The College of Education Staff Representative Group met on March 17th, 2016. Asheley Faris called the meeting to order and welcomed the group.

Attending were: Julie Davis, Tonya Cox, Erin Lancaster, Stacie Isbell, Amanda Cole, Dana Barnhart, Liz Phillips, Sarah Elizabeth Adams, Marilyn Rodriguez, Holly Ivy, Katie Kandalec, Asheley Faris, and Terri Nutter.

Asheley began the meeting by giving updates from the most recent Faculty Senate meeting. The meeting focused on leave policies for faculty and the responsibilities associated with taking leave for extended periods of time. The Faculty Senate also discussed the minimum enrollment policy for courses and its implications. Due to the policy, credit hour production has increased by 5% within the College of Education.

**Old Business**

Staff Professional Development Committee: Katie Kandalec updated the group about available funds for professional development. So far, $7285 has been used and there is $2715 remaining.

Lunch and Learn: Liz Phillips updated the group about the previous lunch and learn help in February. The topic was “Health and Wellness” and the event was successful. The next Lunch and Learn will take place in June and will focus on resources available for staff at UGA. Liz also spoke about the new Staff Spotlight initiative. If there are any staff members in your department that deserve recognition, please pass this information on to Liz.

Communications: Terri would like to update the Staff Representative Group website. The committee proposed to meet with Daniel Fowler in order to redesign the page. She also reminded the group to send her any updates to include online.

Spring Picnic/Years of Service: Tiffany was not present to give updates. However, Asheley Faris announced that the event will take place May 11th at Rivers Crossing. The event will begin at 11:30am with the awards ceremony. Then, the reception and picnic will be held on the patio area until 3:00pm. Award recipients will be notified next week.

Philanthropy: Heather Hartley had no updates.

Staff Retreat: Sarah Elizabeth is working with Randolph Carter to plan the retreat. The theme will be “Creating a better U”, which will focus on improving the personal lives of staff along with creating a positive university environment. Sarah Elizabeth hopes that the event will provide staff an opportunity to bond.

Dana Barnhart provided Holly Ivy’s updates from the most recent Staff Council meeting. Meeting minutes are included at the end of this document.

**New Business:**

COE’s Diversity and Inclusion Town Hall meeting will take place on Friday, March 25th from 11am until 1pm in Aderhold room 119. All staff are encouraged to attend.
Asheley Faris hopes to start meeting with other UGA SRG executive chair members in order to form a university-wide relationship.

Asheley Faris then proposed a vote for the new bylaw changes for Articles I and II. All changes were voted into effect by the quorum.

**Other Issues or Concerns**
Amanda Cole proposed the idea of hosting a Lunch and Learn event focusing on the role of COE’s Staff Representative Group in order to spread the word of the involvement amongst other college staff. The group was receptive of the idea. Definitive plans will be confirmed at a later date.

The next meeting will take place on April 14th, 2016 at 10:00am.

The meeting was adjourned at 10:54am.
March 2, 2016
Miller Learning Center Room 250
2:30PM

The meeting was called to order at 2:32 pm by Staff Council Chair, Michael Lewis.

Roll Call

*Members in attendance:* Devin Arnold, Deborah Baker, Jason Bedgood, Teri Berryman, Kaelin Broaddus, Debi Chandler, Kelly Cona, Anjali Dougherty, Melinda Eades, Kat Farlowe, Elmer Gray, Michele Griffin, Stefani Hilley, Norma Holliday, Pattie Holly, Holly Ivy, Stuart Ivy, Melissa Jackson, Kevin James, Marcus Jennings, Christine Jepsen, Jenna Jones, Brenda Keen, Laura Kelley, Kristin Lawrence (via sub), Michael Lewis, Marie Mize, Mary Moore, Maggie O'Brien, Maureen O'Brien, Laquita Phillips, Laura Rhicard, Carly Surratt, Kristi Wall, Shialoh Wilson

*Members absent:* Mandy Brogdon, Victoria Cooper, Norma Holliday, Laura Kelley, Sherri Stephens, Kyla Sterling

A quorum was present.

*Minutes:* Michael asked for a motion to approve the February minutes. They were approved unanimously.

Michael then asked for a motion to modify the agenda to dispense with committee reports to allow time for our guest speaker.

*Guest Speaker:*

Michael introduced Provost Pamela Whitten, who thanked Staff Council for the invitation to speak, and shared that she would cover a few highlighted topics and then welcome questions.

The first topic was financial: A recommendation has been put through for a 3 percent merit-based increase for faculty and staff and the administration is hopeful that it will go through.

Tuition will not be increased in the coming year, and the university has upcoming expenses tied to healthcare and retirement costs, so the new fiscal year will have some challenges. However, fundraising is going well. She credited the new VP of Development for a reorganization that allows UGA to court donations professionally. Provost Whitten added that it doesn’t hurt when you have a great product worthy of investment.
She asked if anyone had taken a tour of the new Science Learning Center, which will open in the fall. She said that it will be a great addition to south campus, and like the Miller Learning Center it will include a coffee establishment. Unlike the Miller Learning Center, it will close each night. She expects it will also bring an increase in foot traffic to the Science Library.

Provost Whitten mentioned that Tim Burg was recently named the director of UGA’s Office of STEM Education. He comes from Kansas State University. STEM Education at UGA is growing significantly. In 2010, just over 15 percent of UGA students graduated with a STEM degree. That number is now 21 percent.

UGA has a new agenda to also grow graduate education, while still committed to undergraduate education and will continue to undertake innovative initiatives such as experiential learning, smaller class sizes, and a stronger advising program. Next year UGA hopes to launch an exploratory center to house advisors and other resources for those students who are undecided about their major.

Provost Whitten spoke highly of Suzanne Barbour, the new dean of UGA’s Graduate School, and encouraged Staff Council to invite her to speak. Recent changes at the Graduate School under Suzanne Barbour include new internationally-competitive PhD fellowships in world-changing research areas, new responsibilities for a minimum number of federal training grants for the university, incubating interdisciplinary graduate programs, and working aggressively to diversify graduate students.

The number of undergraduate applications to UGA is up this year, as are their GPAs, SAT and ACT scores.

Provost Whitten announced the following new appointments:

- the new dean of the College of Agriculture and Environmental Sciences is Sam Pardue from North Carolina State and he will start March 14th
- Dr. Michelle Nuss was just named campus dean of AU/UGA Medical Partnership and Dr. Jonathan Murrow was named associate dean of research
- Anna Scheyette was named dean of the School of Social Work
- Noel Fallows will serve as interim associate provost of the Office of International Education while a search is done to replace Kavita Pandit
- Kizmet Adams just started as the new UGA Work/Life Balance Coordinator out of HR

Provost Whitten opened the floor to questions.

Laquita Phillips asked if there were any diversity initiatives in the works. Provost Whitten replied “very much so.” She has partnered with Dr. Michelle Cook, associate provost for institutional diversity, to work with deans to aggressively recruit diverse faculty. Also, the Office of Faculty Affairs has seen changes under Dr. Sarah Covert that will encourage diversity in the hiring process as well as the hiring outcome, with more diverse search committees for faculty appointments.

Marie Mize said that she and Deb Baker worked with Kizmet Adams at the Law School and were pleased that she had been hired at the Work/Life Balance Coordinator, but wondered how that position would work. Provost Whitten said that she and Kizmet are still figuring that out, and will meet next week to formulate goals and ways to measure them. She hoped that Kizmet will be out and about across campus.
Kerr Testament asked if the Work/Life Balance Coordinator position was modeled on another university. Provost Whitten said she took a field trip with Juan Jarret and Michelle Cook to look at Emory’s model.

Michael Lewis asked if the issue of gender inequity in staff pay has been studied, or if there are any plans to remedy the situation. Provost Whitten said she did not know. She said that Michelle Cook ran a gender pay study last year for tenure-track faculty and found that there was no inequity in pay based on gender. She said that HR would have to address this issue.

Michael then asked if there was a mechanism for staff to participate/voice their concerns in decisions involving the growth of the undergraduate and graduate programs, as staff positions are rarely increased, causing increased workloads for existing staff. Provost Whitten said she hoped so. She cited that staff were very involved in the initiative to grow the advising program. She added that some of this is driven by the faculty governance process, and she does not control those bylaws, so she isn’t in a position to formally say staff should be on these committees. She expressed hope that at the college or unit level, staff would be represented in such discussions. She said she will pose this question to the deans at her monthly meeting with them.

Kat Farlowe shared that the School of Social Work is trying to recruit more graduate students, but is hampered by a very small budget. They want to create a video for their web site, but can only afford a slide show. She asked if there were funds available to help. Provost Whitten had two responses. First, she suggested collaborating with a class at Grady, having students create the video for no cost and getting experience. She said that the Graduate School is looking for ways to help individual departments meet recruitment goals with limited budgets. Lisa Sperling, director of recruitment at the Graduate School offered that there are recruitment enhancement grants available.

Holly Ivy asked Dr. Whitten to expand on the advising initiatives. Provost Whitten shared a handout that she had on 10 strategies of implementing a single advising model. A copy is attached to this document. Shialoh Wilson inquired about when and where the new advising center would open. Dr. Whitten said she hopes the first rendition of the new advisors center will open in August. She’s not sure where, though.

Kerr Testament asked, on behalf of staff who do not interact with students on a daily basis, what they could do to help students more. Provost Whitten asked Kerri where she worked and when Kerri answered EITs Provost Whitten commented on how valuable EITs is to student life academically and socially. She also suggested that staff could present real world applications or challenges case studies in the classroom. She felt the faculty would be very receptive to that.

Anjali Dougherty asked about the staff component of the women’s leadership initiative on campus. Provost Whitten shared that two components—recruiting and retention, and work/life balance—are definitely inclusive of staff. The women’s leaders fellows program currently has 7 faculty and 1 staff members. She said that development of staff leadership is an HR initiative.

Provost Whitten asked the members of Staff Council if they felt women staff lacked development opportunities. Marie Mize shared that she just doesn’t know. She knows there is a great training and development program and great certificate programs, but she’s not sure what there is for developing staff leadership among women. Provost Whitten said that she would bring that up with HR.
Kevin James brought up career ladders, which the Provost talked about a few years ago. Provost Whitten clarified that she had talked about career ladders for the advisors, but not specifically for staff or faculty.

Michael brought up rampant miscommunication across campus. Provost Whitten says this issue is not unique to UGA, and is fueled by social media.

In closing, Provost Whitten said that staff are an integral part of UGA’s academic endeavor and are appreciated across campus.

**Staff Council Committee Reports**

Because of time constraints, it was agreed that committee reports would be emailed to Staff Council representatives.

**University Council Committee Reports**

Because of time constraints, it was agreed that committee reports would be emailed to Staff Council representatives.

**Chair’s report**

Michael will email his report to Staff Council representatives.

**New Business:**

*Upcoming elections:* Kelly Cona brought information sheets in draft form that listed open positions for the upcoming elections. She encouraged everyone to consider getting involved. The slate will be presented in April and elections held in May. Elmer Gray shared his positive experience in getting involved. Kelly asked any incumbent to share their experiences.

Marie Mize shared that the unique thing about being vice chair is that she attends the statewide staff council meetings in Macon three times a year, plus a yearly conference.

Mary Moore talked about the coordinator position, which keeps track of the dynamic roster of reps and their committee assignments. Also, the coordinator schedules the staff council and executive committee meetings. The treasurer, which will now be a separate position, will maintain the financial account. $2000 per year comes from the President's office) and covers travel and supplies.

Kaelin Broaddus shared that as recording secretary she records each meeting and then transcribes them into minutes. It’s a bit time consuming, but it’s helped her get a better understanding of the workings of the university, especially where staff are concerned. She works in Microsoft Word, sends drafts of the minutes to the executive committee for review. Once they are approved she distributes a final PDF to the representatives and the web site.

Kelly Cona discussed being a member-at-large of the executive committee. She has enjoyed being part of setting the agenda, helping staff find resolutions to the issues they bring to staff council. Kristi Wall shared that the executive committee members interview candidates for top-level offices. Brenda Keen shared that in the past the executive committee has met with the provost and president in small group meetings, though it hasn’t happened for a while.
Brenda also talked about the University Council HR committee. There are three staff members on that committee. That committee has worked on issues such as parental leave, the gender equity study, and extending TAP to spouses and dependents of employees.

Anjali Dougherty talked about the University Council Strategic Planning committee. There are seven initiatives they follow, reviewing reports and benchmarks.

Christine Jepsen announced that an email announcement about nominations would be forthcoming.

The meeting adjourned at 3:37 pm.

Next Staff Council Executive Committee meeting 3:30 pm Tuesday, March 29, 2015, Georgia Center, Room D.

Next Staff Council meeting 2:30 pm April 6, 2016, MLC Room 250.
1. **FOSTER** a four-year professional advising relationship with students, complemented by faculty mentorship within majors, by moving all colleges to a college-centric **Self-Contained Model** of advising to keep students with the same advisor whenever possible.

2. Create a **CAMPUSS-WIDE CENTER** to advise all students who are unspecified, in an intended major, or need to transition from one major to another and staff that center with specially trained advisors along with staff from Career Services and Testing. This center will provide students with guided exploration through the many major and certificate programs available at UGA.

3. Help students find the right major as early as possible and reduce the number of unneeded credits by modifying advising practices and focusing on successful pathways for students in search of an appropriate major for their **TALENTS AND ASPIRATIONS** early in their academic careers.

4. Develop and deploy tools that enable a shift in focus from remediation, to **PREVENTION** of problems and optimization of coursework for each individual student. This will enable us to raise the ceiling on student success instead of simply focusing on minimal competencies, such as preventing drop-out.

5. Develop GO UGA **ONLINE AND MOBILE ADVISING TOOLS** and technology for every school and college to improve communication between students and their advisors and across campus.

6. Create **TRANSFER PLANNING GUIDES** for all colleges, so that students can plan their coursework at feeder institutions well before matriculating at UGA.

7. Increase the advising corps across campus from about 115 in fall 2000 (serving about 24,000 students) to about 150 in fall 2015 (serving almost 28,000 students). This will help equalize advising caseloads to national recommendations and give advisors **MORE TIME TO INTERACT WITH THEIR STUDENTS**.

8. **REVISE THE ADVISING PROCESS AT ORIENTATION** to emphasize academic expectations through preparatory videos, online placement testing, life skills assessments as well as the development of a portal specifically targeted to groups such as first-generation students, or non-native speakers of English.

9. Create a **CAREER ADVANCEMENT** structure for academic advisors that recognizes individual achievement in professional development, research, personal initiatives and service to UGA.

10. Create uniform training for advisors that aligns with best practice recommendations for student academic advising to ensure the **BEST POSSIBLE EXPERIENCE AND SUPPORT FOR STUDENTS**.

---

**OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION**  
**WWW.OVPI.UGA.EDU**