1. Speaker: Kristi Carman, UWG General Counsel
   1. Started August 2019
   2. Handles contracts, freedom of expression, FERPA, Open records, HIPPA, and polices
   3. Can help with staff questions, “Can I do this? Can I do that?”
   4. Employment law
   5. If interests align with the university, she can help – if interests adverse to the university, she can’t help
   6. Attorney General’s office handles lawsuits toward the school – Kristi is interpreter
   7. If someone gets mad “I’m going to call my attorney” – call Kristi
   8. When there isn’t a General Counsel the USG System Office comes in – have 6-8 lawyers on employment – internal coverage as well
   9. Grievance process – Kristi runs alongside to make sure things run smoothly – if University did something wrong, she helps to make things right
   10. No one has attorney/client privilege – everything is eligible to open records
   11. Everything done on University property is able to be attached to open records – hundreds of open records requests all the time
   12. Office located in 210 Mandeville Hall in the Office of Research and Special Programs – 678-839-5306 – [kcarman@westga.edu](mailto:kcarman@westga.edu)
   13. Does she handle buildings/demolition? Sometimes she is brought in – most is handled through central office – some roads on campus are property of Carrollton (the city)
2. Discussion Topics: Budget, Calendar, Leave Pool
   1. Budget discussion – right now all of the cuts are on the faculty side, some of the non-renewal notices were permanent – Budget meeting was recorded – links accessible
   2. Attempt to bring in Christina and Dr. Crafton for Dec meeting
   3. HR working on Critical and non-critical positions
   4. DineWest and Facilities 1st
   5. 90 days wait before posting new positions to help with budget
   6. Staff protected under USG policies – ideally not have to do a staff person cut – could collect unemployment – hoping to give more than a 90-day notice – USG staff notice 30 days – 90 days notice if we experience cuts
   7. USG Budget 2017-2018 & today’s enrollment down – students and credit hours
   8. Attrition – no cuts in Dine West currently
   9. Using positions not filled and looking at who will be retiring
   10. Encourage using the survey
3. Officer Reports
4. Committee Breakouts
5. Other Business/Questions

In Attendance: Tina Skinner, Jessica Renard, Ashley Swancey, Amy Lavender, Juli Humphries, Sarah Powell, Christy Rabern, Ashley Prather, Chantasia Arnold, Harriett Holley, Jennifer McManus

Notes:

NEXT MEETING: December 11, 2019 at 11am, Campus Center 108.3