



# GEORGIA STATE UNIVERSITY **STAFF COUNCIL**

## *2008-09 Annual Report*

During the 2008-09 term, the university Staff Council took on a wide range of issues and made notable progress in many areas. The following provides a summary of the council's achievements this year and continuing goals for the 2009-10 term.

### **Leadership:**

The board, which met on a monthly basis, consisted of council chair John Medlock, vice chair Amber Amari, committees director LaRose Raston and, later, Randal Alberts, staff relations director Susan Vogtner, and planning director Shelly-Ann Williams. The group worked to keep the council and its committees focused on yearly goals. As outgoing chair, John Medlock will continue to serve on the board in 08-09 as planning director, thus providing continuity between the previous and incoming officer boards.

### **Committee Activities:**

The major council committee activities this year were as follows:

#### **Benefits** (Mathieu Arp and Phillip Mitchem, chair):

- Continued to examine staff retention and recognition options.

#### **Communication** (Randy Trammell, chair):

- Completed a major reconstruction of the Staff Council webpage and developed procedures and regulations for updates to the webpage.
- Created emails that could be sent to constituents for more effective communication.

#### **Elections/Bylaws** (Randall Alberts, chair):

- The Elections and Bylaws committees were merged into one committee.
- Appointed council members to vacant seats with the new policy for appointing members outside of the normal election process.
- Developeped and presented modifications to the bylaws this past year. The modifications included adding the new committee structure to the bylaws as well as other needed changes.

#### **Events** (Kimberly Moore, chair):

- Held a very successful Benefits/Employee Information Fair in October. The council had a table with the Staff Council brochure and Staff Scholarship giving forms.
- Assisted the planning director with planning and executing a successful retreat.

#### **Staff Development** (Andria Reddick, chair):

- Awarded Staff Scholarships to six staff members in the fall and seven in the spring. The committee increased marketing efforts for the scholarship to increase awareness.
- Partnered with Facilities and Employee Wellness and Development to initiate a literacy/GED instruction program for staff.

**Green Issues Ad Hoc Committee** (David Caudill, chair)

- Designed, produced, and distributed poster of frequently asked questions (FAQ) regarding recycling services on campus. Placed copy of information on Staff Council website University Green Resources webpage.
- Developed University Green Resources webpage on Staff Council website.
- Sponsored campus forum on commuting alternatives with the Downtown Transportation Management Association.
- Manned table at Georgia State University Day in the Park with information on recycling, energy and water conservation, and a recycling game to raise awareness regarding sustainability issues on campus.
- Cofounded “Greening Georgia State”, a collaborative group of staff and faculty focused on providing information on sustainability issues to the university community via monthly “Green Bag” lunches.
- Lobbied successfully for university membership in the Association for the Advancement of Sustainability in Higher Education (AASHE).
- Worked with Human Resources and Legal Affairs in drafting university guidelines for telecommuting/alternative work schedules for consideration by the Administrative Council.
- Committee members are currently assisting various student organizations and administrative departments in planning activities and events for Earth Day '09 celebration at the university.

**Council Organization Ad Hoc Committee** (John Medlock, chair)

- This committee developed a new committee structure of the Staff Council.

**Staff Retention Ad Hoc Committee** (Debbie Rupp, chair)

- The efforts of the committee were moved to the Benefits Committee and the University Staff Retention Committee.

**New Committee Structure:**

Standing Council committees have the primary responsibility for the execution of the Council’s goals and mission. The Council adopted a new committee structure that will facilitate the needs of the Council.

**Administrative Committee**

The duties of the committee will be to coordinate all nominations and elections procedures as set forth in Article III, Section 2 of the Bylaws. The committee will accept proposed changes to the Bylaws, study the proposals, and prepare a recommendation to the council in accordance with Article X and XII of the Bylaws. The committee will serve as a resource for council committees and members involved in the development of formal policies and administrative statements.

**Campus Sustainability Committee**

The committee will work to enhance the quality of life on campus for Georgia State employees and students by focusing on the university's impact on the local and global environment. The committee will promote sustainable business practices such as water and energy conservation, solid waste recycling, energy-efficient transportation, green building and landscape design, and related areas of university operations as appropriate. The committee will contribute to the development and maintenance of campus-wide networks of staff, faculty, and students focused on resource conservation, sustainable business practices, sustainable procurement policies, and related issues. The committee chair or designee will serve as a member of the university Transportation and Parking committee.

#### **Communication Committee**

The duties of the committee will be to promote the activities of the council and its standing committees. Committee members will contribute to ongoing communications initiatives of the council, including the organization website, email lists, annual report, presentation and display materials, brochures, and other media. The committee members will work regularly with the other council standing committees to facilitate the consistency and professionalism of communication efforts originating from those groups. The committee will engage with the Office of University Relations and other appropriate units to publicize council projects and achievements.

#### **Community Relations Committee**

The duties of the committee will be to plan, organize, and execute council participation in various university and council events and programs such as Benefits Fair/Staff Information Day, university-wide staff forums, Day in the Park, Homecoming, council orientation, and council retreats. The committee will work to engage the council and university staff in community-service efforts of the university such as the State Charitable Contributions Campaign, programs of the Office of Civic Engagement, and seasonal collection drives.

#### **Staff Development and Advancement Committee**

The duties of the committee will be to promote training and advancement programs and other opportunities for professional and personal development. The committee will address such issues as career and professional development, orientation/mentoring, employment, staff retention, classification and compensation, diversity training, and basic skills development. Additionally, the committee will provide the council with information relating to major policy or procedural changes in human resources-related areas and will advocate for new policies and procedures that positively benefit the university and staff when appropriate. Invited designee(s) from Human Resources will serve as non-voting members of the committee.

#### **Staff Recognition Committee**

The duties of the committee will be to administer the Staff Scholarship Fund as outlined in Article XI, Section 1 of the Bylaws. The committee will investigate formal and informal means of recognizing the achievements of staff members. The committee will work to foster participation in staff awards programs and other staff recognition efforts on campus by promoting nomination opportunities, participating in award/recognition nomination or selection processes on behalf of Staff Council, and publicizing the achievements of award/recognition recipients. The committee will work with units across campus to identify and to share information about exemplary staff recognition efforts.

### **Work-life Committee**

The committee will work to enhance the quality of work life for university employees. The committee will address such issues as campus safety, emergency management, benefits and employee incentive programs, occupational safety, alternative work models, food services, and dependent care. The committee will work with units across campus to identify and to share information about exemplary work-life improvement efforts.

### **Interaction with Campus Leaders:**

Staff Council had the opportunity to discuss current issues with several campus leaders during the year. President Carl Patton met regularly with the group and used council meetings to discuss his retirement, campus developments, and most notably, the budget. The new Emergency Management director, Mike Radersdorf, discussed emergency preparedness on campus. The committee hosted a training and development panel with experts in training and development on campus. Nancy Peterman spoke to the committee as a representative of the Georgia State Foundation.

Dr. Mark Becker, Georgia State University's new president, spoke with the board on two occasions. He discussed his plans as president and heard questions and concerns from the council. The Staff Council looks forward to working with Dr. Becker in the future.

### **University Senate and University Committee Service:**

The council is responsible for electing the ten staff representatives to the University Senate. Each staff senator serves on at least two senate committees. Additionally, a staff member has been elected to the Senate Executive Committee for three of the past five years. Four council members served on the Executive Committee's Staff Retention Task Force, which conducted a staff climate survey in summer 2008 and completed a summary report with recommendations in fall 2008. The council chair serves on the Administrative Council and Fiscal Advisory Committee to the President. The Vice Chair serves on the Capital Budget and Space Allocation Committee and Budget Committee. The council also appoints members to the Administrative and Support Unit Review Committee, Policy Advisory Committee, Bookstore committee, Transportation and Parking Committee, and Human Resources Advisory Committee. Staff Council members with training serve on staff grievance panels as well.

### **Council Celebrations:**

The council held its annual retreat at Indian Creek Lodge in June. In addition to making committee and council goals for the year, Deon Locklin spoke to the council about leadership and influence and John Medlock gave a presentation on decision making at the University. The Staff Council also held a brunch holiday celebration in December hosted by the College of Law.

### **Board of Review Hearing Committee:**

Staff Council members participated in training sessions with the Office of Employee Relations that enable them to serve as members of the standing panel from which members of a Board of Review Committee are selected by both the appellant and the management in staff grievance hearings. Several trained panel members were selected to serve during the year. Former council members who have gone through the training are eligible to serve as well.

### **Council Goals for 2009:**

Many of the council's future goals involve furthering current progress in a variety of areas. Achieving these aims will only be possible if the council continues to foster collaborative relationships with responsible individuals and offices across campus. Support from campus leaders will be critical to this process. General goals for the coming council term are as follows.

- As noted, the council plans to implement a new committee structure in spring 2009. The changes will position the council to play an expanded role in the development of policies and procedures relating to staff training and development, staff recognition, campus sustainability, community service, alternate work models, and other areas that have a major impact on staff.
- The council would like to build a strong relationship with President Mark Becker and other university leaders. The interaction with administrators at meetings is frequently cited by members as one of the most rewarding aspects of service as a representative.
- We hope to expand efforts this year to engage staff at large in the life of the university. One way of working toward this goal may be to hold an annual university-wide forum or town hall meeting for staff, with an agenda developed by the council and the President's Office. We also plan to continue to enhance communication efforts to university staff through the council website, email updates, FAQs, and other means.

**2007-08 Staff Council Representatives:**

Arts and Sciences	Policy Studies	• Sharon German
• Amber Amari	• Brenda Blyler	VP - Finance & Admin
• Ann Claycombe	• Mathieu Arp	• Mentha Alston
• John Medlock	University Library	• Melody Harris
• Teresa Rucker	• Amanda Brown	• Karmen Milton
• David Smart	• Beverly Peters	• Anita Webb
• Tawanna Tookes	President/Provost	VP – Development
• Randy Trammell	• Kendall Jones	• Kimberly Walker
Business	• Cassandra Burney	VP – Research
• Frederick Childs	• Gloria Brooks	• Susan Vogtner
• Andria Reddick	• Kevea Mickey	Facilities
• Carla Hines	• Jowanna Tillman	• Jessie Aaron
Education	VP - External Affairs	• Kevin Chappell
• LaRose Raston	• vacant	• John Streater
• Angela Turk	Information Systems & Tech	• Carolyn Copeland-Simmons
• Kimberly Moore	• Preeti Sagar	• Valerie Woods
• Frances Williams	• Phillip Mitchem	University Police
Health & Human Sciences	• Randall Alberts	• Cassandra Thornton
• Colleen Blanchard	• Joe Amador	• Henry Winston
• David Caudill	VP - Student Affairs	• Toure Heywood
Law	• Nigel Harris	
• Earl Daniels	• Gretchen Cannon	

**2007-08 University Senate Staff Representatives:**

Randall Alberts - IS&T, Statutes & Bylaws  
 Amber Amari - Budget, CBSAC

Sandra Garber - Planning and Development, CBSAC, Research  
MaryAnne Gaunt - Faculty Affairs, Cultural Diversity  
John Medlock - FACP, Administrative Council  
San Miller - Athletics, Commencement  
Phillip Mitchem - Planning and Development, Student Discipline  
Bill Prigge - Budget, Library  
Kenée Stephens - Cultural Diversity, Student Life & Development  
Shelly-Ann Williams - Admissions and Standards, Academic Programs