

 **Armstrong Atlantic State University****Minutes of the Staff Advisory Council Meeting****April 6, 2011****President's Boardroom, Burnett Hall****8:30 a.m.**

<i>ATTENDANCE AT MEETING</i>		
<i>Name</i>	<i>Representative/Department</i>	<i>Term</i>
1. Corine Ackerson-Jones	Academic Affairs/College of Health Professions	2009-2011
2. Tracey Dunn	Business & Finance	2009-2011
3. Susan Hacker	President's Staff/Internal Auditor	2010-2012
4. Sheryl Powell	Academic Affairs/Psychology	2010-2012
5. Leona Humphries	Academic Affairs/LLP	2009-2011
6. Barry Davis	Business & Finance/Plant Operations	2009-2011
7. Mario Incorvaia	Academic Affairs/Art, Music, Theatre	2010-2012
8. Rebecca Carroll	Director of Human Resources, ex-officio member	
<i>ABSENTEE</i>		
1. Laura Harris	Advancement	2009-2011
2. Kara R. Greene	Student Affairs/Testing Services	2010-2012

The meeting was called to order at 8:30 a.m.

**Additions made to New Business**

- Resolution/Response to the President

- Holiday 2012/2014
- Employee evaluation/grievance process
- Announcement-Kara Greene

Motion moved and seconded to add items to meeting agenda

Dr. Bleicken was invited to the meeting. She doesn't have specific agenda items but will be available to answer questions or concerns.

### **Concerns/Questions from the Council**

- One Council member asked the President why the bookstore was outsourced. The President responded that Armstrong is among the last of the institutions in the University System of Georgia to have an in house bookstore. By outsourcing the bookstore, it will help the students and university in the long run. Currently, the book store has a warehouse with books that are up to 3 years old. A vendor will be able to use "just in time" inventory. A vendor will also be able to offer e-books and book rentals.
- Some of the Council members shared staff feedback regarding the bookstore changes.
  - Concerns over job security
  - Is there a program we have internally that will allow long term employees to have the option to move to another position on campus? The President stated that every effort will be made to assist those employees affected by a Reduction In Force. Rebecca Carroll elaborated that during a past Reduction in Force, Dr. Bleicken allowed all vacant positions that were on a 60 day hold, before any advertising, to be advertised "internal only". If the position was not filled with an internal candidate, the position went back into a 60 day hold before being advertised externally. Ms. Carroll also mentioned that the responsibility for finding another job lies with the employee. Human Resources will assist employees with résumé writing and perform mock interviews. It was stated that Career Services is also willing to assist in this matter.
- Another Council member asked how the announcement concerning the bookstore being outsourced was communicated to the campus. Only the employees involved were informed directly. No campus wide announcement was made. When the vendor is chosen, an announcement to the university will be made. However, discussions of the bookstore changes were held over a period of time at President's Cabinet meetings and Executive Staff meetings. The President stressed that "This was not done under a cloak of darkness."

The President stated everyone needs to understand the world we operate in, it's different from any year we've ever seen. The University System of Georgia's budget was reduced by \$197 million dollars, which is a \$3.3 million dollar reduction in Armstrong's budget; with an accumulative decrease of 26% and another 8.7% decrease. That equates to \$6 million in the hole. The university should be as efficient as possible in all operations and be creative in revenue generation for the university. The university will need to be sustained by outsourcing and fundraising. We have to be proactive.

## **Old Business**

### **Staff Development**

Elizabeth Wilson presented Lunch-n-Learn from the month of March. Three people attended. The committee will discuss better ways to services the staff. Webinar style will be researched. Also, the proposed idea of follow up of the healthy eating session, and resume building will be revisited.

Mentor/Employee Assistance Program – Create a listing of resources for employees on the Council webpage. Also, include in new employee welcome package.

The committee is looking for ways to fund staff initiative. It was proposed to attend grant seminar to research ways to fund initiative.

### **Special Events**

Staff potluck will be held in May after graduation. The date and time hasn't been established.

### **Fundraising**

In the month of March, Savannah Feed the Hungry was on campus. They were set up in the Student Union Lobby. To demonstrate their service to the community, they passed out fruit and vegetables to interested students and staff.

### **Communications**

There is a new posting area on Armstrong's website to post events for both staff and students.

Proposed By-Laws changes will be sent via email to Armstrong Staff. Staff are encouraged to review prior to April 20<sup>th</sup>, Staff Assembly. By Laws will be voted upon at this time.

### **Elections Committee**

A proposed special summer election will be proposed to staff at the April Staff Assembly to announce vacancies

### **Apparel Day**

Armstrong Apparel Day – The Council has been asked by the President's Cabinet to make a recommendation to the President's Cabinet for a policy on casual dress attire. Sub-Committee was be formed to carry out this task.

### **New Business**

Staff Assembly will be held April 20, 2011 in the Student Union Ogeechee Theatre

Council Chair asked that each committee submit end of year review by Wednesday, April 13, 2011

### **Resolution/Response to President**

It was mentioned that staff on campus still have questions about how faculty and staff raises are handled.

### **Council Questions Brought to the Floor for Discussion:**

- Should a memo be drafted concerning staff raise concerns?
- Should there be a formal response given to the president and a copy given to staff as well?

### **In Response to the above questions:**

- In the past, resolutions have not been written and there has always been an open dialogue between the President and the Council. The minutes have always accurately reflected discussions brought forth.
- It was suggested and agreed upon that the March 2011 minutes be amended to reflect all issues that were discussed in that meeting, particularly the discussion of staff concerns regarding raises.

### **Holiday Schedule 2012-2014**

The Council was given the holiday scheduled for 2012-2014. Ms. Carroll encouraged Council to express the need for Staff to complete the Administrative Survey. This was the first time that Staff was given this opportunity. The survey results are anonymous. The deadline for completing the survey is April 11, 2011 by 5:00 p.m.

### **Employee Grievance/Employee Evaluation**

One Council member mentioned that a staff member asked whether there is a grievance procedure when an employee receives a bad evaluation. Ms. Carroll stated:

- An employee cannot grieve an evaluation
- An employee may respond to an evaluation in writing
- There isn't a designated time frame to respond to an evaluation
- The employee's supervisor should explain the reason for a negative evaluation rating and allow the employee the opportunity to respond.
- An employee has the opportunity to continue up the chain of command, if the employee feels the supervisor's response does not justify the negative evaluation rating.

The Council member then asked a follow-up question about the Progressive Discipline Process, and whether this information was available on the website. Ms. Carroll responded:

- In most cases, there is first coaching, then verbal, and then the written reprimand. However, please remember this is a process and, if the behavior/performance is egregious, the supervisor may proceed directly to a written reprimand.
- An employee may schedule an appointment with the Human Resources Director at any point in the process.
- At any point during this process, mediation is encouraged.
- Employees may review the annual performance evaluation process and the grievance process on Armstrong's Human Resources Department website as well as the Board of Regents website.

### **Announcements:**

Kara Greene resigned from Secretary of Staff Advisory Council as of April 6, 2011. Kara will move to Atlanta, GA to be closer to family. She will continue her career path at another Georgia higher education institution.

Meeting adjourned at 10:35 a.m.