A&S Staff Meeting

February 25, 2021

Zoom Virtual Meeting

Approval of Minutes (Nancy Propst):
- Minutes approved

Staff Chair Report (Nancy Propst):
- Welcome to spring semester
- Thank you to Deatrice Cleaton for taking Michelle Mauney's position on BPRC
- Gen Ed curriculum committees have been meeting-please take a moment to look at this information-staff unable to vote so try to attend a session/meet with dept so that you are aware of changes in Gen Ed curriculum
- Staff are very important to the running of the school-please own that unique perspective and engage

Dean’s Report (Patrice Rankine):
- Gen Ed-please stay informed on conversation
- Academic Council-encourages everyone to attend-these are open meetings

Working Group on Administrative Structure (Patrice Rankine & Surabhi Vittal):
- Presentation on proposed changes to administrative coordinator structure
  - understands that others in this meeting are not admin coor., but all should understand what changes are taking place
    - What are appropriate titles, structure of admin staff, arranged by building structure or is there a better way, there may be potential promotions
    - Encourage everyone to review updated slides on Dean's website
    - Thanks to Sarah Orr, Tracie Taylor & Liza Carpenter for serving on this working group
    - Sarah Orr-Budget & Operations Manager in Dean's Office
      - Oversee onboarding new admins, development of admins
      - Try to establish consistency to admins in their roles with chair changes every 3 years
      - New hires involve a lot of training-help with creating a cohort of admins for support
      - Professional opportunities and new roles in new structure and training for tools to succeed, fill in gaps in training
    - Provided clarity on what Dean's Office can and can't do-hope for growth opportunities, there will not be salary increases necessarily
    - Reduce fear-there is not a reduction in staff salaries or eliminate positions currently filled, we are restructuring so as people retire we are reevaluating the openings
    - Most people will not move from their current roles-titles might change and approved by HR-present to HR and make a case
    - Process will start this summer and continue for next 3 years.
Estimated that about 20% will receive a promotion-Sarah Orr cannot manage all 20 admins so there will be people who are promoted that she can work with-result in 3-4 admins who are trained to support through workshops

Are the G5s organized by building? Or another organization to set up structure? By Division? Need insights from admins and staff

There should be 3 levels for admins and A&S only uses 1 level (G4) and would prefer to to utilize all 3 levels

Sarah Orr shared that her role hasn't changed yet-Dean's Office needs feedback and hope to implement this summer/next fall

Tracie Taylor thanked Kastle for creating the survey and forwarding the results this morning to the working group

Nancy Propst shared that the admins started this discussion in 2016 and that this has been a long process. It is appreciated that these concerns are being addressed

Feel free to reach out to any working group member

Committee Updates

USAC (Jennifer O'Donnell:)
  - elections coming up March 1st
    - nominate friend or self for 3-year term
  - working with university administration for vaccine for staff
  - USAC theme-participate in climate survey-equity and inclusion
  - reach out to me with questions

APPC (Lamont Cheatham): update provided by Nancy Propst
  - finished their recommendations and work on committee will increase fall 2021

BPRC (Deatrice Cleaton):
  - committee has met 4 times for one-time funding proposals
  - year-end report is coming out
  - elect new chair

Engagement Coordinator (Katreena Clark): update provided by Nancy Propst
  - encourage everyone to attend staff awards on march 5th
  - reach out with concerns
  - Does the staff want to resume monthly or bi-weekly meetings?

Concept 30 (Jo Bachman):
  - Have not met this semester
  - last semester worked on the job descriptions for Dean's Office Position: Diversity & Inclusion

Other comments/questions (Nancy Propst):
  - no other comments

Meeting adjourned at 11:15am.