

FACULTY SERVICES COMMITTEE  
Georgia Institute of Technology

09 May 2016  
1:00 pm – 2:00 pm  
260 14<sup>th</sup> Street (GTRI)

**Meeting Minutes**

Present: Tanah Barchichat, Kristen Butler, Amy D'Unger, Christopher Edmonds, Mandi Johnson, Susan Parham, David Gottfried, Russell Clark

Absent: Myrtle Turner, Justin Eisenberg

**1. Approval of minutes from 11 April 2016**

- Susan Parham motioned that the minutes be approved. Amy D'Unger seconded the motion and the minutes were approved unanimously,

**2. Reports of FSC liaisons**

- Amy D'Unger—Web Governance Committee
  - This is her last meeting on FSC so we need a new liaison for the Web Governance Committee
  - Mandi Johnson volunteered to be the new FSC liaison starting in June
  - D'Unger said the Web Governance Committee was appreciative of our suggestions and used them in the revised Web Accessibility Policy
  - The Web Accessibility Policy passed and is in the Georgia Tech policy library
  - The central web support proposal was rejected due to budget issues
  - The committee is now working on branding standards, creating a balance between the standard GT look and allowing for customization at lower levels
- Tanah Barchichat—Open Access Policy Committee
  - No meeting since our last FSC meeting

**3. Old Business**

- Susan Parham has been contacting various people across campus regarding our new employee orientation project, but it has gone no further than just gathering names
- Leslie Sharp sent Susan Parham an updated spreadsheet—we may be able to use this and combine with OSP's work, along with OHR's information

**4. New Business**

- Guest: LaTrese Ferguson, OHR Workplace Learning and Development Manager

- Instead of new employee orientation—now offer New Employee Experience
  - Started 2 years ago: first year it was a pilot and last year it was first fully implemented
  - The idea is to increase productivity by having all the necessary administrative parts in one venue so that once the employee actually gets to their work site they don't have to worry about any other administrative procedures
  - It also provides connectivity to people and the Institute's mission, vision, and strategic plan
  - For staff members, the New Employee Experience extends over 6 months (which is the probation period for staff positions)
- Part of the New Employee Experience is Welcome To Tech (WTT)
  - Held every other week, with approximately 30 people attending each session—about 72% of the new employees attend (much more staff than faculty)
  - Have to finish OHR new hire paperwork (I-9) at Customer Service Center (CSC)
  - For all new employees--meet people and fun activities
  - Afternoon portion is "trade show" environment where people from various departments are represented (benefits, online security, etc.
    - Susan asked if the Library could be there—Yes
  - Culminates with campus tour on Tech Trolley, led by student Campus Ambassadors
- OHR also has benefits tutorial online (for proactive new hires)
- Around 3 months after initial WTT have a performance management focused session—about 40% (of the 72% that go to initial WTT) attend
- Every quarter have a leaders forum with some networking
- About 6 months after initial WTT have "Seizing Your Career" session
  - Especially for staff
  - A facilitated discussion
  - Dialog about the culture here
- Follow up with surveys, trying to understand why portions of people aren't participating (like GTRI employees), who the outliers are
  - It was noted that GTRI needs a charge number to be able to go
- About 20% (of the original 72% of all new employees attending the first event) go through all 4 portions
- Question: Would they be prepared for larger influx of attendees?
  - To some extent yes—during certain periods of year they have 3-4 sessions a month instead of 2
- Who they don't capture in this process
  - Teaching faculty who have new faculty orientation at beginning of fall semester
  - So many people come in through the "back door" at Tech transition from students, Tech Temp, adjunct, etc.

- Review of concerns sent to Faculty Services Committee for assistance
  - Digital signage oversight (from the Benefits Committee)
    - Every place has different sized screens and advertising has to be created individually for each of those ratios
    - We agreed not an FSC issue
  - Retirement email—after retirement, employees will not be able to have email (from faculty member)
    - When Tech had Zimbra it was fine, but it is not covered/paid/licensed under Office365
    - However, they can get a forwarding alias ([@gatech.edu](mailto:@gatech.edu))
    - Just need to get a Gmail or other free email service account; with a forwarding alias it was agreed this is not an issue
  - High Performance Computing—nobody knows about their benefits (from PACE)
    - Will add to our checklist
  - Library move—faculty resources being moved offsite (from faculty member)
    - Susan Parham contacted Library Faculty Advisory Board (LFAB)—they are constructing a response and will copy us
    - It was noted that LFAB is not a standing faculty committee, so the response/follow through might need to come through the FSC because we are a standing faculty committee
    - However, the move has already happened and it was agreed that the opportunity for input or change has passed

## 5. Adjournment