

GENESEE STAFF COUNCIL

Meeting: July 8, 2022

Agenda

9:00 – 9:30 AM – Announcements and Housekeeping

- Meeting Minutes Approval
- Updates from the chairs and areas of GSC impact
 - Administrative support
 - GSC Budget
 - GSC Expansion
 - Reimagining Campus Safety, Security, and Policing
 - DPS & IOEI searches
- Bylaws vote on co-chair term

9:30 – 10:00 AM – Career Path Modernization Update (Leah Stormo-Soles, Dan Salamone, Jane Knickerbocker & Dan Watson)

10:00 – 10:10 AM – Break

10:10 – 10:55 AM – Open Discussion

- Revisiting Zoom Protocols
- Transition Data Capture
- Discussion topics for 8/5 meeting with VP CHRO Kathy Gallucci

10:55 – 11:00 AM – Wrap-Up

- Matters arising
- Summary, wrap up, and takeaways
- Good news

Attendees

Co-Chair Cathy Caiazza, Co-Chair Amanda Sharpe, Melinda Adelman, Rani Bhagwat, Terra Buttram, Anthony Campbell, David Cota-Buckhout, Diane Crane, Theresa Danylak, Sherri Gunter, Jenny Hamson, Janice Holland, Amy Kadrie, Kaitlin Legg, Dawn Marshall-Hosier, Lauren McKenna, Heidi Mergenthaler, Harish Nayak, Bailey Nixon, Katie Papas, Jon Powers, Anthony Siragusa, Leah Stormo-Soles, Rebecca Walters, Andrea Walton, Paul Wlosinski, Daniel Watson

Announcements and Housekeeping

June meeting minutes (Amanda Sharpe): The minutes are in the Teams channel but were posted late last night. We will give the Council a chance to read through those before we vote on their approval.

Administrative support (Amanda Sharpe): The Co-Chairs and the Executive Committee have interviewed a handful of potential candidates. We recently interviewed a candidate with experience supporting a staff council at another institution, and we are in the process of checking her references and hopefully moving towards making her an offer

Budget update (Amanda Sharpe): We put together a proposal to request a budget for FY23, and we have received an announcement back that we have been approved for funds this year. We have been given \$25,000 this year as our operating budget. This is for operating expenses only, not for any sort of payroll costs. The payroll cost for the administrative assistant and for any overtime pay if we have an hourly co-chair come from a different source. The co-chairs will be allocating the budget funds as previously proposed.

Med Center expansion (Cathy Caiazza): Rebecca, Amanda, and Cathy will be meeting with a small group of staff from the school of medicine and dentistry and the school of nursing to begin conversations about how to fold those divisions into our structure. We will be looking at how to divide the Med Center divisions appropriately to make sure those units are represented in the same manner that we represent our constituents over here on the River campus. We will address some of the challenges that this group identified, and any new challenges that we may not have considered. We will report out on how that meeting went when we meet again in August.

September orientation (Cathy Caiazza): This will be the orientation for newly elected GSC members and returning members. Orientation does take some coordination and planning, so we have asked Jon Powers to help facilitate a small planning group. We are asking for 2-3 additional volunteers to work with Jon to plan and coordinate the orientation details. It would be wonderful if we could get some newer members to help him to give us a perspective on what would be most useful for onboarding our newly elected members.

Campus Security Consultant Group (Cathy Caiazza): Interim Provost Sarah Peyre invited the GSC co-chairs, the Faculty Senate co-chairs, and a few other folks around campus to meet with a campus security consultant group called Margolis Healy. These consultants were brought in to evaluate public safety policies, procedures, and organizational infrastructure essentially to ensure equitable security practices across the institution. There is currently a vacancy for the Chief of Public Safety. They wanted to spend some time speaking with campus constituents about our experience with public safety and what we would want it to look like. Amanda and Cathy brought some of the things heard here from GSC members, as well as our staff constituents to that conversation. We anticipate that the consultants will prepare a report, and we will encourage university leadership to share that out as they're able to.

- *Kaitlin Legg:* The notice for the public forums were advertised very last minute. Not sure how great the turnout was for the larger groups.

Searches for Chief of Public Safety and Lead of Office of Equity and Inclusion (Amanda Sharpe): We have openings in both of these leadership roles. Cathy and Amanda will be talking to Kathy Gallucci about opportunities for staff involvement in the interviews for the finalists. The GSC co-chairs have been invited to attend the interviews as they did with the Provost role.

GSC bylaws vote on co-chair term (Terra Buttram): At our last meeting, we had talked about Co-Chair terms; the issue is that co-chairs serve a two-year term, but this term may not coincide with the two-year term for the GSC representative serving as a co-chair. There's a risk that a GSC representative can lose their district re-election while still having a year left as co-chair. We will be voting on two proposals this morning:

- **Proposal 1:** Co-chairs could run for 2 consecutive 1-year co-chair terms. Limit of 2 consecutive 1-year terms (effectively a 2-year term limit). Assumes an "unwritten agreement" that co-chairs would not be contested after first year IF they won their district seat election.
- **Proposal 2:** Co-chair holds their district seat for as long as their co-chair terms.

- **The majority of the Council votes in favor of Proposal 2.**
- **Section II. A. Membership in the GSC bylaws will be amended as follows:**
 - **v (new). Members who are elected council Co-chair shall serve for their full two-year co-chair term before their seat is eligible for re-election. This can result in a three-year term limit for their district seat.**

Elections information (Terra Buttram): July 18-31 is the nomination period, August 15-29 will be the voting period, election winners will be announced September 1, election results will be announced to districts September 6, and then September 9 will be our GSC orientation and annual workshop. We ask you all to be a good advocate and promoter for being a part of the Council and what that entails. Share your experiences and what's been rewarding for you. We're hoping that you will be our biggest champions in getting folks interested in running.

Career Path Modernization (CPM) Update

Guest Presenters: Leah Stormo-Soles and Dan Salamone

Dan Salamone: This is a pretty big update that will hopefully have a positive effect on many of the people that are included as part of the CPM project. The phase that we're currently focused on is the job validation phase. Some of the elements we are looking at are:

1. *Career Streams:* Career type within the organization with distinct responsibilities. This is different from pay grades, so those two components will live independently in the new structure.
2. *Job Levels:* Organization of jobs with a similar level of responsibility, such as organization impact, complexity, and experience.
3. *Job Families:* Organization of jobs into functions such as finance, clinical, and academic & student services.
4. *Job Sub-Families:* Sub-groups within a job family that share more specific job requirements and skills.

All of this is really aimed at trying to help build clarity and transparency around the structure itself and how as an individual staff member of the university, you can grow your career, grow your skill set, and ultimately move through the organization to carve out your career long-term. We are looking at each individual position to validate whether or not the classification that someone is sitting in is the most appropriate classification, or if there's a better one, or if it's something that doesn't exist today that we need to create for the future state. This will be a 3-step process:

1. Supervisor, with staff input, provides key position information for each staff member via MyPath.
2. Compensation reviews key position information and validates employee job profile/classification or creates a new one. We will be looking at compensation in partnership with our external partner Mercer to ensure that we have people sitting in the right classification.
3. Committee will ensure a fair appeals process for concerns.

Amanda Sharpe: Who is part of the committee that ensures a fair appeals process?

Dan Salamone: We have not landed on a committee group yet. We are a way off from that step so we'll have some time to put that together, but in all likelihood, there will be some folks from the leadership side, and some folks from the HR side. Whoever reviewed it in the original phase will not review it in the appeals phase.

Dan Salamone: For the collections phase, we're looking to collect the top 3-5 job responsibilities to help us identify the elements that are core to the job. The collection phase starts with a supervisor being assigned a task in MyPath, much like the performance review process. However, this process starts with the manager rather than the staff member in part because we want the supervisors to utilize the most recent job descriptions. The staff member will have an opportunity to review the input with their supervisor so that they can align and determine whether changes are needed. The input will then be submitted to a department designee, who will then submit all of the information on behalf of their entire department.

Dan Salamone: For the compensation review phase, if someone is sitting in their correct classification,

we can feel comfortable that it has been validated and we can keep them in that classification as we move to the new structure. If it's not the right classification, we are faced with two options. If there's a classification that's more appropriate, we will look at the impacts of moving that person to that new classification. If there's not a more appropriate classification, we will look at creating a new classification later on in aggregate.

Dan Salamone: We are going to centrally push out communications by way of email introducing this exercise, with links to resources for both the supervisors and the staff members. We will give all supervisors and staff a training that goes through the information we're looking at now. We will have an email announcing the launch, and then ongoing support from HR business partners and the department designees. This summer, a lot of the focus will be on training, but by the middle of August we will start to push out a lot of the MyPath tasks. Once we receive the input, we will spend the remainder of the fall and most of winter going through these to determine whether these classifications are appropriately aligned, and creating new classifications if necessary. We expect the outcomes to be announced on a rolling basis, as some jobs will be much more easily classified than others.

David Cota-Buckhout: Thank you for your time, I know this is a lot of work. If the employee is exceeding what their job expectations are but are maybe not the adequate rank within their office structure, how does that work? And for those who are at the normal level, or even below that, how does that work, does anything change for them? How does it work in terms of making it equitable for everyone involved?

Dan Salamone: While not every department has the same needs, we want people to continue to grow in their careers despite the fact that their department may not need that next level, or may not have the opportunity to grow. Our hope is that going through this exercise and creating the classifications that are missing from our structure will help staff to see more broadly where opportunity exists. This exercise will focus on the job itself, maybe in excess of the job that is being done. So, we are looking at what's needed for the job, rather than what the person's capabilities are.

Jon Powers: The timeline given for the initial step of job review correlates pretty directly with the gearing up to and beginning of the semester. What does it look like if that window is missed, if the supervisor doesn't have time to complete it or needs to postpone it?

Dan Salamone: It will sit in queue until the step is complete. We as a project team will push pretty hard on department designees because we are looking to them to try and drive the accountability at the department level and make sure this exercise is prioritized, because it's critical that we get this right before we move to a new structure.

Jon Powers: About the compensation, that would happen mid fiscal year presumably if it's identified that an individual was being undercompensated. As far as budgetary implications, is that just up to each department to figure out and identify what to do about that?

Dan Salamone: We are hoping to see more people who are appropriately aligned than not, but we do know we will have to create new job classifications, and we will need to look at the aggregate. The compensation piece is yet to be determined, but as far as rolling adjustments go, this exercise is focused on getting people into the correct classification. We will have to come back to the pay piece as we develop new grades.

Cathy Caiazza: In the chat, there was a compliment from GSC Member Kaitlin in AS&E, Office of the Dean of Students, giving compliments to the pilot process. They really appreciated all of the training materials that went into preparing staff members for that job validation process and conversations with supervisors. Another question: The timing of the enterprise wide rollout particularly on the academic side is a very busy time of year. Could you speak a little more about what's being planned to ensure that supervisors and staff are as prepared as possible and can plan ahead for that time commitment?

Leah Stormo-Soles: We are starting to reach out now, so people will get about a month's notice before we kick off the process, so they can plan, prepare, and gather materials. We are giving managers about a month to complete their part of the process, and staff get about two weeks in the later half of September, so we hope that gives folks enough time. Recognizing that unfortunately there's no good time, we looked at a lot of other options and there's always something. There will be thousands of jobs we're reviewing so

if some come in a little bit later we will still be able to consider that input.

Cathy Caiazza: Melinda asks if there's anything the staff council can do to help with communications to ensure that people are aware and reminded about this process.

Leah Stormo-Soles: That would be great. An enterprise wide email with an overview of the process and timeline will go out the week of July 18, and then a training video will come out a couple weeks later. When you see those come out, if you could leverage any communication channels already established (ex. newsletters, existing meetings) to call people's attention to this, that would be wonderful.

Open Discussion

Revisiting Zoom protocols (Cathy Caiazza): You may remember a while back we updated our Zoom protocols to try and limit the chat happening in the chat box, because we felt that unless there was a question being asked, some of the chat might be distracting to our guest speakers. We also wanted to make sure there weren't important questions or comments being missed because of all the chat. We wanted to dedicate some more time to talk about this, because in trying to avoid all the chatter, it might also be stifling the conversation. We recognize that we are in a virtual environment, so a virtual setting is already limiting the interaction that members are able to have with our guest presenters. We also recognize that your time with those guest presenters is very limited. How can we balance all of these differing needs?

- *Kaitlin Legg:* We were talking about this in our district. From an inclusivity perspective, having the chat is important. Depending on how you process information, or how you like to say things, sometimes written communication is more effective than verbal. Another thing that came up, an example I shared is that I very much connect with an interaction style that's inclusive, warm, and welcoming. Being able to give kudos or positive affirmation in the chat is helpful for me and resonates with other people as well.
- *Lauren McKenna:* To make sure all voices are heard, in some meetings there's a general rule of thumb that if you've already contributed a lot to the conversation, consider taking a step back so that other people can have the opportunity to chat.
- *Cathy Caiazza:* We will consider adding this to our Zoom protocol slide. A reminder that we want you to contribute, but also allow others to contribute.
- *Amanda Sharpe:* We didn't really set Zoom protocols as a group, so we should look at what are our shared values as a council when it comes to communicating during a meeting.
- *Theresa Danylak:* Most of our guest speakers tend not to follow the chat, so instead of putting it out there for everyone to see, we could have a moderator who we feed it through. That might be a good way to address this for those who don't feel as comfortable with speaking up.
- *Melinda Adelman:* I'm one of the people who is more comfortable communicating in writing. In instances when we're doing questions at the end of a presentation, it's easier to be able to put the question in the chat and listen as the speaker continues talking instead of having to hold that question in my head while I try to focus on what's being said right now. Another thing I like about the chat is reinforcement of good questions or comments. Knowing how many people are invested in a particular question or comment is useful.
- *Cathy Caiazza:* This feedback is incredibly helpful and I've taken some notes. We will discuss this in executive committee and make efforts to make some adjustments moving forward. We may also revisit this with the new incoming members to gather shared values around this topic.
- *Diane Crane:* We are doing this because we have had speakers who are paying more attention to the chat than to their presentation. So that's impinging on us as opposed to letting the speaker know not to pay attention to the chat, and we are moderating it.

- *Rani Bhagwat*: We could build in extra time for discussion at the end of each presentation, give 10 minutes instead of 5 at the end for Q&A, so it doesn't feel as rushed.
- *Cathy*: That's a great point, we don't want people to feel rushed to put a question in the chat just so it gets seen, they should feel they have enough time to ask their questions. We also want to make sure that everyone knows that the intention was never to say you can't put something in chat, it's just being mindful of the comments going into the chat to make sure they are productive, on topic, relevant to the conversation, and not just otherwise distracting or overly negative or sarcastic.

Transition Data Capture (Amanda Sharpe): As we approach annual elections, we want to start thinking about how to gather information from current members to turn over to new members. Our thought is rather than just gathering information from the members who are leaving, we could make this an annual survey of all GSC members of how things are going in your district. Then we can gather it together and everyone in the district (new and returning members) can look at it together as you start the new year out with a new mix of people. We would gather information on communication methods within districts, things we've tried that didn't work, challenges within our districts, and anything that would be useful for new members to know. What kinds of questions should we ask in this survey?

- *Cathy Caiazza*: One question we should add are "who are your key partners that you've worked with or established relationships with in your district."
- *Amanda Sharpe*: We should ask about communication methods and frequency.
- *Dawn Marshall-Hosier*: I suggest that whenever there are new people coming in, there should be a transition day in which the outgoing person briefs the incoming person, and it can be more personal than just papers.
- *Sherri Gunter (in chat)*: Perhaps we could have the outgoing members attend a session at the annual orientation meeting, an official handing over of the baton.
- *Amanda Sharpe*: I'm not sure if we'll have time to devote to that specifically at the orientation day. But we are thinking of doing an optional happy hour/social event at the end of the day, and we would invite anyone who has ever been a GSC member. We will start a Teams chat where people can put in other suggestions for survey questions.
- *Theresa Danylak (in chat)*: What are some concerns/issues/trends among staff within a district?

Discussion topics for 8/5 meeting with VP CHRO Kathy Gallucci (Amanda Sharpe): We would like to give Kathy an agenda prior to the meeting, so she's prepared for the questions and topics we would like to discuss with her. Rebecca confirmed that she will be able to talk to us at our August meeting about the results of the annual employee engagement survey. That might also be something that Kathy Gallucci can speak to a little bit. One question we received in an email from a constituent was about inflation and if the University has any plans or approach to help with the rising costs.

- *Dawn Marshall-Hosier*: One topic that has been coming up on a daily basis in our department is safety. Specifically, the national trend of gun violence, and what is the plan should something happen on campus. A lot of the violence is against people of color.
- *Diane Crane*: Is there anything from our survey of the staff council that she could help us with, such as how can we be more impactful, or anything else that might have come out of the survey that she might have some good ideas around?
- *Melinda Adelman (in chat)*: We've asked it before, but another update on staffing levels, vacancies, and recruiting might be good.
- *Jon Powers (in chat)*: Considerations for continuing/restarting the referral program? How successful did that seem to be?

- *Kaitlin Legg (in chat)*: Recruiting is a big one - for example, we have to pay to post jobs on higher ed jobs website and others... but we have no budget... would be nice to have help with this from HR, and IOEI (as it relates to recruiting diverse employees).
- *Cathy Caiazza*: Hybrid and remote work continuation or expansion of that for those who are able. Also, any plans for the fall regarding COVID preparedness, things related to vaccinations, quarantine, etc.
- *Amanda Sharpe*: We have also offered Kathy some time to ask us for feedback during this session.
- *Sherri Gunter*: What is the actual university orientation policy for new employees? It seems that when new employees come onboard, they're lost. They are not familiar with resources and services, there's so many trainings for them to do, and it's very disengaging for new employees. It seems that the whole process has become decentralized. We need to have a more concerted effort to make our new employees feel welcome.
 - *Diane Crane*: The professional development committee had a nice conversation with Michelle around this exact topic. She asked us for some help in benchmarking with other institutions that we might have connections with to see what their orientation programs are like. They know that it kind of got away from them during COVID, they no longer have a space to offer it in person. Do other places do it in person, how can we do it better, what do we need to do, what does retention look like (newer employees to older) and how has orientation played a role?
 - *David Cota-Buckhout*: Notes from that meeting are in our Teams folder for anyone that wants to view them. This meeting had focused on access, job titles, skills training, funding, keeping tools and the website updated, upcoming trainings, etc. We have another meeting coming up with Michelle and her team at the end of July, so let us know if there's anything you would like us to bring up at that meeting.
- *Amanda Sharpe*: I will create a post in Teams and let everyone add suggested questions or topics for Kathy there.

Wrap-Up

Announcements (Amanda Sharpe):

- Kathy Gallucci is joining us right at 9am for our next meeting, so we are asking everyone to join about 10 minutes early so we're settled and ready right when she joins us.
- The Pride parade is next weekend, and you can still sign up to participate with the university.
- David Figlio, the new Provost has emailed everyone and is doing "Tasty Tuesdays" out there at a table so that everyone can go and meet him. He is also planning on doing some open office hours for people. We encourage you to go meet him. The GSC co-chairs do have a coffee hour set up with him for later this month.
- A reminder, if anyone can help Jon with GSC Orientation, please send him a Teams message or an email as soon as possible to let him know you're interested.

Good news:

- *Kaitlin Legg*: I recently accepted a new position internally at the university, starting August 1 I will be in the college Dean's office as the Assistant Director for special projects for the college.

Next meeting will take place August 5 at 9am via Zoom