



The University of Georgia

Staff Council

Making a great place to work even better!

September 2, 2015
Miller Learning Center Room 267
2:30PM

The meeting was called to order by Staff Council Chair, Michael Lewis.

Roll Call

Members in attendance: Devin Arnold, Deborah Baker, Jason Bedgood, Teri Berryman, Ricky Boggs, Kaelin Broaddus, Debi Chandler, Kelly Cona, Anjali Dougherty (via sub), Melinda Eades, Kat Farlowe, Elmer Gray, Michele Griffin, Stefani Hilley, Pattie Holly, Holly Ivy, Marcus Jennings, Christine Jepsen, Jenna Jones, Laura Kelley, Brenda Keen, Kristen Lawrence, Michael Lewis, Marie Mize, Mary Moore, Maggie O'Brien, Maureen O'Brien, Laura Rhicard, Sherri Stephens, Kyla Sterling, Carly Surratt, Tokesha Warner, Shialoh Wilson

Members absent: Mandy Brogdon, Greg Eidson, Melody Herrington, Stuart Ivy, Mark Robinson, Kristi Wall

A quorum was present.

Minutes: Minutes from August were approved without comment.

Members of the Staff Council voted unanimously in favor of modifying the agenda to let the guest speakers talk next.

Guest Speaker: Juan Jarrett

Juan Jarrett, Associate Vice President for Human Resources thanked the Staff Council for inviting him to speak. Mr. Jarrett said he would share a high-level overview of three priorities for his department this fiscal year: 1) classification and compensation, 2) the HR Payroll/Administration upgrade, and 3) HR business process redesign.

In areas of HR strategic focus, Mr. Jarrett shared that he would like to see how staff development opportunities at UGA can be improved; how UGA HR can align workplace policies, procedures, and practices in an effort to meet the generational shifts that are occurring in the workplace today; and how UGA can keep compensation and rewards packages up-to-date to meet the needs of the UGA workforce.

With respect to classification and compensation, Mr. Jarrett shared that he is close to getting approval to move forward with engaging a consultant to assist with three phases over a period of about 18 months.

Phase 1: Define campus priorities and principles for salary and administration. What should our compensation program be? How should it address equity? How should it address comparable worth?

Phase 2: Redesign the classification structure at UGA and build a job family lineage, which in turn will help build competency and skill-based programs that are needed for staff development.

Phase 3: Review and update job descriptions of existing employees to align with the new classification and compensation structure.

After completion of these three phases, Mr. Jarrett would like HR to address UGA's performance approval/appraisal mechanisms, aligning them with the new classification and compensation principles.

Concerning the HR Payroll/Administration computer systems upgrade, Mr. Jarrett shared that UGA is working closely with the oneusg implementation of HCM (Human Capital Management), though UGA will call it an HR Payroll System. UGA HR staff members are currently working with the project team in implementing the first phase of the initiative: getting the USG system office and Georgia Gwinnett College up and running on the new payroll system by the end of this year. Phase 2 will migrate USG institutions now using ADP to the new payroll system. Phases 3, 4, and 5 will get the research institutions, namely Georgia Tech, GRU, and UGA on the new payroll system.

Mr. Jarrett also shared that a campus-wide communication should be coming out in the next week or so that will address the timeline of the implementation of the new payroll system here at UGA. The implementation will affect Finance as well as Payroll. UGA will manage the implementation of the Finance system, and USG will manage the Payroll system. Of the institutions in the USG, UGA will have the farthest to go in this upgrade due to its legacy systems, and Mr. Jarrett would like to concurrently look at UGA's business processes during the implementation of the HR Payroll/Administration upgrade and then redesign those business processes to better align with the new system.

Mr. Jarrett also shared other HR issues of note since his arrival at UGA. First, helping retirees understand the changes to their health insurance. There have been two days of information sessions at the Classic Center that he felt were successful. We should be hearing soon about a new Retiree Resource Center, an off campus location in Athens with easy access and ample parking (not at the mall as rumored). It will be staffed with one or two benefits staff as well as a few hired retirees. Adriana Creech will be managing the center. For the first two weeks Aon Hewitt, vendor of supplemental health plans, will have an onsite presence.

UGA HR is working closely with the Provost's office on the Provost's Women's Leadership and the Family/Work/Life Balance initiatives. HR will hire a new coordinator to pull together myriad programs from across campus and within the community to create a resource for faculty and staff in need of assistance with family/work/life balance.

UGA HR is also tracking a regulatory issue on the horizon: a proposed rule change for the Fair Labor Standards Act concerning exemption salary and eligibility for overtime pay. HR has been analyzing UGA data and tracking regulatory commentary, which ends September 6, 2015. This rule change may go into effect at the beginning of the calendar year.

Mr. Jarrett opened the floor to questions. Tokesha Warner asked how the Provost's Women's Leadership Initiative, which is focused on women faculty members, might be extended to staff.

Mr. Jarrett shared that the Provost's initiative came about to correct a shortage of women in leadership roles within academic departments, colleges, and the administration at UGA. Although there are existing programs for staff development at UGA, Mr. Jarrett wants to make sure HR is providing those programs on a regular basis, and improving staff development for everyone at UGA.

Melinda Eades asked about the timetable to make UGA salaries competitive with peer institutions. Mr. Jarrett said that once the classification and compensation survey/review is completed by the consultant and a recommendation is made to UGA administrators, the challenge will be finding the financial capacity to increase salaries. He said that top level administrators believe some level of funding can be found.

Kyla Sterling asked to revisit the topic of the Provost's Women's Leadership Initiative. She offered her endorsement of allowing staff to participate in the Fellows (SEC ALDP) program and mentorship opportunities that are part of the initiative. Mr. Jarrett clarified that it would be difficult to develop a Fellows program for staff, but expressed his willingness to continue a dialogue about staff development with Staff Council or any other interested groups.

Michael Lewis mentioned that EITS has a successful mentorship program that could be used as a model across campus. Mr. Jarrett agreed.

Guest Speakers: Taylor West and Carol Bugg

Ms. West and Ms. Bugg shared an outreach program available through UGA HR. They will make presentations directly to campus departments concerning benefits, HR processes, and retirement partners and planning. They are also willing to customize their presentation to the needs of any department. Their contact information may be found on the UGA HR web site.

Staff Council Committee Reports

Michael announced that committee chairs had been elected. He did not expect any committee reports. Elected committee chairs are as follows:

Communications: Melinda Eades.

Health and Safety: Devin Arnold.

Benefits and Classification: Deborah Baker.

Needs and Concerns: Elmer Gray.

Chair's report

Michael shared that neither the University Council, its executive committee, nor the UGA Foundation's Board of Trustees have met since his last report. The UGA Alumni Association's Board of Directors had a two-day retreat to devise a new strategy statement.

He attended receptions at the President's House to welcome Dean Barbour of the Graduate School and Dean Greene of the Warnell School of Forestry.

Old Business:

Committee chairs were announced earlier in the program instead of the committee reports.

New Business:

On behalf of Josh Mark Robinson, Debi Chandler shared a concern he raised to Staff Council about bus, car, and pedestrian traffic near Joe Frank Harris Commons where River Road meets Carlton Street.

Multiple bus stops in that area cause pedestrian foot traffic in the crosswalk, which in turn causes a traffic bottleneck (compounded by a train crossing at the intersection of Carlton Street and East Campus Road).

A lively discussion ensued. Solutions discussed included remove or move the bus stop on Carlton near the Georgia Museum of Art, and dismantle the train crossing since the tracks are no longer operable.

Michael introduced Ron Hamlin, Campus Transit Manager, and invited him to speak to this issue.

Mr. Hamlin shared that this has been an ongoing issue for several years, and that a committee out of the UGA Office of University Architects is going to hire a consultant to look at this and other problem traffic areas on campus. The committee has met once with Clarke County traffic engineers to make sure that solving this issue doesn't cause problems someplace else.

Michael asked Mr. Hamlin if the issue should be monitored by the Staff Council Needs and Concerns Committee, and if so, whom should they contact. Mr. Hamlin suggested Lara Mathes at the Office of University Architects.

Michael acknowledged the wonderful work that Mr. Hamlin did on the inaugural Staff Appreciation Day.

Michael assigned the Needs and Concerns Committee with the task of monitoring this issue.

Elmer Gray and Michael discussed the new lighted "parking lot full" sign on Lumpkin Street for the Tate Parking Deck. This was a project guided by the Needs and Concerns committee last fiscal year.

Debi Chandler requested that all Staff Council members send her bios and photos for the SC web site.

The meeting adjourned at 3:35pm.

Next Staff Council Executive Committee meeting 3:30pm Tuesday, September 29, 2015, Georgia Center, Craige Boardroom.

Next Staff Council meeting 2:30pm October 7, 2015, MLC Room 267.