ATTENDING: Attendee Roll Circulated

AGENDA ITEM 1 – TOPIC: Welcome & Introduction
   Introduction of new CEHD staff members

ACTION ITEM 1
   NA

AGENDA ITEM 2 – TOPIC: Message from the Dean – Dr. Paul Alberto
   3 Major Points Shared.

   Dean requested staff applaud David Brown and Matt Gillett for the lobby turnstile installation.
   The Dean stated that acclimation to the new process will be painful initially, but safety pays off at the end.
   Dean Alberto recommended that staff familiarize themselves with the safety signage in CEHD Rooms.
   Signage addresses what to do in certain situations.

50th Anniversary for CEHD
   Variety of activities planned this year; Angela Turk will update everyone.
   Added this year is the Service Day Event.
   The Service Day Event came about from the Advisory Council along with Staff Council.
   The day will factor in 50 hours of service work at an elementary school.
   Participation from as many as possible is requested to do things such as paint, fix desks, supervise.
   No dress code; jeans are permissible.

Staff Council Partnership
   Dean Alberto acknowledged the successes of this year’s Staff Council.
   Noted are the newly written Bylaws.
   Dialogue between the Dean’s Office and the Staff Council Chair, Katie, allowed voices of staff to be heard.
   The supervisor’s training on 10/27 is being facilitated to accommodate issues noted in the Climate Survey.
   23 staff supervisors will meet 9 am – 4 pm with an invited guest to address supervisory & coaching skills.
   Matt is setting up similar training for faculty..
   Dean’s Office is paying for a year of professional development training related to coaching & supervision.
   Implicit Bias Training is scheduled 11/10; 3-hour session in the morning will be repeated in the afternoon.
   The Implicit Bias Training is a recommendation that came from the College’s Diversity Committee.
   3 Avenues will be taken:
      This Year - Faculty-to-Faculty
      This Year – Faculty-to-Staff
      Next Year – Faculty-to-Students
   Associate Dean of Faculty Development & Partnerships, Dr. Benson, is assigned to oversee this effort.
   Dean Alberto said the role of Dr. Benson involves more emphasis being placed on hiring and recruitment.
A keynote speaker has been invited to discuss the Implicit Bias topic and how it affects us as a college. Dean Alberto noted that staff concerns become topic of discussions between Staff Council and the 10th flr. Dean Alberto encouraged staff to voice their opinion so they can be heard and action taken if appropriate. Victoria Smalls inquired about CEHD building issues (i.e., sidewalk pressure wash, etc.). David Brown replied he is continuously working with Building Services to address the concerns. Kimberly Moore inquired about the turnstile installation.

David Brown replied that the installation holdup was due to a motherboard issue; activation is scheduled. Dean Alberto stated that the Math Department has relocated from the 7th floor of CEHD. A new group will relocate to the space in the spring or summer of 2018. Maintenance work is taking place on the 7th floor (i.e., cleaning, painting, vacuuming etc.). Michael? inquired as to whether a communal staff breakroom could be considered for the 7th floor. Someone inquired as to how often carpets are cleaned in CEHD?

David Brown replied twice per year for free; any requests beyond that a fee is incurred by the dept. Hardwood floors are cleaned once per year; vacuuming and emptying of trash bags are done daily. A vacuuming backlog occurred due to the renovations taking place at Turner Field. Vanessa? inquired about the cleanliness of the 3rd floor ladies room. David Brown requested staff send related issues to him via email.

Dean Alberto informed staff that David Brown does 3 things for the college which include:

1. Processes travel
2. Manages the CEHD Building
3. Runs monthly safety committee meetings to ensure the safety of the college

**ACTION ITEM 2**

Message from the Dean – Dr. Paul Alberto

David requested depts. send list of guests w/o ID cards to him, cc: Matt before scheduled visits to CEHD.

Dean Alberto requested Matt Gillett notate the communal breakroom request and add to the radar.

**AGENDA ITEM 3 – TOPIC: Implicit Bias Training – Gwen Benson**

Dr. Benson informed staff that Dean Alberto asked that she lead this charge. The charge of serving on the Diversity Committee of Faculty is a result of the Climate Survey. CEHD is the 1st college to implement this; other colleges will be looking at CEHD as a point of reference. The Implicit Bias training is scheduled for 11/10/17 in the Law Library for faculty and staff. 3 areas of interaction focus include: Faculty-to-Faculty and Faculty-to-Staff. The 3rd focus will center around the students which will take place later.

Dr. Benson stated that participation will be done in a group setting where everyone is in the same room. The purpose of the group format is to facilitate discussions. There will be 2 sessions to ensure participation of everyone and accommodate office coverage.

Dr. Benson stated that participation for now isn’t required, but is highly recommended. The training is not intended to be a 1 time fix; departments should have ongoing discussions.

Dr. Benson informed all that this is a good time for SELF-REFLECTION. The keynote speaker is nationally renowned.

Katie informed staff that Dean Alberto is fully onboard and paid top dollars for the keynote speaker.
Per Katie, a safe zone for all participants is the concern that’s at the forefront. The Climate Survey revealed that staff do not feel valued.

*Ruth Ebenezzer* inquired whether staff representation was on the committee; reply was no.
*Ruth Ebenezzer* inquired whether the training would be recorded; reply was yes.
Dr. Benson stated that a recording is necessary to accommodate those faculty/staff away at conferences.

**ACTION ITEM 3**

Implicit Bias Training – Gwen Benson
Dr. Benson solicited the assistance from staff in coming up with bias scenarios to assist with the training. Assistance was also requested to help lead discussions.

**AGENDA ITEM 4 – TOPIC: CEHD PR Unit Announcements – Angela Turk**

Angela announced the 50th anniversary activity is scheduled on 10/3 from 2 - 4 pm. Goodies and t-shirts will be available for all faculty and staff; requested t-shirts be worn on 10/3. Angela also announced the Service Day activity; an evite will go out to everyone in the college. The Public Relations Dept. will be rolling out opportunities to give back to the college and university. Angela addressed those staff working with students involving commencements & convocation. The university has not set a date for commencement activities. Tentatively the activities are scheduled in the Sports Arena. The college remains in a “holding status” regarding its details until the university confirms its activities.

**ACTION ITEM 4**

CEHD PR Unit Announcements – Angela Turk
Tell students to check the website for updates on the fall commencement/convocation activities.

**AGENDA ITEM 5 – TOPIC: Safety Updates – David Brown**

David Brown addressed the CEHD elevator issues, stating that he met with vendors. David requested elevator doors not be propped open for extended periods of time or shut down occurs. David announced a business managers & administrators training on 9/19 from 10-noon in the Forum. Panther Mart and Travel Processing tips will be shared. Regina ? inquired as to whether students have been notified about the turnstile installation. Angela Turk replied that students are receiving the same email notifications as faculty/staff.

**ACTION ITEM 5**

Safety Updates – David Brown
It was suggested a courtesy phone be placed in the lobby as backup in case visitors randomly show up.

**AGENDA ITEM 6 – TOPIC: Human Resources Updates – Robert Elmore**

Robert announced that the Board of Regents is rolling out the OneUSG Connect Project. Robert shared with staff the following information about the project:
What is the OneUSG Connect Project? What will the benefits be? What’s GSU’s communication plan?
How will training be delivered?
First part of project went live on 6/26/17; GSU goes live next week; GA tech in 2020.
The goal is to assist schools in the university system to organize and manage its workforce.
A major goal is standardization and getting all institutions on the same product (PeopleSoft HCM).
The focus is payroll, talent management, HR Database, time and attendance.
OneUSG is “Position Driven” in that its focus is on relationships between employees & positions.
GSU’s earnings & distribution processes currently accommodate amounts & percentages.
The new system will only accommodate percentages.
Biggest change; Historical absences revisions will no longer be acceptable in the OneUSG System.
Employees will now be able to enter and approve their time on the go (remotely).
Because the change is university system-wide, training will be facilitated via YouTube videos, “How To”.
WebEx trainings will be available for complex topics; Open forms and town hall sessions are not feasible.
Computer labs will be set up around campus to assist with training.
Robert informed staff that the payroll period will change in the new system.
Currently, the payroll period runs Saturday - Friday; in the new system payroll will run Sunday – Saturday.
Kimberly Moore inquired as to what the backup plan is since historical absences are no longer acceptable.
Robert replied that supervisors will make the change which will be considered a prior period adjustment.

**ACTION ITEM 6**

**Human Resources Updates – Robert Elmore**
See OneUSG Connect handout provided by HR for details.
GSU Human Resources is currently waiting on reports from USG to cross check employees & positions.
Reports will be sent to HRAC Officers to address the alignment of positions in their respective areas.

**AGENDA ITEM 7 – TOPIC: Staff Innovators Program – Justin Lonsbury**

**Center for Excellence in Teaching & Learning (CETL)**
Justin announced that the purpose of the program is to help staff design & test real problems.
10/13 is the kick off date for program implementation; Innovators Program will model the ELAW Program.
Participants will be hosted at Indian Creek Lodge on the 1st day.
Experts on-hand to assist are Phil Ventimiglia the Chief Technology Officer & Elizabeth Strickler of CMI.

**ACTION ITEM 7**

**Staff Innovators Program – Justin Lonsbury**
**Center for Excellence in Teaching & Learning (CETL)**
Managers requested to submit names of 4-5 staff members for participation as a group.
Staff Innovators Program applications due today (9/15/17).

**AGENDA ITEM 8 – TOPIC: Women’s Mentoring Program (WMP) – Jackie Davis**
Ms. Davis informed staff that she is a GSU alum & Assistant Director of Entrepreneurship in RCB.
Executive Leadership Academy for Women (ELAW) requires participants to hold a director title.
The WMP Program was established for female staff desiring participation, but not holding a director title.
A cohort of 15 ladies is selected to go through the program in a mentee/mentor format for 6 months.
A mentor must have been at GSU for 2 years and hold a director title.  
A mentee must have at least an associate degree to participate.

**ACTION ITEM 8**

Women's Mentoring Program (WMP) – Jackie Davis

WMP Program applications are due February 2018. 
Interested staff and potential mentors can contact Ms. Davis, Dana Salter or Katie Lowry for information.
Ms. Davis provided [http://aofw.gsu.edu/](http://aofw.gsu.edu/) as a web contact.

**AGENDA ITEM 9 – TOPIC: Announcements – Katie Lowry**

Katie informed staff that the Staff Council's agenda is to create a sense of community.

Katie acknowledged Dana Salter, Hillary Meister, Claire Miller, and Angela Turk for the newsletter. 
Staff was reminded to be on the lookout for Staff Council Newsletters to stay informed.

Staff was encouraged to submit ideas and suggestions for the newsletter and their training preferences.

Katie announced the staff mixer on Friday, 9/22/17.

Ted Talks topic was announced as “The Power of Vulnerability” by Brene’ Brown on Friday, 9/29 at noon.

**ACTION ITEM 9**

Announcements – Katie Lowry

NA

**AGENDA ITEM 10 – TOPIC: Call for Gift Basket Donations – Ada Perry**

Ada announced the CEHD holiday party is scheduled for 12/7/17; 3 – 5 pm; at the Rialto.
Gift basket donations per department are being accepted and will be used as table center pieces. 
25.00 is the max that can be spent on baskets.; baskets will be raffled off during the party.

Emails have been sent to each department soliciting gift basket donations.

**ACTION ITEM 10**

Call for Gift Basket Donations – Ada Perry

NA

MEETING ADJOURNED 10:50 am
Who will be using OneUSG Connect?

Everyone in the USG will fall into one or more user groups that will use OneUSG Connect.

Employees
All employees will use OneUSG Connect Employee Self Service to record and submit time.

Managers
Individuals who supervise others will use OneUSG Connect Manager Self Service to manage their employees.

Practitioners
Individuals who use OneUSG Connect to perform job functions, such as payroll processing and human resources.

What platform is the OneUSG Connect using?
OneUSG Connect is running on PeopleSoft HCM version 9.2.

Who will be supporting OneUSG Connect?
The Shared Services Center (SSC) in Sandersville is the first point of contact for support. Call 1-877-251-2644 or email sscsupport@ssc.usg.edu.
**What is OneUSG?**

OneUSG is a systemwide initiative to develop and implement a consistent approach to policies, procedures, and technology solutions that benefits all entities of the University System of Georgia (USG), in an effort to support the Chancellor’s strategic imperative of accountability, efficiency, and innovation.

Through OneUSG, the University System Offices and campuses are coming together to reduce costs, streamline processes, and have consistent guidelines and procedures with centralized support.

**What is OneUSG Connect?**

The first priority is to bring all institutions onto one technology solution, OneUSG Connect, to manage USG human resources activities, benefits and compensation.

OneUSG Connect is an application that is intended to help an organization manage and maintain its workforce. The major components OneUSG Connect – payroll services, talent management, human resources management, time and attendance, and benefits administration – are unified and integrated into a single system.

**Functions of OneUSG Connect**

- **Employee Self Service**: Provides employees an online easy-to-use tool for leave requests, viewing and updating personal information, and submitting time sheets.

- **Manager Self Service**: Provides manager’s online, real-time tools including time approval, position reports and job information.

- **Human Resources**: Provides HR practitioners working with job and position data for new hires, transfers, separations and retirements.

- **Absence Management**: Manages and processes various types of leave.

- **Time and Labor**: Generates time sheets and employee schedules, and creates payable time.

- **Payroll**: Creates paychecks for all employees with input from Absence Management and Time and Labor.

- **Commitment Accounting**: Assigns funding sources to a position or employee.

- **Manage Faculty Events**: Manages faculty-specific needs including tenure and events, such as presentations or publications.