Creating the Voice For Staff at Georgia Tech

EXECUTIVE SUMMARY

2015 was the inaugural year of Georgia Tech’s elected council. Due to the tireless work of this group and the support of Executive Leadership on campus, it proved to be tremendously successful. Through the course of the year the Staff Council members and committees continually worked to serve the staff of Georgia Tech by being available, listening, and conveying their sentiments in a compelling, cogent manner to Institute leadership. In order to accomplish our mission and lay a foundation for future effectiveness, Staff Council made every effort to communicate broadly, gain exposure on campus, elect and appoint staff members from a wide range of campus units.

It was a year of learning, planning, and understanding the landscape of critical partners on campus who will be instrumental in future success. While frustrating at times to not see more tangible change or progress, the momentum as this year concludes is palpable and encouraging.

The President’s Strategic Plan in Goal 5 specifically states: “Excellence must become the hallmark of all we do at Georgia Tech. Organizational excellence involves developing and aligning the institution’s culture, people, structure, work processes, and technologies into a system that supports the Institute’s goals and strategies. This requires that everyone understand and embrace those expectations.” Staff Council is a critical component of Tech’s aspirations to achieve this lofty goal. In order to truly create ownership and investment, and to be committed to excellence in all facets of the Institute, representation and a consolidated voice is critical. Unquestionably, this is the role of Staff Council. In our initial year, we have put in place all of the necessary structure and foundation to help “the best people must agree that their Georgia Tech is one of the best places to work.”

Rick Clark
2015 Staff Council Chair

MISSION

The Staff Council acts an advisory group to the Institute’s executive and senior leadership and provides insight on how decisions regarding policies, procedures, and investments affect this segment of the campus community. The Council serves as a conduit for staff perspectives that are broadly representative of the greater staff population.
Year in Review

KEY ACCOMPLISHMENTS:

• Elected Council Chair, Vice Chair and Secretary
• Elected Chairs of five standing committees (see committee reports)
• Populated Committees with diverse range of staff from units across campus
• Finalized and approved By-laws to secure foundation of governance and structure
• Held Town Halls in Spring, Fall to solicit staff feedback
• Launched website with various opportunities for feedback from campus
• Established a Georgia Tech Staff Council office for in person discussions with staff
• Attended Annual USG Staff Council meetings in Columbus, GA in fall (Chair and Vice Chair)
• Compiled recognition best practices for escalation to Executive Leadership

KEY PRIORITIES AND INITIATIVES:

• Outlined need and advantage of developing a more robust staff recognition plan
• Articulated discontent surrounding cost of parking and continual escalation
• Collaborated with Parking & Transportation to identify needs of staff to and from each campus, and getting around campus
• Explored the areas of accessibility, security, safety, and sustainability for possible issues to be addressed
• Communicated Staff Council events, programs, reports and other Staff Council information to the Georgia Tech staff-at-large
• Provided methods to increase effective Institute communications to campus
• Collaborated with OHR, USG Staff Council, and Board of Regents to explore annual cost of living increases and merit pay increases, health plans for active employees and retirees, and expansion of current leave policy to include maternity and paternity leave
• Continued discussions with appropriate leaders on campus and OHR to find affordable summer camps and childcare on Georgia Tech Campus
• Continued discussion with OHR regarding JCCS roll out
• Formed the elections committee from within the staff council members, and ex-officio representative from HR and OIT
• Developed and implemented improvements on nominations, verification, and elections process
• Identified need for a comprehensive strategic plan aimed at employee health and wellness issues, including mental health
• Identified need to improve long term parental leave policies and mental health services
• Communicated gaps in maternity leave policy, communication, opportunities for enhancement
• Identified need for better utilization of health biometric screenings and enhanced programming and services
CAMPUS PHYSICAL ENVIRONMENT

The committee shall work to promote issues related to: Georgia Tech is a multi-campus Institute and operates on a twenty-four hour seven day a week schedule; campus accessibility, security and safety; transportation and parking needs to, from and around campus; and promotion of sustainability to reduce carbon footprint.

Chair
Bill Halabi, Maintenance Manager, Facilities Management

Members
- Ross Bongiovi, Construction Project Manager, GTRI
- Jeffery Bridges, Air Conditioning Mechanic, Facilities Management
- Alex Gutierrez, Marketing Specialist, Parking and Transportation Services
- John Holcombe, Facilities Information Systems Manager, Capital Planning and Space Management
- Jeff Hunnicutt, Physical Security Specialist, Police Department
- Michael Jones, Residence Hall Director, Department of Housing
- Tonia Knobf, Associate Director of Women in Engineering, College of Engineering
- Stephany Kurth, Library Associate, Library
- Frank Lamia, Associate Director Construction Services, Facilities Management
- Ed Lanz, Landscape/Waste Management Operations Manager, Department of Housing
- Ryan Matthew Lisk, Interim Laboratory and Chemical Safety Manager, Facilities Management
- Garry Lockerman, Maintenance Manager, Facilities Management
- Kevin Stacia, Corporate Relations Manager, MBA Career Center, Scheller College of Business

Key Accomplishments
- Identified issues of concerns to staff which are related to parking and transportations and provided clear and concise answers
- Explored various issues related to safety and security on campus
- Learned about accessibility on campus and the progress of the accessibility study
- Learned the status and progress of the sustainability program on campus

COMMUNICATION

The committee shall work to promote: the activities of the Staff Council and its standing committees; contribute to ongoing communication initiatives of the Council to help ensure transparent, timely and relevant communication to target audiences; work regularly with the other standing committees to facilitate consistency and professionalism of communication efforts originating from those groups; engage with the Office of Human Resources, Institute Communications and other appropriate units to publicize council initiatives, events, achievements and other relevant information to the Georgia Tech staff at large.

Chair
Melissa Moore, Director, Communications & Public Relations, Campus Services

Members
- Sterling Dunkley, Talent Consultant Sr., Human Resources
- Melanie Goux, Digital Designer, Institute Communications
- Corissa James, Academic Program Manager I, School of Music
- Deborah Miller, Custodian III, Facilities Management
- Ursula Reynolds, Graduate Programs Manager, Scheller College of Business
- William Smith, Director, Emergency Preparedness
- Michael Terrazas, Director, Communications, College of Computing
- Sara Warner, Marketing Communications Manager, Student Life
- David Williams, Data Center Manager, OIT, Architecture & Infrastructure
- Christopher Yandle, Assistant Athletic Director, Media Relations
- Torise Young, Marketing Communications Manager, Parking & Transportation Services

Key Accomplishments
The Communications committee notified campus about:
- Staff Council Events & Announcements
- Monthly Staff Council Meetings
- Town Hall Meetings (May and October)
- Committee Member Selection Process
- Nomination and Election Process
COMPENSATION & BENEFITS

The committee shall be a voice for advocating issues relevant to Georgia Tech employees. The committee will also partner, collaborate, and engage with the Office of Human Resources to represent the interests of staff employees and work with organizations, such as the Faculty Benefits Committee to achieve a favorable outcome relevant to compensation and benefits.

Chair
Tommy Little, Associate Director, Facilities Management

Members
- Melissa Arceneaux, Financial Manager II, Business Services
- Clint Davis, Application Developer Sr., Institute Research & Planning
- Darrell Gray, Facilities Manager Senior, Development
- Leslie Hall, Lead HCM Analyst Team, OHR
- Elizabeth “Betsy” Lessans, Auditor II, Internal Auditing
- Hemalatha Manickavinayaham, IT Project Group Manager, OIT
- Dorothy McDuffie-Alexander, Building Coordinator II, Mechanical Engineering
- Garry Lockerman, Facilities Area Maintenance Manager
- Gerri Naramore, Director, Financial Administration II
- Christie Stewart, Academic Professional
- David Williams, OIT - Data Center Manager, Architecture & Infrastructure

Key Accomplishments
- Coordinated the representation Staff Council on the Faculty Compensation & Benefits Committee
- Met with campus leaders regarding affordability for Georgia Tech Summer Camps and Childcare at the two Learning Centers
- Met with campus leaders, USG Staff Council and Board of Regents officials to discuss the changes in our Healthcare plan and other options
- Explored options to fund maternity & paternity leave
- Continued advocacy for cost of living increase

ELECTIONS COMMITTEE

The committee shall conduct a fair and thorough elections process for staff-at-large to select their Staff Council representatives to fill the open seats on the council.

Chair
Debbie Dorsey, Vice Chair Staff Council

Members
- Maryann Carroll, Associate Director – HRIS (Non-Council Member, HRIS Representative)
- Alex Gutierrez, PTS Marketing Specialist
- Bill Halabi, Facilities Area Maintenance Manager
- Garry Lockerman, Facilities Area Maintenance Manager
- Gerri Naramore, Director, Financial Administration II
- Christie Stewart, Academic Professional
- David Williams, OIT - Data Center Manager, Architecture & Infrastructure

Key Accomplishments
- Conducted 4 at-large informational session and 1 Division specific regarding the nomination and election process
- A total of 59 accepted their nomination to stand for election
- 941 staff voted in the election, casting 4,188 votes.
- 25.5% of the eligible voters participated
- All 6 elected accepted
EMPLOYEE ENGAGEMENT

The committee shall work to address topics specific to the employee experience at Georgia Tech, including staff retention efforts, recognition, diversity, fair treatment and employee engagement in ways that reinforce Institute values and fit within the Institute’s mission.

Chair
Laura Pusateri, Special Events Manager, Institute Communications

Members
• Maryann Carroll, Associate Director, Human Resources Information Systems
• Tina Clonts, Institute Finance Partner, Institute Budget Planning and Administration
• Juana Cunningham, Consultant Senior, Office of Strategic Consulting
• LaJauna Ellis, Executive Assistant to the Dean, College of Engineering
• Jonathan Goitz, Education Abroad Advisor, Industrial & Systems Engineering
• Judy Minniefeld, Administrative Professional Senior, Facilities
• Gerri Naramore, Director – Financial Administration II, Provost and Executive VP for Academic Affairs
• Gautam Saha, Instructional Designer, Georgia Tech Professional Education
• David Selman, Sponsorship Res Consultant/Financial Manager II, Ivan Allen College
• Justin Shepherd, Institutional Research Analyst III, Institutional Research & Planning
• William Tandongfor, Facilities Manager I, Library
• Craig Womack, Director of Undergraduate Programs, Scheller College of Business

Key Accomplishments
• Met with several members of OHR leadership to gain insight and perspective on current recognition program and culture at Georgia Tech
• Conducted a benchmark study of more than 25 peer institutions and corporations recognized for their best practices in employee recognition
• Ran two focus groups with HR Contacts, Reps, and Business Partners
• Created an online poll in which more than 100 participated to ascertain employees’ thoughts regarding recognition
• Produced a recognition proposal that was shared with Kim Harrington and Steve Swant at the end of calendar year 2015

EMPLOYEE HEALTH AND WELLBEING

The committee shall serve to inspire, encourage and support employees in the pursuit of their chosen work/life balance, community service endeavors, and health and wellness objectives and provide health and wellness resources to staff.

Chair
Stephen Holbrook, MD, Physician Student Health Services

Members
• Cara Appel-Silbaugh, Associate Dean of Students
• Alyssa Barnes, Communications Officer II, MSE
• Michelle Cohen Segall, Health Educator, Student Health Services
• Jennifer Collins, Graduate Admissions Manager, Graduate Admissions
• Christine Dreger, Assistant Director, Office of the Arts
• Tiffiny M. Hughes-Troutman, Assistant Director, Counseling Center
• Phyllis Means, Executive Assistant to the Director, GTRI
• Katherine Norris, Facilities Manager Sr., Library
• Elisha Quillen-Smith, GIT/FIT Coordinator, GITFIT Program
• Katharine Russell, Graphic Designer Sr., Institute Communications
• David Stone, Financial Administrator III, ChBE
• Tabarrion Stoves, Radiology Coordinator, Student Health Services
• Stephanie Strouts, Information Systems & Report Coordinator, Undergraduate Admission
• Lani Tucker, Medical Assistant, Student Health Services

Key Accomplishments
• Initiated the Institution Well-Being Survey for the USG Committee on Wellness
• Communicated with campus stakeholders about needs of our staff
• Conducted research on staff health and wellness programming and services available at other benchmark institutions
VISIBILITY (AD HOC)
Committee formed to promote and build awareness of the Council and its mission by attending campus meetings and events, sharing information about the Council’s mission and activities through presentations and/or printed materials.

Chair
LaJauna Ellis, Executive Assistant to the Dean, College of Engineering

Events Attended
- Housing Summer Swarm – June
- Facilities Summer Fest – June
- Dining Services Faculty & Staff Appreciation Day – July
- College of Engineering Staff Appreciation – July
- OIT Staff Appreciation – July
- Tech Rec Faculty & Staff Open House – August
- Campus Safety Day – September
- Family Weekend – October
- A&F Staff Appreciation – October
- GT Professional Education All Hands Meeting – October
- Benefits Fair – November
- Event Coordinators’ Workshop – November
- Division of Student Life Staff Winter Celebration – December

PARTNERSHIPS

Georgia Tech Staff-at-Large
2015 Staff Council & Committee Participants by Campus Department

2015 STAFF COUNCIL MEMBERS

Officers
Rick Clark, Admissions (Chair)
Debbie Dorsey, Student Life (Vice Chair)
Meredith Schnepp, Development, Ivan Allen College (Secretary)

Council Members
Andrea Bé, Office of Industry Research
Jeffrey Bridges, Facilities
LaJauna Ellis, College of Engineering
Alex Gutierrez, Parking and Transportation
Bill Halabi, Facilities Management
Leslie Hall, Human Resources Info Systems
Stephen Holbrook, Stamps Health Services
Frank Lamia, Facilities
Tommy Little, Facilities
Garry Lockerman, Facilities
Deborah Miller, Facilities
Melissa Moore, Campus Services
Gerri Naramore, Provost and Executive VP for Academic Affairs
Dwayne Palmer, Office of Information Technology
Laura Pusati, Institute Communications
Christie Stewart, Campus Recreation/School of Applied Physiology
Craig Womack, Scheller College of Business