Georgia Institute of Technology  
Staff Council General Meeting Minutes

*BlueJeans*
*April 16, 2020*
*2:00 p.m. – 3:00 p.m.*

“The Staff Council exists to understand perspectives that are representative of the broad population of staff about matters of institutional importance, and to communicate those perspectives along with advice and suggestions to the Institute President and executive officers at regular intervals.”

Call to Order & Introductions
- Byron Fitch called the meeting to order at 2:05 p.m.
- Present: Byron Fitch, Quinae Ford, Alex Gutierrez, David Brown, Candice Bovian, Juan Archila, Jon Hart, Will Jimerson, Rusty Taylor, Carley Bloomingdale, Lizzie Millman, Joscelyn Cooper, David Bamburowski, Jonathan Etress, Sterling Dunkley, Chris Walker, Eric Sembrat, Nannette Dooley and Laura Pusateri.
- Not present: Mir Mohammad, Jefferey Bridges, Michael Williams, and GTPD

Approval of March 2020 minutes
- March meeting minutes were approved.

Georgia Tech Updates
- President’s Virtual Town Hall - Jonathan Etress-impressed on how he spoke with clarity and the manner in regards to potential furloughs. Chris Walker-good idea to have town halls whether its good news or not. Keep it up. Byron Fitch- really impressed that leadership is being transparent, hands-on and tangible.
- OneUSG Connect (Will Jimerson)- Training is still available online [click here](#) for more details. Compliance reports coming out soon in regards to training. If you are having issues contact your H.R. representative as the first point of contact.
- Be Well Series (sponsored by GTHR) [Click here](#) for more details. Health Initiatives still showcasing weekly programming to help us navigate emotionally, mentally and physically. Staff Awards (Candice Bovian) - Winners have been selected but waiting for GT Institute Communications to announce first.
- Executive Faculty Board April Meeting (Quinae Ford) - They are getting analytics on how many people are using BlueJeans and usage hours. Tuition will not be increased for the next two semesters until fall 2021.

USG Staff Council Updates
Candice Bovian
- Ballot for two nominations for USG SC. Chair-Elect and Treasurer. David Brown is running for Chair-Elect. We all cast a vote on behalf of GT through Candice Bovian. All votes need to be in by May 10, 2020. GT SC will submit a vote on behalf of GT to Candice Bovian.

Q1 Recap
Byron Fitch
- Engage, advocate and inform-overarching goals.
- Participated in monthly New Employee Experience during onboarding
- Revamped assembly and distribution processes for 1 & 5 yrs. Gifts.
• Engaged staff during the first two weeks of each month for “Office Hours”.
• Showcased Staff Council during the “CODA Give Your Heart Some Love” event.
• Attended USG SC quarterly meeting at Middle Georgia State University.
• Met with President Cabrera and EVP Kelly Fox.
• Launched the first GT SC theme newsletter.
• Developed a paperless method to collect contact information.
• Hosted first paid family leave town hall.

Committee Updates
Communications (Chris Walker)
• Discussed the recent Staff Council perception survey.
• Developed recommendations based on the survey.
• Continue themed SC newsletters.
  o 30% click rate for the registration of Presidential town hall.
  o Resources for CRC was well received. Resources for parents during these times.
  o Received a couple of replies thanking us for information being provided for staff. Overall high click rates.
• Will work on updated the SC website in the next quarter to be more engaging.

Employee Engagement (Candice Bovian & Joscelyn Cooper)
• Employee Appreciation event has been postponed to the Fall.
• Partnering with ERG GRIOT group in a virtual event around building your career at GT.
• Funding for STRAP is not the same when it was first started 2 years ago. Engaging the subcommittee to come up with other ideas just in case these funds end up being nonexistent.
• Joscelyn Cooper (recognitions gifts). Once we come back to campus, we will resume assembly and distribution for gifts. We are still recognizing recipients via email on their anniversaries.
• Chris Walker- mentioned that we received email replies from the recipients thanking for the acknowledgment.

Employee Health and Well Being (Jonathan Hart)
• Review flex-time policy which the deadline will be next Thursday with Dr. Kim Harrington.
• Research on a virtual Health Fair with Health Initiatives, Campus Recreation Center and possibly the Campus Center, similar to virtual Earth Day this year.

Benefits & Compensation (Will Jimerson)
• Continue to finalize a vendor list for Perk and Programs in collaboration with GTHR.
• Family Leave- the project has been tabled as of the result from the town hall meeting; however, opportunities recently have come because of COVID-19 non-emergency sick leave program permits this for 30 days by GT President.
• Federal level, Family’s First Act- provision extending FMLA and paid leave for employees on the federal level.
• Employee Career Development Center (ECDC) - in the process of developing a survey and needs assessment and using the SC newsletter to get the word out.
• Light Duty policy - continuing to work with GTHR and policy manager in legal for the majority of essential employees like police, facilities, etc.

Campus Physical Environment (Juan Archila)
• Created sub-committees that will be divided into areas of interest - safety and security, campus access and sustainability consisting of 3 or 4 members.
• Plugging into groups that are focused on campus physical environment activities such as the new Campus Center and Earth Day.
Q2 Plans Focus
Byron Fitch

- Serve as a trusted resource and platform for sharing important updates and tools via monthly newsletter during this pandemic.
- Engage with staff during monthly “virtual” office hours.
- Attend USG Staff Council Quarterly “Virtual” Meeting in May.
- Meet with Kelly Fox and Kim Harrington for Q2 touch base.
- Continuing the following key initiatives:
  - ECDC “program” launch
  - Well-Being Flex Time Policy
  - STRAP Expansion (Phase II)
  - Inform GT Series (May)

Ongoing Reminders
Alex Gutierrez

- To remain in good standing with Staff Council, everyone needs to continue to be engaged in at least one of the five committees.
- Sign up to engage with staff during monthly “virtual” office hours.
- Track your participation hours. We understand it will be fewer opportunities for this month due to the Coronavirus implications.

Meeting adjourned 3:00 p.m.

Next meeting: Location (TBD)
Thursday, May 21, 2020
2:00 p.m. – 3:00 p.m.