

## June 2012- June 2013 Annual Report

### Representation (Roster – Appendix A):

- 4 officers were elected in June 2012 at the All-Staff meeting.
- 28 representatives were appointed by the Divisional Vice Presidents/President.

### UWG SAC Meetings (Minutes – Appendix B):

- Officer Meeting held July 30, 2013
- Officer Meeting held August 13, 2013
- Officer Meeting held September 25, 2013
- Executive Council meeting held September 27, 2012.
- Executive Council meeting held November 13, 2012.
- All-Staff Open Forum held November 28, 2012 (over 100 staff in attendance).
- SAC Executive Council meeting held February 21, 2013.
- SAC Executive Council meeting held April 18, 2013.
- All-Staff Open Forum for Spring 2013 delayed until July 2013 to welcome Dr. Marrero.

### UWG SAC Events (Photos – Appendix C):

- Coordinated, planned and executed annual UWG Toy Drive. Worked closely with Carroll County Department of Family and Children's Services and Toys for Tots (via Southwire).
- Worked closely with Human Resources to coordinate, plan, and execute the annual Staff Appreciation Day. Secured \$200 in funding for door prizes from the Office of the President. Largest attendance in history with over 450 staff attending.
- Represented the Council at the annual Benefits Fair to let staff know we exist and the primary role of the SAC.

### USG Staff Council Participation:

- Erin Brannon, Chair and Ashley Lewis, Vice Chair attended the annual USG Staff Council Conference at Georgia Southern University in October 2012.
- Erin Brannon, Chair and Ashley Lewis, Vice Chair attended quarterly USG Staff Council meeting at Kennesaw State University in March 2013.

### Highlights:

- After several years of little activity with the Staff Advisory Council, we were successful in rejuvenating the Council. Upper level administration recognized the Council's presence and consulted them on important topics that affect staff such as holiday calendars, Mercer salary study results, and staff summer schedules.
- By-laws were rewritten and will be voted on in Fall 2013.
- New website was created ([www.westga.edu/sac](http://www.westga.edu/sac)) to publish dates and information to campus.
- SAC Executive Committee voted on proposed holiday calendars for 2013 and 2014. Proposal was submitted to President Sethna and approved. (Memo – Appendix D)

Appendix A

## Officers

Chair – Erin Brannon

Vice Chair – Ashley Lewis

Secretary – Denice King

Treasurer – Kari Cunningham

## Representatives

<b>Division</b>	<b>Department</b>	<b>Representative</b>
Academic Affairs	Marketing & Real Estate	Karen Larsen
Academic Affairs	Educational Innovation	Mary Ann Myers
Academic Affairs	Nursing	Karen Duke
Academic Affairs	COAH Dean's office	Kristy Gamble
Academic Affairs	Provost Office	Alicia Hargraves
Academic Affairs	Computer Science	Jane Wood
Business & Finance	Risk Management	Ineke Abunawass
Business & Finance	Work Information Center	Sandra Robinson
Business & Finance	Custodial	Howard Winters
Business & Finance	Bursar's Office	Tina Puckett
Business & Finance	Electrical Shop	Dustin Meadows
Business & Finance	Office of the Controller	Denise Colquitt
Business & Finance	Central Warehouse	Seth Cowart
Business & Finance	Budget Services	Kristin Smith
Business & Finance	Campus Mail	Greta Kirby
President	University Police	Travis Burton
President	University Police	Caroline Martin
President	ITS	Nathan Tennant
President	ITS	Brenda Valcke
Student Affairs	Admissions	Chelsea Duncan
Student Affairs	Admissions	Ketty Hubbell
Student Affairs	Career Services	Libby Carter
Student Affairs	Excel Center	Billy Etheridge
Student Affairs	Excel Center	Emily Hall
Student Affairs	Enrollment Services Center	Clint Backstrom
University Advancement	Communications & Marketing	Sheryl Marlar
University Advancement	Athletics	JoAnn Morgan
University Advancement	VP Office	Tiffany Christman

**Minutes of the Meeting of UWG Staff Advisory Council  
Executive Committee Meeting  
Campus Center Ballroom 108.4  
November 13, 2012**

**1. Call to Order – Erin Brannon**

**2. 2013 & 2014 Holiday Calendars - Erin Brannon**

Dr. Sethna approved the holiday calendar options the Staff Advisory Committee Representatives recommended.

**3. UWG Toy Drive Update – Ashley Lewis**

S.A.C. is working with the *Toys for Tots* organization again this year. Donations of unwrapped toys for children under 12 years of age are being accepted. The toys should be brought to the annual holiday celebration at the Townsend Center on December 7<sup>th</sup> from 11:00 – 1:30 pm. The option to “adopt” an older child (13-18 yrs. old) is also available. If you are interested in providing gifts for an older child, please contact Ashley Lewis for a specific gift list.

**4. Standing Committees – Erin Brannon**

Standing Committees

- Benefits
- Bylaws
- Elections
- Public Relations
- Staff Development

Erin provided a list of the representatives that have already volunteered to serve on the standing committees. More volunteers are needed for certain committees – anyone interested in participating on a committee should contact Erin Brannon. The By-Laws committee is encouraged to meet and start working on the by-laws as soon as possible.

Erin will also send out some Staff Development ideas to that committee for consideration.

**5. Risk Management – Matt Jordan**

Matt began by stressing that S.A.C. is very important to the employees and to the campus. Risk assessment is designed to reduce the risk of failure and protect what’s valuable. This council needs to protect the perception and reputations of the council to staff, students, and community, etc. He further

Appendix C

**2012 Toy Drive** – food donated by Aramark, Black Box donated by Townsend Center



**2012 UWG TOY DRIVE**  
Hosted by the Staff Advisory Council

Bring an unwrapped toy to donate to a child under the age of 12.  
If you or your office are interested in adopting an older child between the ages of 13 and 18 please contact Ashley Lewis, alewis@westga.edu.

**December 7th**  
**11:30am—1:30pm**  
**Townsend Center**  
*Refreshments will be served*



Division of Family and Children Services of Carroll County





# 2013 Staff Appreciation Day

UWG Staff Advisory Council and Department of Human Resources present  
**Staff Appreciation Day 2013**

Thursday • May 2<sup>nd</sup>  
11:30am - 1pm • Z6 Dining Hall  
FREE lunch, awards and door prizes

UNIVERSITY of West Georgia  
Staff Advisory Council

\*Must register for door prizes at check-in table by 12:15pm to be entered in drawings. You do not have to be present to win!



Appendix D

TO: Dr. Beheruz N. Sethna  
President

FROM: Erin Brannon  
Staff Advisory Council Chair

DATE: October 8, 2012

RE: Holiday Calendars 2013 and 2014



Thank you for taking into consideration the voice of the UWG staff in regards to the holiday calendars for 2013 and 2014. The 28 appointed representatives and 4 elected officers of the Staff Advisory Council have discussed the options and voted on our recommendation.

The Staff Advisory Council presents the following recommendation to you for the 2013 and 2014 holiday calendars.

2013 - University closed beginning December 18th – 4 vacation or unpaid holidays required

2014 - University closed beginning December 17th – 5 vacation or unpaid holidays required

Please let me know if I or the Council can be of any further assistance.

SurveyMonkey results:

