

University System of Georgia Staff Council Quarterly Meeting  
Georgia College Macon Graduate Center  
Wednesday February 11, 2015  
Meeting Minutes

### **Attendance**

Albany State University, Clayton State University, Columbus State University, East Georgia State College, Fort Valley State University, Georgia College and State University, Georgia Regents University, Georgia Southern University, Georgia State University, Georgia Perimeter College, Georgia Regents University, Kennesaw State University, KSU/Marietta Campus, North Georgia University, University of Georgia, University of North Georgia, University of West Georgia and Valdosta State University

### **Call to Order**

Good Morning Council and Madame Secretary. The time is 10:00 a.m. on Wednesday, February 11, 2015. This meeting will come to order. For those of you who are attending today's meeting for the first time, welcome! I am Debbie Chimeno from Kennesaw State University and your current Chair. Thank you to the Staff Council of Georgia College & State University for your assistance with reserving a room for this meeting and having parking passes for us. A "thank you" to Valdosta State University Staff Council for providing the snacks for today's meeting. You are most appreciated! As a reminder, this meeting will be broadcast via GoToMeeting. For those of you who are joining us this morning, please let us know your name and your institution so our Secretary may enter into the minutes. For those of you who are present at today's meeting, please use this microphone to ask questions or to debate so those on the GoToMeeting can hear you. Thank you.

### **Invocation**

At this time let me present to you our Chair-Elect, Mr. Tim Aldridge, from the University of North Georgia, with our Invocation.

With wellness being one our goals for USGSC, I want to make mention for all of us to get regular check-ups with our doctor, especially in the area of preventative measures for the detection of cancer. In my own department, over 60% of my employees have a close relative that is either in remission, being treated for cancer, or terminally ill. With cancer being this rampant, I encourage our USGSC staff to take those preventative measures to detect this illness early

### **Institutional Roll Call and Treasurer's Report**

The Chair acknowledges our Treasurer, Ms. Yvonne Leroy-Landers of Valdosta State University for the roll call, dues update and the Treasurer's Report.

The balance as of today is \$4,108.30. There was a check issued to Pattie Beblowski for traveling expenses for the Annual Conference and dues that have been collected. Thank you all for this. Now I will do the Roll Call. Roll call was taken.

Motion to approve the Treasurer's Report was made by Bobby Flowers and Geraldine Winns seconded the motion. All are in favor.

Thank you Ms. Yvonne.

## **Minutes**

The Chair recognizes our Secretary, Ms. Pattie Beblowski from Georgia Southern University, for approval of our minutes.

Pattie said that there were copies of the minutes if needed at the front of the room. She then asked if there were any corrections to the minutes. After the meeting it was pointed out that the Annual Conference had University of North Georgia instead of Albany State University in the header. This has been corrected.

Kendria Lee made a motion to accept the Minutes and Bobby Flowers seconded the motion. All are in favor. So moved and the minutes will be filed for audit.

## **New Business**

On December 15<sup>th</sup> the USGSC Executive Committee met with Vice Chancellor Marion Fedrick, Shelly Nickel, Karin Elliott, Tina Woodard and Lisa Conley. It was an excellent meeting We are an organization that is authorized and noticed by the Board of Regents. The Board of Regents wishes to receive the 5 top goals of the USG Staff Council. I have heard from 3 institutions and will send out another email asking all of you for your institutions top 5 goals.

I'd now like to introduce Ms. Lisa Conley, who is the Organizational Development Manager for the Board of Regents. Welcome Ms. Conley. (The PowerPoint presentation is attached.) Ms. Lisa talked about the USG learning development strategy. We know how important and imperative it is. We need to retain our best talent, it's extremely crucial that we are able to do more with less. These are interesting waters to navigate. Skillsoft is our elearning tool. There are 21 of the 30 institutions utilizing Skillsoft.

To participate in the Leadership program the participant must be employed 3 years prior to enrolling in the course. He/she has demonstrated potential, has a master's degree, and have a current title of chair, executive director, director, dean or vice president.

Accelerated Leadership – Alumni of ELI happens every 2-3 years. They do an action learning project.

We have great training centers – smaller schools may not have one in place so we leverage resources across campuses. 6 schools are listed in your region – they can go teach classes on your campus. Staff can go to regional training centers to take classes. These are good stewards to the system.

Skillsoft is an elearning platform – increases communication – you can go take classes and can do customized training – institutions get a USG discount! We will meet in March regarding PDC – what courses do we want to offer – training is not always the answer – might just be tools.

## **Questions and Answers**

Social media – is there a guideline at the BOR?

No specific guidelines right now. There are discussions that it is coming – social media issues – students and faculty/staff.

Executive Leadership Institute is for executive director or higher. How do you develop mid-level professionals?

Several programs for leadership are available for self-development. Georgia State has Management Leadership Program. Georgia Southern has Eagle Leadership. If the resource is there, it shouldn't require permission.

Why is it mentoring for only people at certain level? Is it possible to do this for the junior level?

Resources haven't been there. Need resources for facilitators.

ELI is free for participant – salaries are higher?? Excellent question. Part of the growth of ELI is to go back and mentor – to be better to people they lead.

UGA just added a supervisor certificate.

I (Debbie) received an email from Ms. Amber Dees of Columbus State University on February 10, 2015, asking for approval from the Executive Committee and the USG Council, to allow CSU to hold the Annual USGSC Conference on Sept. 30th and Oct. 1st, 2015. Before the meeting was adjourned, I presented to the Council and asked if there were any objections to this request. Ms. Gerri Winns from Albany State University, stated that the dates are fine as long as it does not interfere with the BOR schedule. There was no discussion or objections from floor.

On 2/3/15, an email was sent to all asking for the 5 issues/concerns or interests at your institution. Need a common strategy moving forward. We will take all and come up with top 5 to present to BOR – ask your council for their thoughts – go back to your councils. Thank you to UGA, Ft. Valley and UWG for sending in your concerns.

West Georgia – Interested in setting up Funds for staff in financial crisis.

Ft. Valley – implementation of more USG sponsored training. When you're at the top of the plateau, where do you go? We need to work as a unit – there's power there.

FY 16 is coming up – now is the time to act – USG expand sick leave pool for those caring for a dependent for FMLA.

Vice Chancellor's Five Goals:

- Salary equity

- Availability of Employee Professional Development

- Employee Wellness

- Executive Support for the Staff Council (Presidents and others)

- Employee Benefits (to include TAP)

Ms. Marion Fedrick, responded to our TAP request, as a terrific idea but now is not the right time. She said in one to five years this could be a possibility. Right now devoted to Health Care – BOR is \$38-million in the hole. BOR is asking for \$30 million so we don't have to pay more in insurance premiums.

Bereavement time – in real world is 5 days – we have one of the best policies for time off. What happens if your best friend in Minnesota dies – you can take paid time if your supervisor approves it. Pets are a part of the family. It's up to your supervisor. There needs to be a change in the verbiage of the policy.

The dues are \$25 per institution – all can come – We can actually do something – Marion is open-minded and concerned. She suggested that the presidents of the institutions be approached to contribute \$1,000 from the president's budget to help with the USGSC yearly conferences. She can help, they are willing to help. Let's get together and make a difference.

Alberta Cook/SPSU – voiced concern – she had no idea that we went to Atlanta – other universities not knowing – before executive committee brought this to the USGSC and they agreed on it. In the past, anytime the Executive Committee was going to the BOR, they always informed the universities and they would inquire if there was anything that the universities would like for them to address. It is appropriate that the committee keep the universities informed about what issues they were taking to the BOR. I had no idea about the committee addressing bereavement leave for your pet. The committee needs to get input from the universities as well. Alberta asked about the bereavement policy and Debbie asked her to review the BOR Human Resources Administrative Practice Manual for Sick Leave with Pay.

Cassie Napier-Georgia College - This year, we have also begun to celebrate the 125<sup>th</sup> Anniversary of the founding of this institution. A committee led by Ms. Kay Anderson has put together a variety of events, and we will continue to celebrate as the

year goes forward. Of course, our Charter Day on November 8 was celebrated in a fine way with both a community celebration and a Gala that evening in which we not only recognized our great university alumni and friends but we also committed ourselves to raise the equivalent of 125 new scholarships this year in celebration of our Quasquicentennial

...University Advancement, under the leadership of Ms. Delisa, has experienced a major philosophical and logistical change. We have added development officers to assist with fundraising and have decentralized our approach to fundraising involving the deans and other administrators and faculty in fund development. And, of course, we have challenged ourselves with the big idea of raising the equivalent of 125 new scholarships in this anniversary year of our institution. This is shaping up to be a banner year in raising funds for the University! This year, our Foundation has raised over \$3.7 million with \$2 million in cash and pledges and \$1.7 million in planned giving. Thanks to the forward-looking assistance of the GCSU Foundation Board, who developed the creative 'matching' gift program, we have added \$1,183,307 to our endowment for scholarships and have raised the equivalent of 118 new scholarships for our students! That means that we only have seven to go to meet our goal of 125! We have also already made a significant difference in newly established endowments – raising more in the first half of this year than we raised total in any of the past five years. This year, our endowment has increased by over \$1.7 million to \$33 million. This is a 5.7% increase from last year and is up from over \$30 million in 2012.

Debbie – Bylaws have not been amended since 2010. USGSC has a Bylaws Committee spearheaded by Tim Aldridge, our Chair-Elect. The USG Staff Executive Council handed to Ms. Marion some suggested changes to our bylaws. She will check with Legal and then give back to us. We will present to the USG Staff Council, the recommendations of Bylaw changes as well as the current bylaws to review, prior to a vote being taken by the Council. A listserv notice will go out to all to notify when this issue will be up for a Council vote. In July I sent out a survey – What is important - Bereavement, TAP? We had an opportunity to get a feeling for where we stand. A door is open – bring this to their attention.

Next meeting – May 13, 2015 – Elections will take place for new officers on the USG Executive Committee. Ms. Yvonne has some nomination forms that she can give you

today. The Nomination form will be sent to you via Listserv shortly. You can self-nominate too! Please review the eligibility requirements and nominate someone!!

Drop dead date for emailing your five top issues/concerns or interests is March 16. If it's not submitted by then, it will not be included.

#### Campus Reports:

Ann Lay/KSU Marietta – had a door decorating competition – Social Communication Committee – established some events. St. Patrick's Day – asked to combine councils – contest judges from both campuses – donuts are prize.

Bobby/Valdosta – Books Scholarship – once a semester – helping out with community – trying to get outside donors.

UNG - \$3,500 canned foods and toys/small scholarship.

FVSU – celebrating 120<sup>th</sup> anniversary – main thing – working on employee morale – Staff Council Social – several hundred toys for kids. Having pancake breakfast in March – the president and vice presidents will be serving the campus.

Kim Douglas/ASU – We have renamed our academic Administration (ACAD) Building to the Billy C. Black Building after our former president, Dr. Billy C. Black, who resided during the time of the 1994 flood. The renaming ceremony was during our Homecoming celebration in 2014. The Interim President supports the staff council at ASU. He meets with the executive team for lunch each semester for campus updates. We are in the process of selecting our staff employee of the year who will be announced at our Honor's Day Convocation in March. Our Staff Council elections of new officers will be help in June of this year.

Ursula Allen/GA Perimeter – trying to prepare for 50<sup>th</sup> anniversary – preparing for Staff Development Day – we're planning a bunch of workshops, have lunch giveaways and workshops. We don't pay for speakers. All staff comes to our campus. It's the first week of May. Workshops are fun – line-dancing, etc.

#### Listing of future USG Staff Council Annual Conferences:

- 2015 Columbus State University
- 2016 KSU/Marietta Campus
- 2017 Georgia Southern University
- 2018 Abraham Baldwin Agricultural College
- 2019 Georgia College and State University
- 2020 Kennesaw State University

Our next meeting will be held on May 13, 2015.

The meeting was adjourned at 11:46 a.m.