The meeting was called to order at 2:30 pm by Staff Council President, Marie Mize.

Roll Call

*Members in attendance:* Christine Ahern, Ian Armit, Charlie Bauder, Brittany Barnes, Debi Chandler, Kelly Cona, Hayley Cox, Melanie Crawford, Tamala Foreman, Macie Fouche, Jamil Gilstrap, Michele Griffin, Matt Hammons, Andrew Hanneman, Savannah Hembree, Angie Heusser, Stuart Ivy, Kevin James, Heather Macon, Emma Mattox, Liz Phillips, Jackie Mitchell, Marie Mize, Mary Moore, Matt Mundy, Jacob Schindler, Ken Schroder, Amanda Shaw (present via sub Christian Lee), Alec Shepherd, Gabrielle Saupe, Kyla Sterling, Joy Strickland, Brittany Barnes, Matt Weeks, Beth Woods, Scott Woodward (present via sub Lydia Brambila)

*Members absent:* Shirley Burgess, Anjali Dougherty, Danielle Free, Elmer Gray, Stefani Hilley, Pattie Holly, Laura Kelley, Brittney MacDonald, Kassie Suggs, Scott Woodward

A quorum was present.

October meeting minutes were approved.

Marie announced that there would be a Fall Staff Appreciation Day on December 18 from 4-6pm at Tate Grand Hall and that staff would also be given two free tickets to the men’s basketball game that night. Cards were being sent through campus mail and RSVP will be requested to assist with head count. More information will be forthcoming.

**Guest Speaker: Dr. Russ Mumper, Vice Provost for Academic Affairs**

Dr. Mumper explained that he oversees accreditation for UGA, so President Morehead asked him to also oversee the Comprehensive Administrative Review (CAR) for the university. For a recent update on the CAR assessment he recommends looking over the ArchNews memo the President Morehead sent on October 25. It explains that the Huron consulting group is meeting with staff until mid-November and
are collecting information from focus groups, the opportunity survey, interviews, and the assessment interviews.

The final report is due around the first week of January and should be approximately 100 - 125 pages, 80% of which will be data. The final part of the report will be "local opportunities" (institutional level opportunities).

All 26 USG institutions have been asked to complete the CAR assessment and UGA is that last university to do so. A final system-wide report will be due around the same time as UGA's final report.

After Huron's final report there is an expectation that every institution will charge a working group to review and analyze the report and make recommendations to President Morehead. Morehead will make decisions with his cabinet and then make an action plan that will be delivered to the System Office at the end of the fiscal year. Once the chancellor approves those recommendations they will be implemented in late summer-to-fall of 2019.

One question that had been submitted before the meeting was what are UGA's expectations for CAR.

Dr. Mumper explained that the system office did not set specific goals—they were intentionally flexible and open so that UGA would be able to make changes in the best interest of our specific community. Nationally, other schools have been much more prescriptive.

One reason for the assessment is to identify ways to reduce the cost of higher education and student loans. The assessment will help UGA focus on its core mission of teaching, research, and service.

Kelly Cona asked about the timing of the CAR assessment since the OneSource project is changing a lot of administrative work processes right now. She asked if that creates bad data since we're in the middle of a transition.

Dr. Mumper responded that President Morehead recognized that there wasn't an ideal time to do this assessment and moving it until after the OneSource implementation was complete wasn't an option. USG felt a sense of urgency to complete the assessment because tax payers and parents are asking questions about how efficiently universities are running. However, the working group appointed by the president to review the final report will understand the context.

Mary Moore asked if the CAR assessment working group would be running concurrently with the 2025 strategic plan working group.

Dr. Mumper said that President Morehead does recognize the importance of having cohesion between the two groups so that the data from the assessment can be applied to goals in the strategic plan.

Kyla Sterling asked how staff would be represented in the working group.

Dr. Mumper responded that President Morehead is thoughtful about committees, and the committee would be intentionally representative. It's still being formed so he could not say who specifically would be on it.

Ken Schroder ask if the report will be shared and when.
Dr. Mumper said he didn't know and that the decision would ultimately be up to President Morehead.

Matt Weeks asked why supervisors could change employees’ responses on the assessment.

Dr. Mumper said that the reason was to validate the data. The definitions of the administrative functions were confusing, so the supervisor could double check and make sure the data that employees provided was accurate.

Ian Armit asked if supervisors could change responses or just comment on responses to clarify.

Dr. Mumper confirmed that they could modify the responses and explained that he modified one of his direct report's answers because she misinterpreted the definition of one of the administrative functions.

Debi Chandler asked if employees see what supervisors changed in the answers.

Dr. Mumper didn't know if that was possible, but he suspected it might be. He explained that no supervisor should be using the assessment as a performance tool. Supervisors were instructed to discuss any significant changes with employees.

Jami Gilstrap asked if there was concern that supervisors were filling out information on their employee's behalf because of the pressure to either have a high response rate or to make employees answers match their written job description.

Dr. Mumper reiterated that the assessment wasn't intended to be used as a performance assessment and that the data will be viewed in aggregate.

Jami asked if anyone was worried that Huron wouldn't be getting the full story about key inefficiencies if supervisors were changing answers.

Dr. Mumper said that was a valid point but that supervisors were instructed to notify employees of any changes.

Another question submitted to Dr. Mumper was if any recommendations had already been implemented and how would staff be impacted.

He explained that 17 of the USG institutions already had formed working groups to review final reports and seven of those were almost done. Two USG institutions already implemented changes based on action plans recommended by working groups.

One of those was the System Office and the other was the University of West Georgia; 40 positions were eliminated after the working groups implemented their action plans. At the University of West Georgia eight positions were eliminated. Seven of those positions were already vacant and the last person was reassigned a new job.

Dr. Mumper explained that the point of the assessment was not to eliminate positions— it was to collect information in order to make data driven decisions about efficiencies.
One piece of data given to Huron was a list of all current positions, including hundreds of vacant positions. Dr. Mumper said that if he had stayed at UGA to chair the working group he would look at the vacant positions to decide if they were necessary.

USG and West Georgia were able to document $3M in savings based on their action plans that they will be able to reinvest into their mission.

Dr. Mumper said that he was also asked about the nature of the focus groups and how they were selected. The focus groups were assembled based on the recommendation from a USG committee that advised on the types of administrative functions that should be represented in the groups. Twenty-three administrative functions were identified and the head of each of those areas were interviewed including the president, chief financial officer, head of accreditation, legal affairs, budget, the provost, head of advancement, head of auxiliary services, facilities, vice president for instruction, vice president for public outreach, vice president for student affairs, etc. A total of 32 interviews in total will have taken place.

There were eight focus groups with eight members each. They were comprised of deans, center and institute directors, department heads, faculty senate members, distributed administrative staff support, staff council, and students.

Joseph Carter from United Campus Workers of Georgia asked if Huron's contract would be extended after the final report of all the institutions and wanted to know if any administrative functions would be outsourced.

Dr. Mumper explained that Huron typically—at other universities and systems—engages with data collecting and that they usually help with action plan, and then help implement the action plan. This assessment will be different. USG did a good job separating those functions out that that the actual universities would make the action plan, rather than Huron. He doesn't think that there is a plan to continue Huron's contract.

Dr. Mumper has not heard that this assessment would lead to outsourcing administrative functions. The University has given Huron information about existing contracts with outside groups, but at this point it isn't possible to say what the data will reveal. There's been more conversation about some functions running through shared services USG or become more centralized at UGA.

Ultimately, Huron will provide the System with a final overall report. At this point it's impossible to predict what that report will say.

Joseph Carter asked if job consolidation would lead to layoffs or job absorption at UGA.

Dr. Mumper said he hasn't talked to President Morehead about that specifically, but that President Morehead feels confident that UGA is doing a lot right now to maintain efficiencies. Without the data from the assessment, it's hard to make conclusions, but he thinks the data would have to be really convincing to justify laying off employees.

Melanie Crawford asked how employees are notified of changes to the CAR assessment from supervisors.
Dr. Mumper explained that employees aren't notified. In the end the assessment’s results will be aggregated and won’t be viewed on an individual basis.

Beth Woods asked if UGA is doing things well, what are the expectation for improvement? Would changes be radical incremental?

Dr. Mumper said there weren’t explicit expectations laid out in terms of cutting costs. One challenge for the working group will be deciding what changes make sense in terms of the data and in terms of the context that exists here at UGA.

Tamala Foreman asked how the CAR would impact auxiliary services since they generate their own income.

Dr. Mumper said it will depend on what the data shows, but he doesn't foresee too much disruption. Of the results that he's seen from other institutions HR, IT, procurement/travel come in as most in need of improvement.

Matt Mundy commented on the size of UGA compared to other USG institutions and asked if our different and specific needs would be reflected in the final USG report.

Dr. Mumper said that the data would be review holistically and that some redundancies might already be in the process of being phased out by the OneSource project.

Kelly Cona asked about the demographic trends in UGA's workforce that show a high percentage of people nearing retirement.

Dr. Mumper said that when looking at possible positions to eliminate, vacant positions would be examined and that they had data about positions that would become vacant due to employees retiring. He feels like there’s a huge opportunity to evaluate those vacant or soon-to-be-vacant positions.

Beth Woods asked how the working group would be assembled and if units targeted by the data as needing improvement would be represented in that working group.

President Morehead is putting that group together and it has wide distribution in terms of administrative function areas being represented. There will be senior administrators, faculty senate, deans, faculty senate, and staff council.

Beth said that college-level IT has not been represented by those groups.

Dr. Mumper said that he knows IT will be represented on the group but doesn’t know if it will be centralized IT or distributed it.

Mary Moore thanked Dr. Mumper for attending the meeting and he invited question via email, phone.

Mary explained that several members of staff council had attended a advisory group meeting with Auxiliary Service to discuss the relationship between UGA Transit and Athens Clarke County Transit.
Kyla Sterling updated the group about the meeting and explained that the group was made of students, faculty and staff with the goal to discuss ways that Athens transit can work more efficiently with UGA transit to provide for the UGA community.

Stuart Ivy, who also attended the meeting, added that ACC transit gets paid by UGA for students and staff to ride the bus, but we do not have any representation with the decision-making process on ACC’s routes. The committee's goal is to provide feedback that will help ACC provide better service. There will be at least three meetings.

Kyla added that the group was charged with soliciting feedback about how Athens Transit could be improved to better serve UGA.

Stuart invited the group to email the Staff Council Representative listserv and asked representatives to reach out to their units for feedback.

Ken Schroder asked if there was discussion about having a permanent stakeholder group with Athens transit.

Stuart suggested that Ken submit that idea in the listserv, so it could be taken back to the group, but he thought that was a good idea since every time a UGA card holder rides the bus the University pays $1.42.

Joseph Carter raised the point that UGA has decreased its contributions to ACC over the last five years which will affect how AAC bus runs. He also asked why the Health Science route has changed because it impacts staff’s commute time by 30-40 minutes.

Stuart said that the group discussed those concerns.

Mary suggested the Joseph email Stuart or Kyla so they could bring those points back to the group.

Mary introduced Dyanna Agee, from the OneSource project, to answer any questions about the upcoming HR/payroll changes.

Dyanna said that she brought handouts that address the upcoming pay date changes, as well as the flyer that addresses training schedules for staff and student workers.

Dyanna also asked that staff complete the OneUSG Connect pre-go live survey that was emailed to everyone earlier in the week through ArchNews. There is a link to the survey in that email, and Dyanna asked that people forward the survey to others.

OneSource has weekly status calls beginning on Nov. 8th. Anyone can join the calls by registering on the OneSource website.

Beth Woods asked for clarification about the pay date changes and wanted to know when people should sign off on the first biweekly pay period.

Dyanna said she would check and email the group.
Mary thanked Dyanna for attending and the meeting was adjourned at 3:48pm.