Georgia Institute of Technology
Staff Council General Meeting Minutes

BlueJeans
June 18, 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, Lizzie Millman, Joscelyn Cooper, David Bamburovski, Jonathan Etress, Sterling Dunkley, Chris Walker, Eric Sembrat, Jeff Bridges, Mir Mohammad, Michael Williams, Nannette Dooley and Laura Pusateri
- Not present: Captain Carla Cook- GTPD

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

Campus Pulse
- Back to Campus Protocol (Byron) – The Institute has sent several emails explaining the latest protocols and plan for returning to campus. Please reference the comprehensive [website](#) for any further questions or concerns.
  - Candice Bovian- When will the CRC be open?
  - Jonathan Hart- tentative date will occur on August 10 and be limited 75 people at a time.
    - Badminton and volleyball will not be offered (during phase one), track will be closed.
    - FAQs about CRC times and services is in the works.
- GTHR (Candice Bovian) – No major updates.
  - [Office hours](#) are the same as of now.
  - [Buzzin Back to School Drive](#) - Deadline to request a bag is this Friday and to donate supplies is next Friday.
- Development (Lizzie Millman) – No major updates.
  - Donor activity has been on track.
  - Supporting the Office of the Arts (Ferst Center) to see if programing will continue and move to a virtual platform.
- Facilities (David Brown, Quinae Ford & Michael Williams) – the various staff are coming back in phases and will continue to sanitize campus before everyone returns this fall. Currently at 50% capacity and slowly working towards 100%.
  - Providing PPE, hand sanitizer, and plexiglass. For PPE masks and sanitizers contact Jerel Harris (EHS) and contact your area shop for sneeze guards.
  - Many research labs will be opening next week and some facilities units have been working at 100%.
  - Check Rhodes will be retiring at the end of June Mark Demyanek will be taking his role in July 1.
• COD (Rusty Taylor) - Anyone who works with research labs will be required to watch videos about how to properly wear a mask and use them within their department.

• COS (Juan Archila) – **Hosting virtual drop-ins with the Dean every other week.**
  - Last week was powerful about current events that they are creating a task for social justice.
  - Also, an advisory staff council board. Modeling after GT staff Council. Today is phase one at 25% capacity. One complaint he heard why is GT not requiring to wear a facemask but strongly encouraging?

• COE (Jonathan Etress & Joscelyn Cooper) - Dean held a couple of town halls since March. Weekly meetings with staff. Research ramp up kicks of today. PPE manager signage in place. Town hall very helpful. Dean very helpful and visible.

• IAC (Will Jimerson) – New Dean (Kay Husbands-Fealing) started on June 1st
  - IAC Strategic Plan will be facilitated by GTSC and Staff Advisory Council also in the works. Getting prepared for the new academic year.

• P&T (Alex Gutierrez) - Parking general sales open tomorrow for entire campus.

• Faculty Affairs (David Bamburowski) - campus hiring has slowed in academic arena but not in research (GTRI).
  - Working with One USG Connect and now faculty hiring. Preparing for the volume of students hiring in the fall semester.

• Manufacturing Institute (Mir Mohammed) – ramping up with to open and clean labs.
  - Moved all IT operations to a remote setting.
  - Still staying remote as much as possible until at least until fall semester.

• GTPD (Capt. Carla Cook) - not present.

• Byron Fitch (Institute Diversity) - hosting numerous events to engage our black community and members within the various ERG’s.
  - Encouraged everyone to continue to be champions for our staff and a trusted resource. Don’t be afraid to speak out in order to change this culture.

**USG Staff Council Updates**
Candice Bovian

- Transition meeting took place on June 23.
- Candice Bovian rolls off as USG Secretary and David Brown will begin as Chair-Elect of USG Staff Council.

**Committee Updates**

**Campus Physical Environment (Juan Archila)**

- Formed 3 subcommittees
  - Safety and Security - Possibly looking to host a safety walk with President and other stakeholders similar to SGA.
  - Sustainability - In light of budget cuts and limited resources, this committee will help anyway they can to support with programs.
  - Campus access. – Plug into existing construction projects and having a seat on the table to have a dialogue on when these projects begin.

**Communications (Chris Walker)**

- Website - Eric Sembrat is migrating the website to Drupal 8 and should be wrapping up by end of month;
  - Shifting focus away from campus feed to SC newsletter.
  - Working on creating the content, voice, and tone for each committee page.

**Employee Engagement (Candice Bovian & Joscelyn Cooper)**

- Staff Appreciation Event – currently scheduled for October 1st on Tech Green
- Strap Policy Expansion (Phase II) - waiting for Kim Harrington to confirm the latest draft that was submitted
- Staff Council Town Hall – will occur in late July with Kelly Fox, Kim Harrington and possibly have President Cabrera or Frank Neville and Dr. Ervin. (Specific date TBD).
• Thank You Video – creating a video to thank the leadership (from staff) and photo collage (i.e. Albany State University.

Compensation & Benefits (Will Jimerson)
• ECDC has taken a brief detour on upcoming budgets reductions that may affect financial status for this program.
  o Working with Talent acquisition within GTHR to support employees that may be impacted by reduction in the coming weeks.
  o Finalizing ECDC survey and sending to office of assessment for their second review with the plan to launch in July’s SC newsletter.
• Perks & Program - consulting with legal affairs and procurement to ensure process in place and looking at potential partnership with SGA.

Health and Well Being (Jonathan Hart)
• Well-Being Flex Policy - working with Brandon Gibbons in GTHR to develop an ad-hoc steering committee and confirm with Kelly Fox to launch January 2021.
• Virtual health fair – Eme Anderson and Sharon Lawrence working with Joi Alexander Health initiatives to assess for the timing of hosting this event in-person or virtually.

Staff Council Participation
Quinae Ford
  o Leadership (minimum of 5 hours) – general meetings, leadership meetings, committee meetings, virtual office hours, other ad-hoc meetings
  o General (minimum of 3 hours) – general meetings committee meetings, virtual office hours
  o A&F or Institute Town Halls are not valid entries for participation. Only meetings that are sponsored by GT Staff Council or GT inform Series. Please contact Quinae, Byron or Alex for further clarification.
  o Question (David Bamburowski) - is the Staff Council still participating in NEE?
    o Quinae Ford- NEE just ended their quarter. We will ask GTHR, LaTrese Ferguson on when they will restart it.
  o Carly Bloomingdale’s resigned and we are in the process of following up with the next candidate in line with the highest number votes to fill this vacant admin & professional seat until the end of this year.

Reminders
Alex Gutierrez
  • Participation Tracker - As soon as you finish participating, please log in the tracker immediately to prevent cramming at the end of the month.
  • Virtual office hours - there is one slot available for June 22 with Juan Archila. The month of July is now available to sign up.
    o David Bamburowski - unable to volunteer on June 29 so Sterling Dunkley will take his place.
  • Upcoming meetings - continuing virtual meetings until further notice. If you are not able to attend, notify Alex.

Meeting adjourned 3:00 p.m.

Next meeting: Location (TBD)
  Thursday, July 16, 2020
  2:00 p.m. – 3:00 p.m.