Creation of the Staff Council

- President Peterson recognized that staff did not have a formal, organized voice at Georgia Tech.
- In 2013, President Peterson commissioned a planning committee to develop plans for creating a Staff Council.
- The planning committee met over a 12-week period and provided recommendations to President Peterson in October 2013 for the formation and initial structure of the Georgia Tech Staff Council.
Creation of Staff Council

- Reviewed staff councils at:
  - Cal Tech
  - Carnegie Mellon
  - Cornell
  - Georgia Regents University
  - Georgia State University
  - Johns Hopkins University
  - MIT
  - Northwestern
  - Stanford
  - Texas A&M
  - UC Berkeley
  - University of Florida
  - University of Washington
  - Vanderbilt
  - Virginia Tech
Mission of the Staff Council

1. **Help the Institute’s executives and senior leadership understand the issues unique to staff**
   a. Seek to understand the perspectives of staff regarding a variety of policies, procedures, and investments.
   b. Serve as a conduit for staff perspectives which are broadly representative.
   c. Meet with the Institute’s executive leadership at regular intervals (at least 2 times a year).
   d. Provide insight on how decisions affect individuals’ experience as employees of the Institute.

2. **Act as an advisory body**
   a. The Council does not replace the Institute’s management structures or duplicate the activities of functional units.
   b. Rather than to provide direct action, the Council’s purpose is to help the Institute’s leadership understand the impact of current actions (policies, procedures, and investments) and future actions on staff at Georgia Tech.
Value Proposition of a Staff Council

1. **Benefits for Staff**
   a. Ensures an unified and organized body will communicate the staff perspective to institute leadership
   b. The Council will endeavor to keep staff informed of issues and activities affecting them

2. **Benefits to Georgia Tech Institutional Leadership**
   a. Can easily access Staff input on Institute priorities and uniform policies
   b. Ensures the staff perspective is taken into consideration on decision making (as with faculty and students)
The Inaugural Staff Council

- Inaugural Staff Council term is May - December 2014.
- An election will be planned to take place in the Fall of 2014.
- President Peterson appointed the inaugural Staff Council members.
  - The group includes 12 members of the planning committee.
  - Other individuals were selected, consistent with the planning committee’s recommendations to create a broad representation.
  - The appointment was made so that staff could self-organize for the elections, and in recognition of the amount of time required to effectively inform the broad population of staff.
- Primary objectives of the inaugural Staff Council:
  - Prepare to hold elections in fall 2014
  - Develop a working plan to communicate the Staff Council to the broader Georgia Tech community
Inaugural Members of Staff Council Officers

The group has elected three officers:

- **Dwayne Palmer**, (Council Chair): Lead IT Project Manager, Office of Information Technology
  - *Role of the Chair is to convene and lead meetings and provide leadership in the formation of an agenda to be shared with the Institute President and his/her executive officers.*

- **Christie Stewart**, Ph.D., (Vice-chair): Associate Director, Campus Recreation
  - *Role is assist the Chair as needed and to hold principle responsibility for ensuring that the annual election process for staff positions is efficient and effective.*

- **Andrea Bé**, (Secretary): Assistant Director for Business Operations, Office of Industry Research
  - *Role is to act as a liaison to the committee chairs and to assist the Chair in organizing the Council meeting agendas and the agendas for meetings with Institute executives.*
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy Briggs</td>
<td>Director of Development</td>
<td>Strategic Energy Institute</td>
</tr>
<tr>
<td>Jammie Gaines</td>
<td>A/C Mechanic III</td>
<td>Facilities</td>
</tr>
<tr>
<td>Dan Hopkinson</td>
<td>Business Analyst Senior</td>
<td>Institutional Research and Planning/DSS</td>
</tr>
<tr>
<td>Tommy Little</td>
<td>Associate Director</td>
<td>Facilities</td>
</tr>
<tr>
<td>Garry Lockerman</td>
<td>Area Maintenance Manager</td>
<td>Facilities</td>
</tr>
<tr>
<td>Lance Lunsway</td>
<td>Senior Director</td>
<td>Parking &amp; Transportation/Campus Services</td>
</tr>
<tr>
<td>Tanner Marcantel</td>
<td>Assistant Dean</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>Sandy Mason</td>
<td>Senior Director</td>
<td>Grants &amp; Contracts Accounting</td>
</tr>
<tr>
<td>Mary McAbee</td>
<td>Assistant Director, Admin. Operations</td>
<td>Chemistry and Biochemistry</td>
</tr>
<tr>
<td>Andrew McKinney</td>
<td>Maintenance Foreperson</td>
<td>Facilities</td>
</tr>
<tr>
<td>Ken Poor</td>
<td>IT Support Professional Senior</td>
<td>OIT/Provost</td>
</tr>
<tr>
<td>Elizabeth Punch</td>
<td>Construction Administrative Manager</td>
<td>Facilities</td>
</tr>
</tbody>
</table>
**Inaugural Members of Staff Council**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pam Ruffin</td>
<td>Director, Human Resources</td>
<td>College of Computing</td>
</tr>
<tr>
<td>Rick Thorpe</td>
<td>Assistant Director</td>
<td>Athletics Association</td>
</tr>
<tr>
<td>Kat Vineyard</td>
<td>Financial Administrator III</td>
<td>Office of Information Technology</td>
</tr>
<tr>
<td>Bobby Wellman</td>
<td>IT Support Professional Manager Senior</td>
<td>Professional Education</td>
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<tr>
<td>David Williams</td>
<td>Data Center Manager</td>
<td>Office of Information Technology</td>
</tr>
<tr>
<td><strong>Ex-officio Members</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scott Morris</td>
<td>Associate Vice President</td>
<td>Office of Human Resources</td>
</tr>
<tr>
<td><strong>Support Resources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rachael Pocklington</td>
<td>Marketing Communications Manager</td>
<td>Institute Communications</td>
</tr>
<tr>
<td>JulieAnne Williamson</td>
<td>Assistant Vice President</td>
<td>Administration and Finance</td>
</tr>
<tr>
<td>Felicia Winborne</td>
<td>Project Support Specialist Senior</td>
<td>Administration and Finance</td>
</tr>
</tbody>
</table>
## Composition of the Staff Council

<table>
<thead>
<tr>
<th>Council</th>
<th>• Twenty individuals elected by staff</th>
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</table>
| **Committee Chairs** | • The staff council will appoint one of the twenty elected members to chair each of the standing committees  
• The remaining 15 members can choose to participate as members of the standing committees  
• The chair of the staff council shall have the responsibility of appointing Staff Council members to standing committees |
| **Committee members** | • Committee members can be either self or peer nominated and can come from the elected Staff Council or the staff at large. Members will be selected by the committee chairs and approved by the council. |
Composition of the Staff Council – Apportionment of Seats
20 Council Seats will reflect relative size of the Job Classification and Compensation (JCCS) population

<table>
<thead>
<tr>
<th>JCCS Structure</th>
<th>Staff Employees</th>
<th>Council Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative &amp; Professional</td>
<td>(A Structure)</td>
<td>1800</td>
</tr>
<tr>
<td>Skilled Trades</td>
<td>(C Structure)</td>
<td>739</td>
</tr>
<tr>
<td>Scientific &amp; Research</td>
<td>(S Structure)</td>
<td>263</td>
</tr>
<tr>
<td>Information Technology</td>
<td>(I Structure)</td>
<td>213</td>
</tr>
<tr>
<td>Development</td>
<td>(D Structure)</td>
<td>137</td>
</tr>
</tbody>
</table>
Staff Council

The Council
20 individuals elected from the staff at large

The standing committees
1 chair & 8 – 14 members

Committee on Employee Health & Wellbeing
Committee on Employee Engagement
Committee on the Campus Physical Environment
Committee on Comp & Benefits
Committee on Communication

The general membership
(all employees)

Committee membership shall be representative of the various employee types.

Ex officio advisors (CHRO, VPHD, VPIC, etc.)

Reflects the planning group's discussion from 8/29
Staff Council Elections

- Elections Committee
  - Suzy Briggs, Strategic Energy Institute
  - Dan Hopkinson, Institutional Research and Planning/DSS
  - Garry Lockerman, Facilities
  - Sandy Mason, Grants & Contracts Accounting
  - Ken Poor, OIT/Provost
  - Pam Ruffin, College of Computing
  - David Williams, Office of Information Technology

- Review of election processes
  - Georgia Tech- Faculty Governance
  - Georgia State University- Staff Council
  - Other peer institutions

- Developing nomination and voting processes
- Staggered terms (one-, two-, and three-year)
Requirements for Nomination/Election

1. Full-time or part-time status (at least 20 hours per week) with staff title.

2. At least 1 year of consecutive service at Georgia Tech with staff title as of September 29, 2014.

3. Not eligible for participation in Staff Council:
   - Academic Faculty
   - Research Faculty
   - Executive & Senior Leadership
   - Retirees
Staff Council Elections

**Timeline:**
- September 29-October 10: Nominations (Self of Peer)
- November 3-14: Elections
- December: Announcement of Staff Council
- January 2015: Staff Council begins term

*Additional information and links to nomination/election forms will be located: staffcouncil.gatech.edu*
QUESTIONS - ???

staffcouncil@gatech.edu