



UNIVERSITY OF GEORGIA

Staff Council

Making a great place to work even better!

January 11, 2017

Miller Learning Center 267

2:30PM

The meeting was called to order at 2:30 pm by Staff Council Chair, Michael Lewis.

Before calling roll, Mary Moore announced that she left a stack of printed current committee assignments on the front table.

Roll Call

Members in attendance: Christine Ahern, Chris Allinger, Jason Bedgood, Teri Berryman, Kaelin Broaddus, Debi Chandler, Kelly Cona, Shauna Corsaro (via sub Jackie Byrd), Anjali Dougherty, Kat Farlowe (via sub Laurie Anderson), Elmer Gray, Savannah Hembree, Melissa Jackson (via sub Krista Richman), Kevin James (via sub Jake Schindler), Jenna Jones (via sub Amanda Long), Michael Kanning, Brenda Keen, Laura Kelley, Kristin Lawrence, Michael Lewis, Nichole Lunceford, Marie Mize, Mary Moore, Maureen O'Brien, Michelle Parkos, Laura Rhicard, Kyla Sterling (via sub Rachel Chapman), Carly Surratt, Jason Tiller, Shialoh Wilson

Members absent: Devin Arnold, Theresa Cash, Victoria Cooper, Melinda Eades, Michele Griffin, Stefani Hilley, Pattie Holly, Stuart Ivy, Maggie O'Brien, Laquita Phillips, Kristi Wall, Evelyn Wilhite

A quorum was present.

New Business

Michael introduced the topic of the newly formed Women's Staff Leadership Institute (WSLI) which was announced by Juan Jarrett in an Archnews email on December 14, 2016. Michael invited Marie Mize to introduce guests from Training and Development and Human Resources who were on hand to speak about the institute and answer questions from Staff Council.

Before introducing the guests, Marie reminded Staff Council members of the ad hoc committee formed a few years ago, chaired by Kyla Sterling, and charged with investigating and encouraging the development of a leadership program for women staff at UGA. Marie added that the WSLI was discussed at the January 3, 2017 Staff Council Executive Committee meeting specifically because of a collective disappointment that, according to the WSLI website the Institute is only open to "participants [who] (1) hold the title of assistant director or above, or (2) be responsible for people, large programs, and/or complex projects." At the Executive Committee meeting Marie was tasked

with contacting Allie Cox at the WSLI. Dr. Cox offered to speak to staff Council and brought Becky Lane from Training and Development and Juan Jarrett from HR with her.

Allie said the WSLI is a new program launched this year and intended to address a gender gap in senior administrative leadership at UGA. The first inaugural cohort will be a small group of 6 to 8 staff members who hold a job title of assistant director or above, or who manage people, projects, or programs. The cohort will meet half a day once a month, and participants will meet with senior administrators across campus, attend discussions and workshops, and develop a network of peer mentors. In order to participate, candidates should be nominated (self-nominations are accepted) and submit a letter of recommendation. Nomination materials are due Allie by February 1st. More details are available at <http://www.hr.uga.edu/wsl>.

Marie asked for clarification about the selection criteria, specifically about the job title requirements. Allie confirmed that anyone who manages people, projects, or programs could be nominated regardless of their job title.

Becky Lane added that other professional development opportunities across campus include High Impact Leadership Certificate Program that runs twice a year and is open to anyone at any level, and the Supervisory Excellence Program, also open to anyone who has supervisor responsibilities or aspires to be a supervisor. She then opened the floor for questions.

Laura Kelley thanked them for creating this program, and then explained that there were many highly qualified and educated women on campus in lower positions who really need mentorship and direction and encouragement. She hoped that these women would eventually be able to participate in WSLI. Becky Lane shared that Training and Development staff will meet with any UGA employee to help them plan their career. They will review resumes, discuss goals, and develop career paths.

Christine Ahern clarified that any staff member could call Training and Development to set-up an appointment for career development. Becky said yes. Marie added that this was the first time she'd heard about that.

Mary Moore asked for confirmation that the fee for the High Impact Leadership course is \$349. Becky confirmed that it was. Mary asked if there was any way to get the fee waived for those employees whose department could not afford it. Becky said they could look at waiving the fee. She explained that the fee covers the cost of the materials and has not been increased for about 3 years. She also shared that Training and Development does not have a budget, so they have to be creative in how they bring programs in. She mentioned that there was no fee for the Supervisory Excellence Program, and employees could take just a few classes or complete a certificate.

Mary then asked how Training and Development decide what programs they make available to staff. Would there be a future leadership program for staff in lower positions? How could Staff Council help? Juan explained that although HR is constrained by finances, they are committed to helping reach President Morehead's strategic goals in staff development. He also said that HR will endeavor to improve the currently uneven support for supervisory training, getting departments to realize that training staff is not just good for them as individuals, but also good for the whole department or unit.

Juan shared that the WSLI is the result of putting together a budget and making a pitch to senior leadership for funding. They got funding for a small cohort, but he and his staff want to grow WSLI over time. He hopes to partner with very creative efforts that are currently occurring in divisions, schools, and colleges. Juan added that there are opportunities out there for those staff who are

willing to get out of their comfort zone and parlay their skills from one area to another. He closed with a request for Staff Council's support, especially in communicating the need for further staff development to deans, vice presidents, and directors so that future requests for funding will be approved. Juan also offered to continue the dialog with Staff Council.

Marie added that she and Allie will continue to meet to discuss staff development, and she invited anyone who is interested to join her in future discussions. Allie thanked Marie for reaching out to her and getting the conversation started.

Michael then introduced Victoria David from the Office of Diversity Affairs within the College of Agricultural and Environmental Sciences. She talked about the Diversity and Inclusion Certificate program offered by the Office of Institutional Diversity and Training and Development. There are 22 courses to choose from to fulfill the certificate requirement of 1 core class and 5 electives. The program is free, but participants need to register at <http://www.hr.uga.edu/training>. More information is available at <http://diversity.uga.edu/index.php/programs/article/diversity-and-inclusion>.

Our last guest speaker was Steve Harris from the Office of Emergency Preparedness. His first topic was the upcoming state-wide Severe Weather Drill/campus-wide UGAAlert test coming up on February 8, 2017 at 9 am. He encouraged everyone to update their contact information at www.ugaalert.uga.edu, and to download the desktop alert at http://eits.uga.edu/hardware_and_software/software/ to receive a scrolling alert across your desktop or laptop computer.

Steve talked about newly installed weather stations at the Botanical Garden and on top of Geography, thanks to a philanthropic gift. The stations provide rich weather data—current and historical—which is available via the WeatherSTEM mobile app. For more information visit <http://www.prepare.uga.edu/resources/local-radar/>.

Another new initiative across campus is the Stop the Bleed program. It's part of a national initiative, and includes Stop the Bleed Kits in all the AED locations as well as training on campus. For more information visit <http://www.prepare.uga.edu/event/stop-the-bleed-bleeding-control/>.

A new safety app will be available in mid-February. LiveSafe will be available for free on mobile devices. The app can be used to message campus police, make anonymous reports about unsafe situations, locate AEDs across campus, plus public safety resources.

Emergency Preparedness will also help departments create a Business Continuity Plan (BCP), so the departments can provide services or conduct business during or after an emergency or disaster. There's an online plan generator available upon request. To request a plan, go to https://emer.prepare.uga.edu/osepforms/bcp_dept_login.cfm. There are quarterly training classes as well.

Steve reminded us of the Emergency Preparedness in 10 Minutes module on www.prepare.uga.edu. He also shared that the Medical Reserve Corp is a volunteer program that meets the third Thursday of every month at 5:30 pm. Members do not have to be medical professionals. The program offers free training.

Campus Emergency Response Team (CERT) classes will start on February 27, 2017, and run through April 24th. It offers extra emergency training.

The Office of Emergency Preparedness offers a lot of classes through Training and Development, but is always open to customizing classes for departments who need something tailored to their needs.

Christine asked about the BCP. If she wanted to suggest that for her department, who would she contact: business and finance? Steve said yes, plus IT. Kerri Testement offered that a BCP can be useful even when one critical person—like the person who does payroll—is out due to an illness.

Debi Chandler asked about what UGA had that was comparable to a first responder? Steve said that CERT would be the best program for that. Michael endorsed CERT as he has experienced the training.

Kerri brought up the December tornado warning. She noted that many students did not seek shelter even after the siren went off. She encouraged folks to pull students into buildings in the event of another tornado warning.

Minutes

The December 2016 minutes were approved unanimously.

Reports

Terry Berryman submitted the Treasurer's Report attached to these minutes.

Old Business

Improving administration communications. Michael asked Krista Richmond, a substitute rep from Marketing and Communications, a question about the process needed to get an Archnews email sent out to the university. Michael's concern was specifically with a perceived lack of information concerning Open Enrollment. Krista said that was a very good question. Although she works for *Columns*, she shared that there is an approval process before information is sent out. She also shared that even *Columns* had trouble getting Open Enrollment information out of HR.

Maureen O'Brien asked Michael how many times he would want to get notified by ArchNews. Michael said he didn't know, but he did know that a lot of people told him they never received any notification. Kerri did an online search and clarified that ArchNews Open Enrollment emails were sent 3 times: October 13th, October 31st, and November 7th. Christine, Elmer, and Brenda added that what was really missing was notification about the Open Enrollment information sessions. Krista added that *Columns* did not receive any information about the sessions until after the first one happened.

Michael said that this was another example of failure of communication on our campus, the other example being FLSA. He told Krista he would love to meet with Karri Hobson-Pape to see how she could address this issue. Krista recommended he also contact Greg Trevor.

Christine suggested that we keep this topic open as an old business item.

Kelly Cona asked Kerri if there was some place she could find a list of all UGA administrative listservs. Kerri said there's a list at listserv.uga.edu, but that some are private and are excluded from the list, and so many are student listservs there's a lot to wade through.

Adjournment

The meeting adjourned at 3:37 pm.

The next Staff Council Executive Committee meeting is 3:30 pm Tuesday January 24, 2017 at Conner Hall, Room 103.

The next Staff Council meeting is 2:30 pm Wednesday, February 1, 2017 in MLC room 267.

Draft 33

UGA Staff Council Treasurer's Report

Report Dates: October 1, 2016 – December 23, 2016

Beginning Balance		\$ 1,634.00
Income		
	Total Income	\$0.00
Expenses		
Travel for Mize to USG Staff Council Conference	\$ 207.31	
Motor Vehicle Expense - Rental	\$ 116.00	
	Total Expenses	\$ 323.31
Ending Balance 12/30/16		<u>\$ 1,310.69</u>

Respectfully Submitted,

Teri Berryman
Treasurer