 PM by Vice Chair, Lucy Gentles (presiding while chair on leave)</td>
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<td>• Minutes from 3/27/2019 approved</td>
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<th>AGENDA ITEM</th>
<th>Chairs Report</th>
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<td>Discussion Summary</td>
<td>Lucy Gentles provided the highlights from the FACP meeting to the Council. One relevant update is the recent approval for a 2% budget allocation toward merit raises by GSU. Merit raises are anticipated to be from 0-4%. Secondly, there is a report on enrollment data that demonstrated the diversity intake of students. However, a large percentage of quality students leave for UGA/GaTech. What can we do to retain them? Perimeter had a drop in admissions; Third, this is an ongoing search for the Provost position with final candidates’ public presentations available this week and next.</td>
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<th>AGENDA ITEM</th>
<th>Guest Presentation: Wellness Flex/Release Time Policy DRAFT</th>
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<td>Discussion Summary</td>
<td>Presentation given by Tony Price from Employee Wellness Services (EDWS) on a draft policy for well-being release flex time. EDWS hopes to get input from Staff Council on shaping the policy before it is presented for university approval. It has been benchmarked with USG &amp; other institutions (KSU, Dalton, Gordon, Cornell, Duke, Penn State). It would allow employees to enhance their lifestyles and address the top 5 manageable health conditions (per insurance claims) – hypertension, diabetes, asthma, depression, coronary artery disease. Employees eligible under this proposed policy are those working more than 30 hours per week and benefits eligible employees. Employees could participate in events/activities offered by EWS or USG Wellbeing Office or GSU recreation center (if membership is held) because utilization can be tracked for these activities. The policy would allow 60 min/week. It is voluntary, paid time – not accrued, no roll over, or start/end of day. There would be a supervisor approval form each year. Supervisor has the option to deny in current proposal, so discussing what does it look like at GSU.</td>
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Lucy Gentles will upload a summary of the FACP minutes & enrollment report to Teams.
Feedback from Staff Council members: Have participation/utilization data available to managers, and not only upon request of manager which may be invasive/burdensome; Question - how will you disseminate the information? Why only 60 minutes allowed per week? Based on other two USG institutions who had this approved by BOR; On a related topic, the Work-Life committee is pursuing access to a free gym for staff, perhaps in the old Sports Arena gym. There may be a way to incorporate this option into policy.

SC members are invited to attend the EDWS meeting on Tues May 21, Student Center East EDWS office at 10:30 am. For more information, contact Tony Price at Tprice9@gsu.edu

**Action Items**
The Work-Life committee should consider collaborating with EDWS as a goal for this term.

**AGENDA ITEM  Committee & Senator Assignments**

**Discussion Summary**

Committee Updates/Assignments: There are no current committee reports since assignments are not yet announced for the new term. Committee assignments are being finalized and will be shared in April by email and Teams.

Senator Vacancies: For Staff Senator positions, there are two open vacancies. We will receive nominations by email per instructions from Sabra or Lucy. We should plan to vote on the senators by next meeting.

**Action Items**

Committee assignments for SC 2019-2020 must be shared with all members.

Senator nominations should be sent by email to Lucy Gentles.

**AGENDA ITEM Setting Goals for 2019-2020 SC Term**

**Discussion Summary**

In preparation for our upcoming retreat, Lucy Gentles asks council members to consider the goals they hope to achieve in the SC this term. The floor was open to council members to provide input on potential goals:

- During the transition period of terms, information from each committee should be passed down. For instance, there are some goals that are achieved and some still in progress. Instead of starting over each year, how can we provide better continuity? We should address this at the retreat. Review the annual report accomplishments before creating new goals. Use Teams more effectively to save information for the future.

- Work-Life committee should consider working with EDWS on the Wellness Flex Time policy. Also, it could reintroduce the remote/tele-work policy.

- Lucy Gentles suggest that we consider how Artificial Intelligence fits within the future of GSU. Students & faculty are receiving some guidance on technology tools and IT department is working on more interactive classrooms. How are we preparing staff for automation? Staff should be trained to use technology and minimize the risk of becoming redundant. We may need a guest speaker to gain more expertise.

- Tony Van Miller discussed an initiative from the Community Relations committee. There is a proposal for a policy on staff promotions and salaries in an effort to establish a fair, fiscally responsible and sustainable process for staff. Tony has spoken to HR about this proposal and is willing to share the policy with SC.

**AGENDA ITEM New Business & Announcements**

**Discussion Summary**

- Microsoft Teams: SC members are expected to utilize Teams in order to communicate and share files/information. New members need to be added to our group in Teams. Some training on using Teams may be needed at the retreat. The Communications committee will oversee organization & maintenance of Teams.

- Employee Appreciation Day: April 30; Also there are $5 Friday lunches available at the Panther Dining Halls this month; How can SC be involved?

- Staff Council Retreat: Scheduled tentatively for first week of June. More details to come.

**Action Items**

SC needs to connect with HR on Employee Appreciation Day to see if we can help.
Sabra will add new SC members to the group in Microsoft Teams.

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