

University Council Minutes

June 13th, 2006

3:00 p.m.- 5:00 p.m. UC Cypress Room

Meeting began at 3:10 p.m.

- **President's Welcome and Update (Recycling Policy) R. Zaccari**
 - At the last Faculty Senate meeting, Faculty Senate passed a motion on the floor to pass a new waste management & recycling policy. It was a positive move forward. The Environmental Committee did an excellent job researching recycling; looking at what the University has already been doing then made recommendations.
 - The mandates in the policy that regard implementation and oversight we simply cannot afford to do at this time. I did not sign the policy due to concern over the following wording: shall commit necessary resources (manager and personnel), organize the collection of all material from campus buildings by coordinating with custodial staff; provide waste management containers; vehicle to transport materials, coordinate with local government and recycling companies on disposal; maintain all records of wasted disposal; member of ad hoc of the Environment Issues Committee attending committees making sure the University is in compliance with these policies.
 - A possible resolution which Brad Bergstrom supports is to do what we can within the confines of what we already do. Start the policy moving as far as we can take it with the resources that we have. I will write an addendum to this policy stating "we agree with the overall operations but we cannot complete at this time, however we will do steps one, two and three." I have some appointments with several people in the community that have waste management and recycling and we will have discussions with them to how they can help us get started.
 - I would like to encourage people who are having discussions about implementing or wanting to approve a policy on campus that the University Council is here to help. If the recycling policy had been brought to University Council, we could have worked out many of the details in its development stages so its implementation was possible. (C. Coons Yates)
 - "Another suggestion that has been made is the possibility of Faculty Senate submitting initiatives through the budget process that would relate to impending policy development. This may be time for Faculty Senate to outline goals. Then we will be alerted through a strategic planning initiative to start thinking about a request for funding. This is your charge to start looking a head and talking with your executive group about goals for Senate for the year." (R. Zaccari) "Christy and I have discussed this before. Do we follow the same timeline as other departments?" If we have to submit goals by August that means we would need to get together for meetings and try to create goals and initiatives. (C. James) "That has been discussed with COSA as well and timelines are based on BOR needs so we will adhere to them." (C. Coon Yates)
- **Email Policy (J. Newton)** handout was given of the draft Email Policy
 - The first page is a letter to the University Council members offering the policy. The primary purpose of the policy is to clarify the use of VSU email system as an official means of communication. Students and Administration will be provided email accounts. It is the responsibility of students and administration to check their email. The purpose is to empower University offices to use email in situations in ways they may not have in the past.
 - The draft policy and the last page include supplemental resources.
 - I am asking University Council to review the policy and begin the process of the shared governance process. This will go before Faculty Senate, COSA, and SGA. The timeline that we are looking at is at the next University Council meeting (June 27) we would be able to give Joe our feedback. Joe would be able to make the changes, if needed, to the draft policy. Then we forward the policy to Faculty Senate, COSA, and SGA for their review. COSA meets all summer long and they will be able to review the document. Faculty Senate and SGA are not as active in the summer. We may need to discuss as a

group along with Christine James if the Executive Board was comfortable holding a special meeting to review the policy, they could do that and we could move forward without having to wait until September to approve and implement the email policy. We may also have to discuss that with Russ Mast and Jeremy Baker. It is a way for University Council to be productive during the summer months.” (C. Coons Yates)

- Sections 4.1, 4.2, and 4.3 explain the use communication with students by Faculty, University officers, and the responsibility of the students. Faculty are told that the system is available; they can determine how to use email in their own classroom; if they communicate with non University email systems, depending on what they are transmitting they could be in violation of FERPA. Section 5 states that we provide Blazenet as the portal in which everyone can check their email, they can get assistance from the Help Desk. Section 6, we will not accept an outside email address as an email to correspond with. We do not encourage forwarding of email. Section 7, we reserve the right to filter the mail to get rid of spam and viruses. Section 8, given references to different laws and policies impacted by this.
- “Is there an underlying purpose for this policy?” (R. Zaccari) “The two purposes are establish email as the official means of communication and thereby enabling University business to be conducted by email. The second purpose is emphasis to students and employees of their responsibility to check and read their email account.” (J. Newton) “Three, we are moving more aggressively to less paper on campus. This is really putting people on notice that we have a formal system, we have to use the email account, it has to go through our policy, it is legally binding and we are moving to a paperless transmission of all information. (R. Zaccari)
- “How you access your account is printed in the new student guide. Everyone receives a copy at Orientation. I make a point to address the students that the VSU email is the official way to communicate. The problem is it is not being reinforced on other parts of campus. There needs to be a follow up process.” (W. Peacock) “Financial Services is willing to start a trial run. That may get people’s attention.” (T. Martin) “Faculty would be very hesitant to email grades or anything personal.” (R. Allen) “That maybe good practice regardless of the email system.” (J. Newton) “Would it help to develop target areas first?” (T. Martin) “That is a good idea.” (J. Newton) “How is web vista different from using official VSU email?” (R. Allen) “WebCT is structured to do that. It is part of our infrastructure and it inherits security policies and it is administered by personnel.” (J. Newton) “As long as it was a dedicated specific account that would comply with FERPA. Master of Public Administration faculty are instructed to use WebCT. It is available with every course.” (N. Argyle) “We should develop Best Practices and make sure people have the tools to implement the policy.” (J. Newton)
- Please review this document for the June 27th meeting.
- **Information Item: MGT Staff Salary Study (Dr. D. Bogart)**
 - This morning we presented a slideshow to COSA to give them an update on the salary survey. Shortly, we are going to be targeting staff meeting as well as implementing mini information sessions for employees. For the last two months we have been working to get the data ready for implementation.
 - MGT has a website www.MGTamer.com. MGT has done many studies for the University system and revenue enhancement. They have done many classification and compensation studies within the Georgia system and throughout the northeast.
 - This is a partnership between MGT and VSU. MGT is designing the study framework and the templates. They are collecting all the job and salary data and analyzing it for us and providing their recommendation. VSU is important in this process because we are providing input into it. Employees are involved in this process. As we move this is to utilize their talents and help other employees fill out their information.
 - The job content questionnaire form is an on-line form and employees will be able to provide information about their job duties. All the information will be fed into a database. Supervisors and managers are able to review the information. They cannot make changes but there is a section where managers and supervisors can provide input. Once the form is

- completed and information is fed into the database, a position description is created. Every employee will have a position description that will be tailored to their job.
- We have determined five types of markets. They are state, local, regional, national, athletics, medical, and trades. Each area will be targeted to get salary information. Some data sources they will be using are CUPA, Georgia Department of Labor, peer institutions, and any other university system data.
 - This is an opportunity for staff to participate in guiding and developing their own position description. If staff fails to participate they will receive a generic template position description. Major work will be done in July. It will be gathered in August and September. Position descriptions will be available shortly after. Salary data will come out November through December. Hopefully everything will be completed in January.
 - “Who is not included in the study?” (R. Allen) “All instructional faculty are being covered by the study in Strategic Research and Analysis. We will make sure no one is left behind. Joe Newton has an excellent staff helping with the process.” (D. Bogart)
 - **Planning Workshop and Timeline (C. Coons Yates)**
 - Over 150 people have attended the workshops.
 - Please involve everyone in the planning process. We are going to try to have a renewed focus on accountability, monitoring progress on goals and initiatives, and looking into a reward system.
 - By mid-July, the roll-over feature for goals and initiatives should be working in the planning database. Remember to use the update feature throughout the year.
 - **Organizational Analysis (C. Coons Yates)**
 - As a result of planning the planning retreat, Kate and I will begin a process where we start to look at what efficiency recommendations we have implemented on campus, which ones were left from the efficiency task force that we have not implemented. Also, we will look at MGT’s suggestions for reorganization to be more efficient. We are going to try and do some organizational analysis work and come up with a list of innovative, creative recommendations and bring it back to this group.
 - Over the next few months, new faces will be joining us at University Council. We will be getting binders for the new members that have the major pieces of information.
 - The Planning Retreat is July 24-25. Monday is a full day and Tuesday is a half day. Hal Irvin is the facilitator. We have a full list of Faculty Senate that will be attending the retreat. We are still missing COSA and SGA’s five representatives. We would like to email everyone a tentative agenda.

Meeting adjourned at 4:30 p.m.

Next meeting June 27th, 2006, 3:00-5:00 p.m. in the UC Rose Room

Attended:

Council Members- Ronald Zaccari, Christy Coons Yates, Ralph Allen, Nolan Argyle (Wilson Huang), Jim Black, Denise Bogart, Honey Coppage, Greg Gordon, Charles Harmon, Christine James (Mike Meacham), Traycee Martin, Russ Mast, Joe Newton, Tim Yorkey

Advisory Members-Walter Peacock, Ruth Salter (Marsha Krotseng), Scott Sikes

Not Attending: Brad Bergstrom, Herb Reinhart, Louis Levy, Jeremy Baker, Maggie Viverette, Laverne Gaskins, Kurt Keppler

Guests: Christine James (Faculty Senate)
 Jin Wang (Faculty Senate)
 Jeanne Severns (Internal Audits)
 Bill Moore (Informational Technology)

Recorder: Kate Gurley