



# Franklin Works

Franklin College Administrative Services Initiative

Town Hall Meeting | March 3, 2021

# Agenda

- ▶ Welcome
- ▶ Introduction
  - ▶ Alan T. Dorsey, Dean of the Franklin College / Executive Sponsor
- ▶ Big Picture
  - ▶ Holley Schramski, former AVP Finance and Administration / Project Consultant
- ▶ Franklin Works Initiative
- ▶ Phase I - Business Services Model
- ▶ Position Evaluation Process
- ▶ Next Steps
- ▶ Questions & Answers

# Introduction

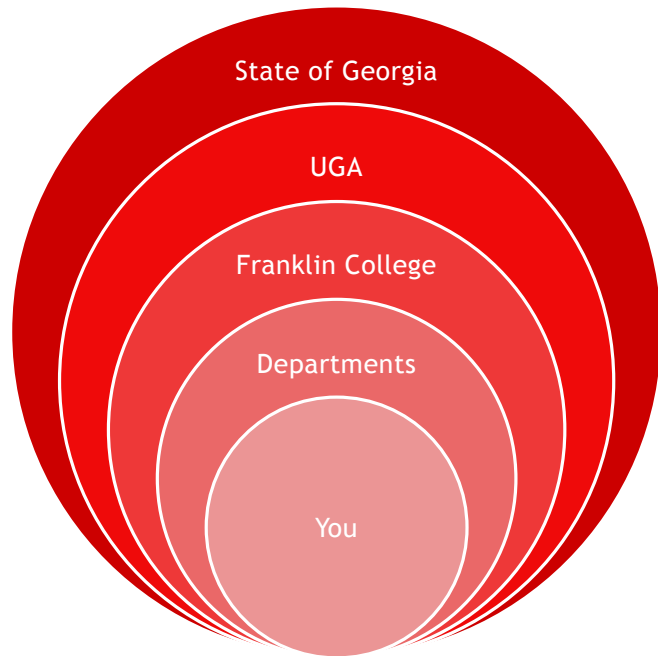
## ▶ Recent challenges:

- ▶ OneSource Transition
- ▶ Increased risk and compliance issues
- ▶ Budget uncertainty
- ▶ Staff and Departments concerns
- ▶ Vacancies / Retirements - More than a quarter of our departments have business staff position vacancies

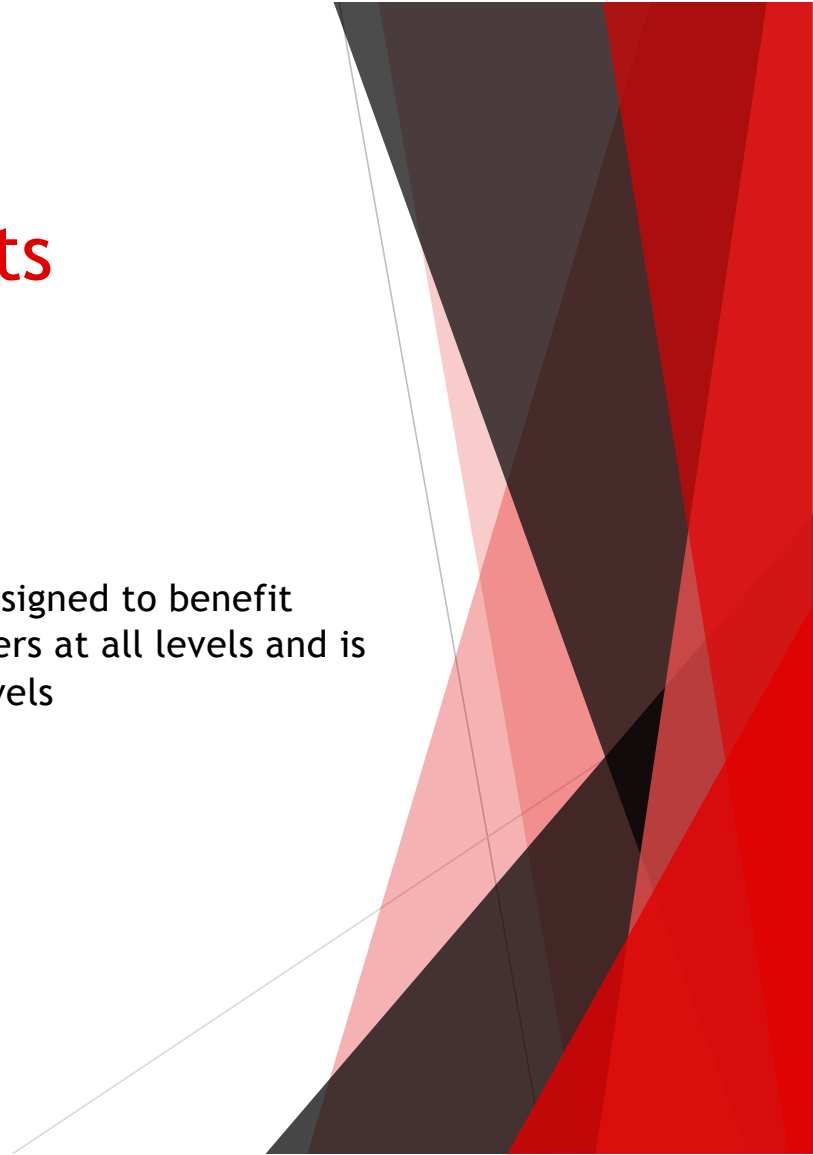
## ▶ New opportunities: Franklin Works

- ▶ Preserve jobs and salary levels of current Franklin College staff
- ▶ Enhance service and support for departments
- ▶ Improve career paths and professional development support for staff
- ▶ Position the college for long-term financial stability and invest in strategic initiatives

# Big Picture: Institutional Support and Benefits

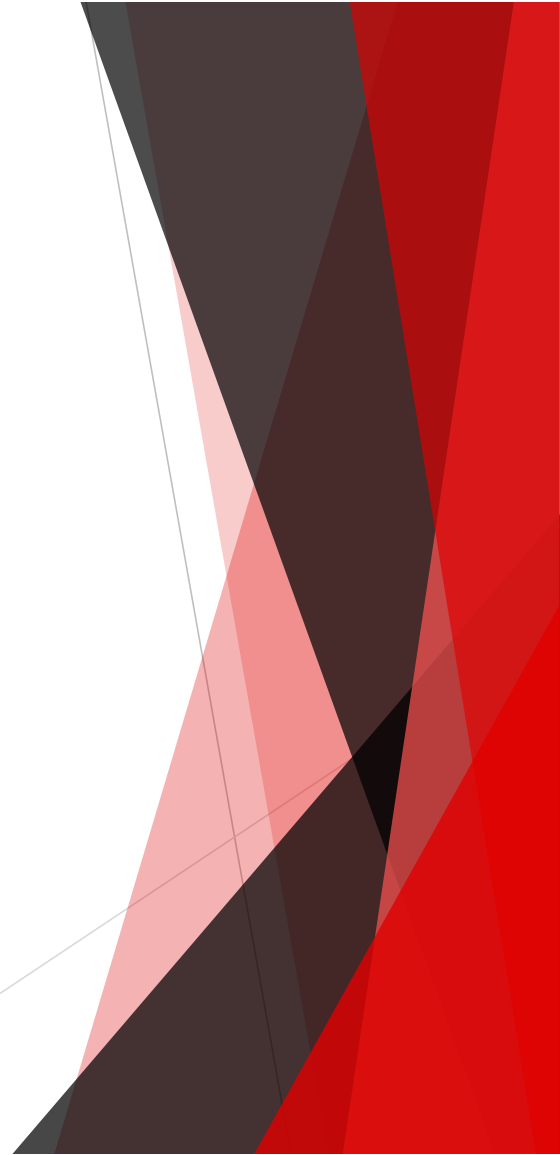


This is a project designed to benefit multiple stakeholders at all levels and is supported at all levels



# Franklin Works Initiative

- ▶ **Beginning in Spring 2021, the Franklin College will conduct a comprehensive review of all staff positions with three key objectives:**
  1. to preserve the jobs and salary levels of current Franklin College staff,
  2. enhance service and support for departments, and
  3. improve career paths and professional development support for staff



# Franklin Works Initiative: Phase I - Business Services Model

- ▶ Transition toward a college-level **business services model**
  - ▶ **There will be no layoffs or negative salary implications**
  - ▶ **Priorities:**
    - ▶ Establish a business services leadership team
    - ▶ Evaluate staff positions, focusing on business services duties
    - ▶ Develop a framework for business services
  - ▶ Departments have unique circumstances, and the project team looks forward to moving forward in a collaborative manner



# Phase I - Business Services Model: Understanding the Problem

## Staff Concerns

- ▶ Position reduction
- ▶ Added complexity/specialization
- ▶ Workload increased
- ▶ Working in isolation
- ▶ Advancement requires changing jobs
- ▶ Limited professional development opportunities
- ▶ Regular and constructive feedback

## Staff Goals for Franklin Works

- ▶ No layoffs or negative salary implications
- ▶ Creating specialized teams, that facilitates interdependent and collaborative work
- ▶ Manageable workload for improved task completion and job performance
- ▶ Working as a team where knowledgeable feedback is regularly provided by supervisor
- ▶ Create opportunities to advance within the organization without major disruption/loss of institutional knowledge

# Phase I - Business Services Model: Understanding the Problem

## Department Concerns

- ▶ Payroll concerns
- ▶ Grant compliance
- ▶ Consistency in reporting
- ▶ Coverage during absences or following turnover
- ▶ Unit head's ability to manage personnel and oversee unfamiliar tasks and responsibilities

## Department Goals for Franklin Works

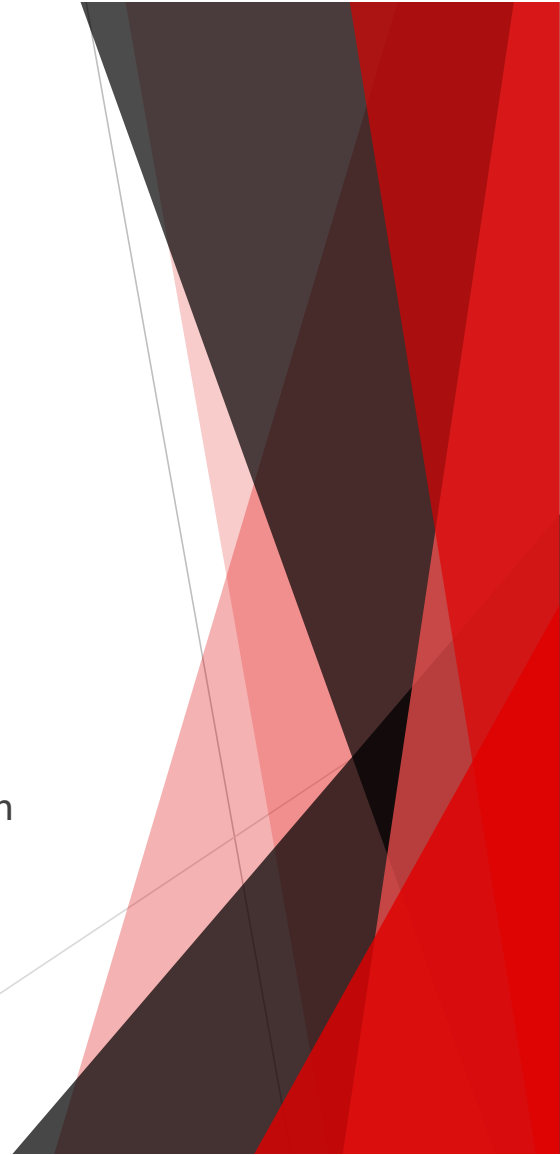
- ▶ Specialized team to address payroll, grant compliance, and reporting
- ▶ Transitioning tasks due to absences with Franklin Works will be seamless to faculty and departments
- ▶ Alleviate administrative load, allowing unit heads and faculty more time to focus on research, teaching and service



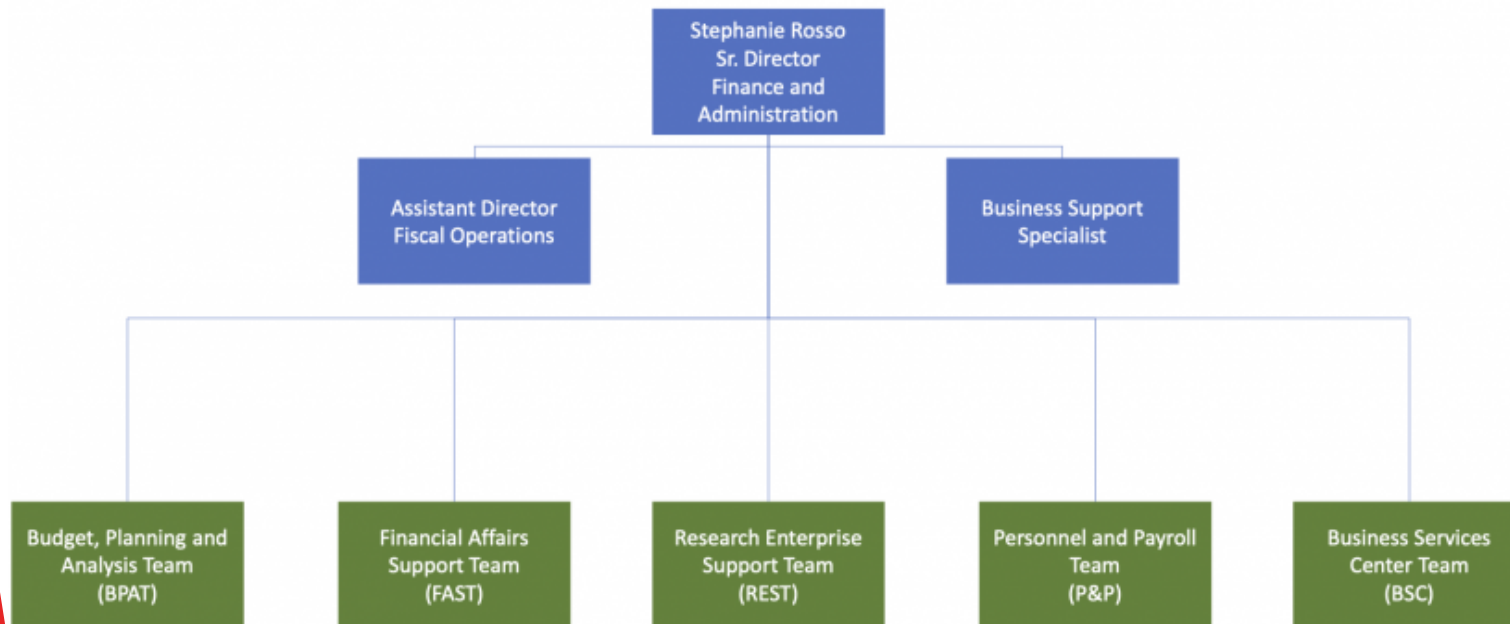
# Phase I - Business Services Model: Addressing the Need

A new way of doing business...

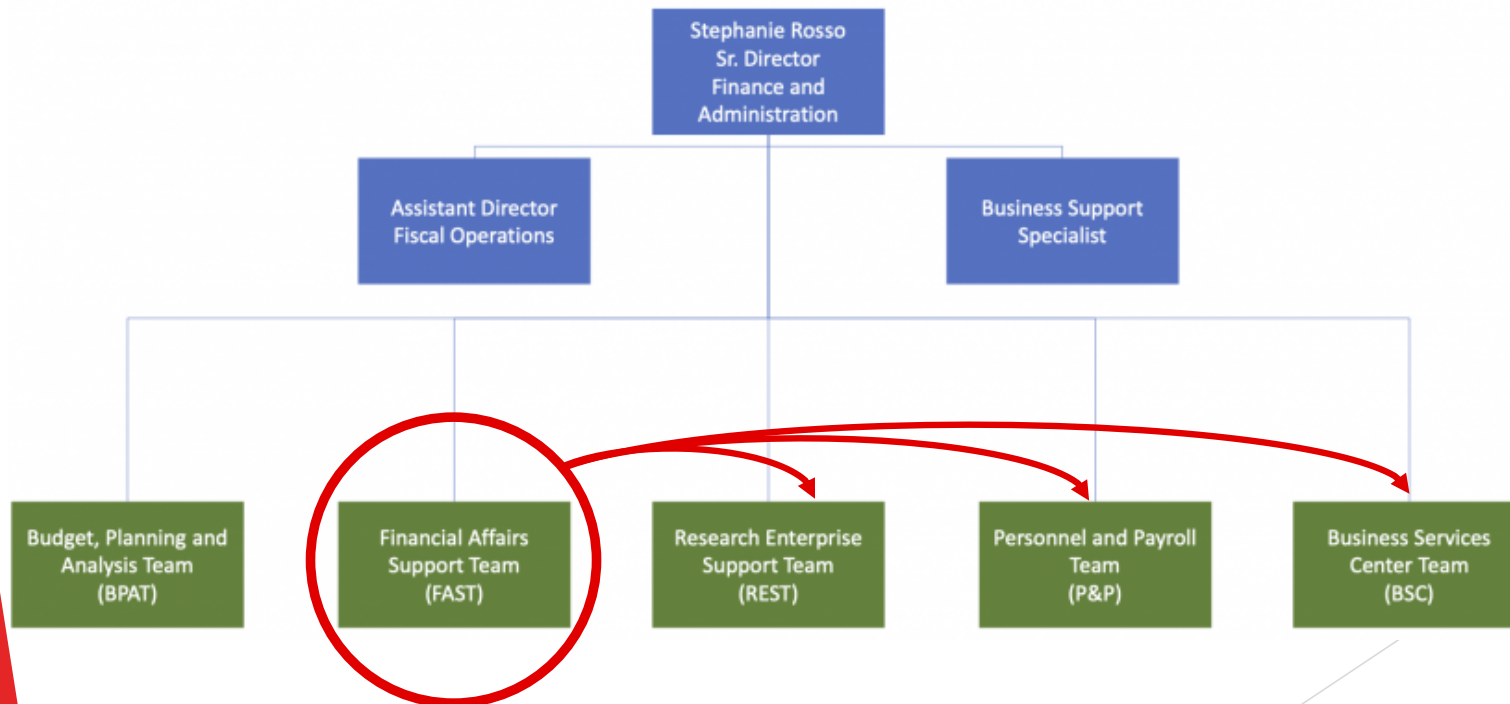
- ▶ Business staff will work as a team in a business services office rather than being distributed in departments
- ▶ Teams will focus on areas of increased specialization, enhanced service levels, and professional development opportunities
- ▶ Departments will have business services staff members assigned to support their unique needs
- ▶ Departments will also have at least one administrative support individual on site to provide local support



# Phase I - Business Services Model: Addressing the Need



# Phase I - Business Services Model: Addressing the Need



# Position Evaluation Process

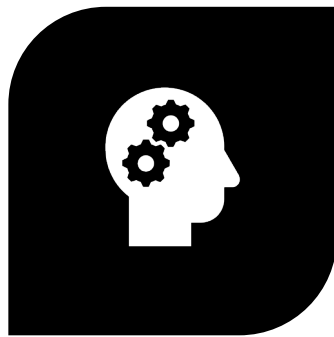
- ▶ **Purpose:** Understand the tasks in your position that are common across departments and those that are unique within your dept.
- ▶ **Participants:** All positions in the college, starting with positions involved in Phase I
  - ▶ Administrative/Office/Clerical
  - ▶ Business and Finance
  - ▶ Next for evaluation: IT (departmental only)
- ▶ **Task:** Review list of tasks associated with your job description and BCAT and share tasks not listed
- ▶ **Method:** 45-minute Zoom small group meeting with others in a similar job title; approximately 8 participants per group

Please indicate if the task statement listed is part of your job by marking NO or YES.

	NO, this task is not part of my job.	YES, this task is part of my job.
Act as official escorts, such as when leading funeral processions or firefighters.	<input type="radio"/>	<input type="radio"/>
Evaluate complaint and emergency-request information to determine response requirements.	<input type="radio"/>	<input type="radio"/>
Identify, pursue, and arrest suspects and perpetrators of criminal acts.	<input type="radio"/>	<input type="radio"/>
Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.	<input type="radio"/>	<input type="radio"/>
Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.	<input type="radio"/>	<input type="radio"/>
	NO, this task is not part of my job.	YES, this task is part of my job.
Patrol specific area on foot, horseback, or motorized conveyance, responding promptly to calls for assistance.	<input type="radio"/>	<input type="radio"/>
Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.	<input type="radio"/>	<input type="radio"/>
Provide road information to assist motorists.	<input type="radio"/>	<input type="radio"/>
Record facts to prepare reports that document incidents and activities.	<input type="radio"/>	<input type="radio"/>
Relay complaint and emergency-request information to appropriate agency dispatchers.	<input type="radio"/>	<input type="radio"/>

# Position Evaluation Process: Focus Group Preparation

Before group meeting, participants will receive an email with some brief preparation for the meeting...



REFLECT ON YOUR MOST TYPICAL  
AND IMPORTANT JOB DUTIES



REFLECT ON WHAT YOU ARE  
SOMETIMES ASKED TO DO TO HELP  
OUT IN THE DEPARTMENT

# Next Steps:

## Phase I - Business Services Model

- ▶ Establish Franklin Works Business Services leadership team
  - Positions are opening now. Check the website or UGAJobs for more information*
- ▶ Position evaluations will commence in mid-to-late March
  - Watch for emails from Diane Salum regarding focus group scheduling*
- ▶ Develop a framework for the Franklin Works Business Services team
- ▶ Timeline for transition:
  - ▶ Spring 2021: Cohort 1 - departments that currently have business staff vacancies
  - ▶ Summer 2021: Cohort 2 - departments can opt into the new business model
  - ▶ Fall 2021: Cohort 3 - remaining departments transition to new model
  - ▶ December 2021: transition complete!
- ▶ Opportunities for Input
  - ▶ Feedback form on website
  - ▶ Advisory committee

# Questions & Answers

Franklin Works - <https://franklin.uga.edu/franklin-works>

