

## July 2013- June 2014 Annual Report

Representation (Roster – Appendix A):

UWG SAC Meetings (Minutes – Appendix B):

- July 24, 2013 - All Staff
- September 5, 2014 – Officers
- September 12, 2013 – Staff Advisory Council
- October 16, 2013 - All Staff
- February 26, 2014 - Staff Advisory Council
- March 3, 2014 - All Staff

UWG SAC Events (Photos – Appendix C):

- Participant in Human Resources Benefits Fair. Solicited feedback on professional development opportunities and general comments – November 2013. (See 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). (Story in *Times-Georgian*)
- Worked closely with Human Resources to coordinate, plan, and execute the annual Staff Appreciation Day. Location changed to the Coilseum and the band, The Groove Gypsies, provided entertainment. Secured \$300 in funding for door prizes from the Office of the President. Largest attendance in history with over 550 staff attending.

USG Staff Council Participation:

- Erin Brannon, Chair and Ashley Lewis, Vice Chair attended the annual USG Staff Council Conference at the University of North Georgia – Gainesville in October 2013. Sonya Adams and Alicia Hargraves, UWG staff, also attended this conference.
- Attended quarterly meetings via Wimba.

Highlights:

- By-laws revisions were approved via All-Staff vote in October 2013.
- Continued to increase the awareness of the Staff Advisory Council. As a result, the Council was consulted by the President and other offices on campus for input into decision making and committee representation.
- Composed a committee to create a UWG Staff Campus Climate survey. This survey was transitioned to the Engage West survey team for rollout.
- Council featured in UWG Perspective Online magazine (Appendix D)
- Requested and approved to have service award pins for staff moved from the General Faculty Meeting to Staff Appreciation Day.
- President’s Advisory Council (PAC) was expanded to include SAC Chair.

## 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**  
**All-Staff Open Meeting**  
**TLC 1305**  
**July 24, 2013**

**1. Call to Order – Erin Brannon**

**2. Welcome and Introduction - Erin Brannon**

Erin Brannon introduced the Staff Advisory Officers and Representatives. She then introduced and welcomed our new present, Dr. Kyle Marrero.

**3. Opening Remarks - Dr. Kyle Marrero**

Dr. Marrero announced he is happy to already be a part of our community and get the opportunity to talk to people in Carrollton about their connection to UWG. He is asking a lot of people if they have visited campus in the last 10 years. Many people have not, so he feels they have missed the incredible growth and change we have accomplished in the past decade.

One of Dr. Marrero's major initiatives is to reach out and invite people to campus and to grow our community service focus. He wants UWG to make a real impact on the outside community. Dr. Marrero also noted the campus is currently very focused on the SACS reaccreditation 10 year on-site visit scheduled for this coming April. And the new Strategic Plan 2014-2020 is also a priority. He feels we have to focus on investing in the infrastructure – both physical and people – to be able to succeed on all levels.

In his first days as president, Dr. Marrero conducted 23 interviews with a cross section of the campus community (AVPs, Directors, and Faculty). The common thread in what he heard is that we have to find out who we are, recognize this identity, and own it. In other words, clarify and pursue who we are, what we are, what we stand for, and what we want to be.

Dr. Marrero closed by noting the #1 issue for UWG is the Complete College Georgia program. This is and will continue to be a huge priority and will require all of us to do our part in our jobs to help our students graduate.

**4. Master Plan Update – Brendan Bowen**

Mr. Bowen announced that in the past 10 years we have done \$300 million worth of construction and added one million square feet to campus. He presented a PowerPoint slideshow (see attached) that highlighted the projects completed in just the last two years and showed opportunities for growth with the land we currently own. He also explained the core principles guiding the current Master Planning project.

Mr. Bowen then discussed the Greenbelt Project and announced we are working with the City of Carrollton to direct it through our campus at no cost to us. The pathway will be open to the public and will be maintained and patrolled by the University.

He highlighted some of the many major renovation projects currently underway around campus, and announced we have received the certificate of occupancy for East Village. There is also an ongoing Back Campus Drive project to build a pedestrian plaza with a focus on making this area more pedestrian friendly. He encouraged the staff to go and see the new projects across campus (Nursing Building, The Oaks, East Commons, etc.) These are remarkable additions to our campus.

Mr. Bowen described the Newnan Hospital renovation project, an economic development project for the city of Newnan (see attached). The hospital land and building were gifted to the city of Newnan by Newnan Hospital Inc., and the city of Newnan is renovating the building according to our needs. And in the end, UWG will be buying a building for \$5 million that has \$15 million worth of renovations. Work is being done to restore the historic portion of the hospital. The project is scheduled to finish in January 2015.

Mr. Bowen took the opportunity to thank his AEC team for their hard work and contributions to the success of all these projects, and he thanked all UWG employees for their patience during the many construction projects on campus. Information updates on construction projects can be found on the Campus Planning & Facilities website.

##### **5. Title IX Update and New Process – Tricia Durrough/Juanita Hicks**

Tricia Durrough gave a PowerPoint presentation on Title IX which prohibits discrimination based on sex or gender and addresses sexual harassment/assault (see attached). UWG needed to implement some new policies to be fully compliant with Title IX, and it was determined we needed a policy/procedure to address all civil rights violations in the same way. A committee was formed, and it developed new policies/procedures and are in the process of communicating the information across campus. The committee worked to develop a comprehensive grievance process and detailed investigation protocols for all civil rights violations.

Juanita Hicks explained that all employees are considered “reporting employees.” Employees must only report violations they witness to the Title IX committee. In contrast, a “responsible employee” has the ability/responsibility to report violations and potentially take action. “Employee investigators” will be trained to research/investigate complaints of violations. Hearing boards will also be utilized as part of the Title IX procedures. An investigation manual and further training materials are currently being developed. And a Social Equity Coordinator will be hired as a full time employee to handle all aspects of UWG’s Title IX compliance.

Volunteers are being accepted for roles as investigators and/or hearing board members. Employees should notify their supervisors if they are interested in volunteering.

**6. Parking Update – William “Buddy” Lambert**

Mr. Lambert showed campus maps to illustrate the current parking and the FY04 parking plan, and he highlighted the proposed changes to parking on campus (see attached).

Starting this fall, all residential freshman students will be required to park at the Athletic Complex lots, and 24-hour busing will be provided to campus. Also, twice a week bus service will take students off campus to shop (Kroger, Target, etc.).

He explained upcoming changes that will provide additional parking for faculty/staff. These changes provide an additional 155 spaces for faculty/staff parking. Mr. Lambert stressed that faculty/staff are also allowed to park in spaces on campus designated as Open Parking.

Mr. Lambert revealed new signage designed to make it very clear which lots are faculty/staff vs. commuter. In closing, he strongly encouraged everyone to utilize our free bus service on campus.

**7. Closing– Erin Brannon**

Ms. Brannon announced the next Open Forum All Staff meeting is scheduled for Wednesday, October 16<sup>th</sup> in the Campus Center Ballroom.

Dr. Marrero closed the meeting by asking the staff to start the tradition of addressing everyone you meet with a “GO WEST! - GO WOLVES!” greeting! **Adjournment – Erin Brannon**

Ms. Brannon adjourned meeting at 11:49 am.

# Staff Advisory Council

Executive Committee Meeting

September 12, 2013

# A-Day

Nicole Fannin



# *Go West for A Day*

It's that time of year again

# *Two years ago*

2011-2012 Faculty/Staff

Contributions:

- \$104,000
- 441 participants
- 35% participation rate
- \$235 average gift



# Last Year

2012-2013 Faculty/Staff

Contributions:

- \$130,449.68
- 672 participants
- 61% participation rate
- \$194.12 average gift



# *Shooting for the moon...*

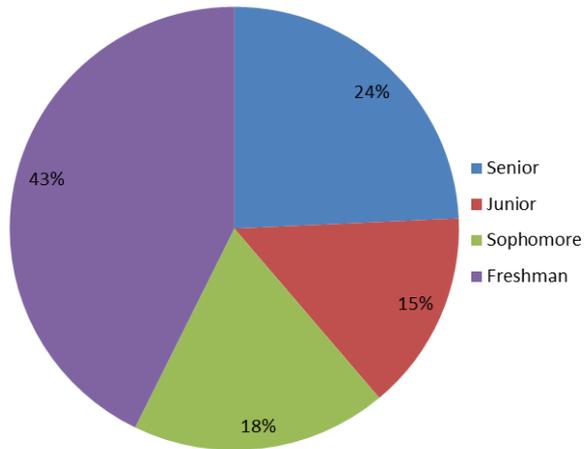
## 2013-2014 Goals



- Higher Participation Rate: **80%**
- Increased Dollars Given: **\$150,000**

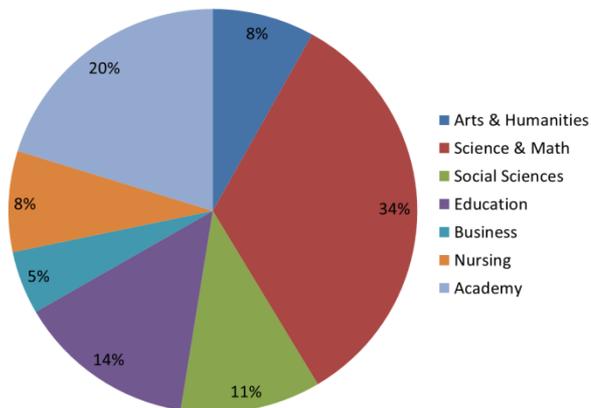


# Who is awarded



**43% of the scholarships are awarded to freshmen**

**67% go to students from Carroll, Coweta and Douglas Counties ...local students**



**The awards extend across all academic units**

# Why Me?

You may want to know why you should support the place you work...

it's suppose to pay ME, right?!



# *Help me help you...*

- Your donation is for the students' education.
- Our participation rate is used to solicit dollars from external sources. **When we believe, they believe.**
- The dollars you give can fund your priorities at UWG.



# *Excuses, excuses, excuses...*

We haven't gotten raises in years.

Our area was hard-hit by the recession, everyone has suffered

If I got paid more I'd give.

We are asking for 100% participation, not a 100% contribution

What's in it for me?

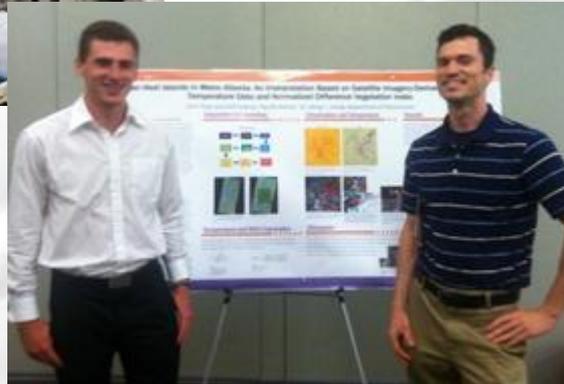
You are giving West Georgia students options they would not otherwise have...my experience

I'm a staff member and don't really interact with the students

Scholarship students work with staff all over campus...I did.

# Why are you being asked?

- You know better than anyone the value of the education that you provide.



# Who has your donations helped?...Me!

- Family of 5 with income less than \$10,000 in 1989 (about \$18,000 in current dollars)...no monetary support from parents
- From Haralson County
- Second in family to graduate high school
- First to attend college beyond the first semester
- Graduated from West Georgia College in 1993 with BS in Economics and BA in Philosophy
- Campus Jobs: Campus bus driver, football team bus driver, marching band equipment manager and driver, motor pool maintenance person, parking lot painter, Honors Program secretary
- Off Campus: Kings Packaging, Lowe's Distribution, UPS, City of Atlanta Department of Planning



# Who has your donations helped?...and me

- The youngest of four children, my dad was a policeman and my mom worked at Mt. Vernon Mills ...no monetary support from parents
- From Chattooga County
- Both parents received their GED
- Graduated from UWG in 2005 with BA in Political Science and MPA in 2010
- My brother, Greg, and I were the only in our family to attend college and we both have received our Bachelor and Masters degrees from UWG.
- Campus Jobs: Resident Advisor, Resident Director, Annual Fund Student Caller, SGA Secretary, SAC Secretary
- Off Campus: Mt. Vernon Mills and Dan's Bounty Table



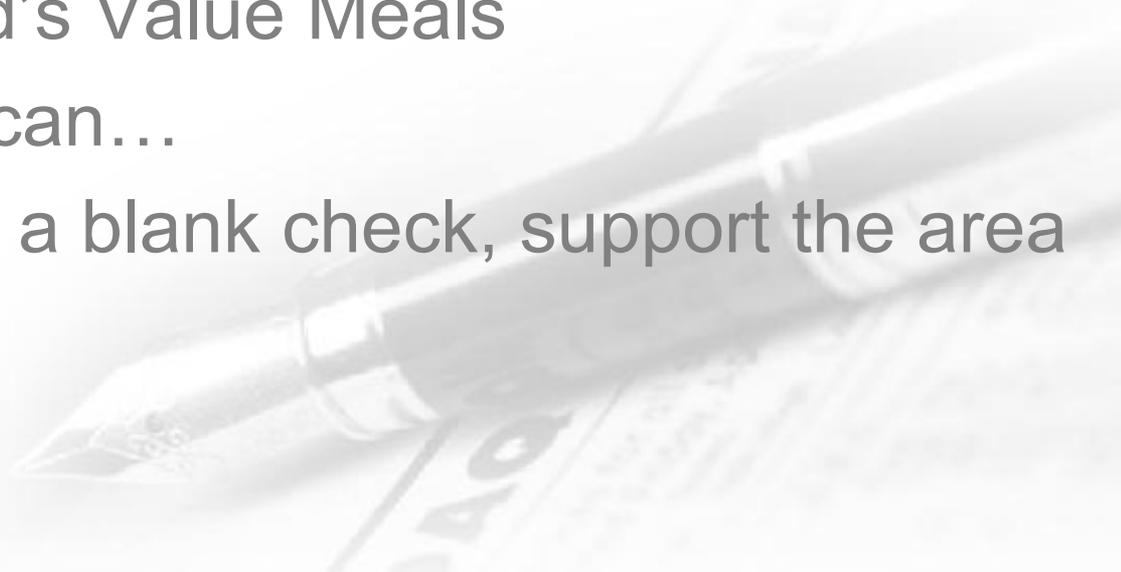
# *The legacy of donations from 1989-1993*



# *A Second Generation UWG Student*



## *Use Your Dollars to Vote in Favor of Our Students*

- Participation counts; you can give one donation **AND YOU'RE DONE!,,**
  - (Bi-weekly) Give \$5 per pay period for 12 months, that's 10 large Lattes from Starbucks
  - (Monthly) Give \$10 per month for 10 months, that's 2 McDonald's Value Meals
  - Give more if you can...
  - You aren't writing a blank check, support the area of your choice
- 

# Benefits

- Every dollar makes a difference to the students you're interacting with on a daily basis...It certainly did with both of us when we were undergrads here.
- A stronger UWG or College means more regional/national prestige
- Faculty/staff support increases alumni and external support
- Students see their faculty in a different light...more engaged in their education
- You can help some students become the first in their family to graduate from college.
- It's tax-deductible, re-allocate your tax dollars where you think they have the most benefits...
- Don't hold your department back from their 100% mark!
- Weekly prize drawings for participants and the possibility of your **OWN** designated parking spot with a gift of \$100...

# *Show of hands*



# *Espresso Yourself & Give a Latte*

## **Faculty/Staff Donor Coffee Social**

- All Donors will be invited to a coffee social sponsored by Starbucks & ARAMARK
- Wednesday, Sept. 18, 2013 at 3pm
- Gill Fountain, between the Ingram Library and UCC



# A DAY 2014

- **Victory Celebration**

Thursday, October 17<sup>th</sup> *at University Stadium*

- Please contact us if you are willing to participate in thanking our community donors.

GO WEST<sub>for</sub>  
A DAY

# Recycling Program

John Lyons

# UWG RECYCLING PROGRAM

MARK REEVES

ASSISTANT VICE PRESIDENT OF AUXILIARY SERVICES  
UNIVERSITY OF WEST GEORGIA



# LET'S TALK TRASH

The subject is Waste Management



# WHY WE NEED TO RECYCLE:

Georgians annually throw away an estimated:



- 1.9 million tons of paper a year
- 1 million tons of plastic
- 30,000 tons of metal
- Recycling 1 aluminum can will run a computer for 3 hours.
- Recycling 1 soft drink bottle will save enough energy to run a TV for 1.5 hours.
- Recycling 5 lbs of paper will conserve enough water to “offset” the water used in a typical shower.

# THE UNIVERSITY OF WEST GEORGIA

Located in Carrollton, Georgia approximately 50 miles west of Atlanta.

Founded in 1906

- Over 640 Acres
- 91 Buildings
- 12,000 Students
- 3,100 Beds
- 1100 + Faculty and Staff



# AUXILIARY SERVICES - 20 OPERATIONS

## Food Services

- Residential
- Retail
- Catering
- Concessions

## Bookstore

## Publications and Printing

## Parking

## Transportation

## Card Office

- ID
- HigherOne
- Reservations

## Trademarks

## Post Office

## Central Warehouse

## Conferences and Camps

## Commencement

## Snack Vending

## Beverage Vending

## Copy/Print

## Phone System



# WASTE GENERATED BY AUXILIARY SERVICES OPERATIONS

## Food Services

- Cardboard
- Plastic
- Cans

## Bookstore

- Cardboard
- Plastic

## Admin Offices

- Paper

## Publications & Printing, Post Office

- Cardboard
- Plastic
- Paper

## Beverage Vending

- Plastic (bottles)
- Cans

## Copy & Print

- Cardboard
- Paper



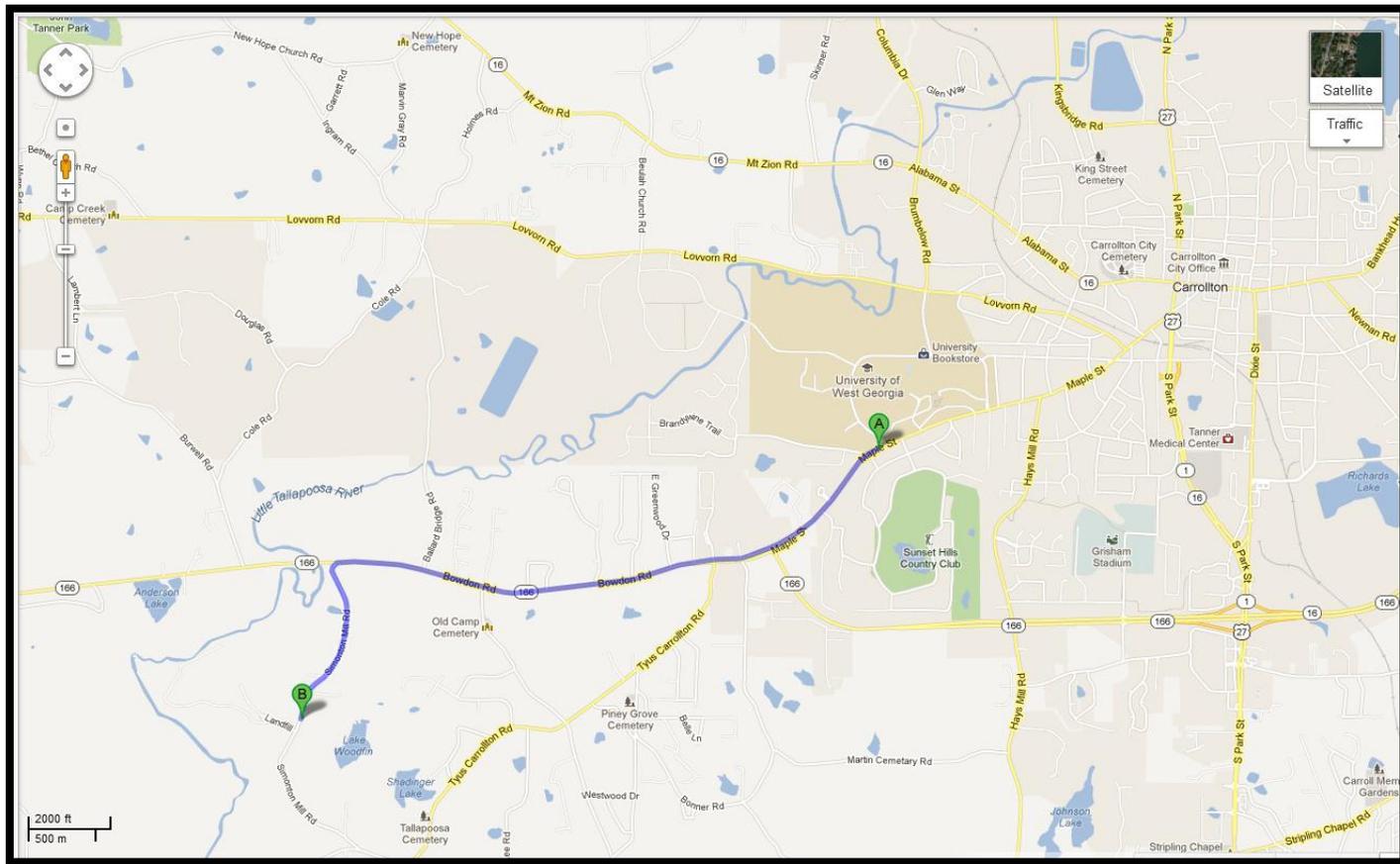
# FALL 2011 AUXILIARY DUMPSTERS

4 dumpsters at the Main Dining Hall  
3 dumpsters at the Food Court  
2 dumpsters at the **Bookstore**  
1 dumpster at **Publications & Printing**  
1 dumpster at the **Central Warehouse**  
**11 total**

Each dumpster is emptied daily, Monday through Friday. For a service fee of \$515 monthly per dumpster.



# CARROLL COUNTY LANDFILL



3.6 miles from the University



11 Auxiliary Services dumpsters  
each emptied daily, Monday-Friday, 52 weeks per year  
= 2860 dumpster loads annually to the landfill  
Each dumpster , 6' x 6' x 7' = 252 cubic feet  
 $2860 \times 252 = \underline{720,720}$  cubic feet of trash annually



50' Boxcar  
5238 cubic feet of storage  
 $720,720 / 5238 =$

**= 138 BOXCARS (FULL OF TRASH)**



# ENVIRONMENTAL BENEFITS TO RECYCLING

- Turns waste into valuable raw materials
- Creates jobs
- Builds more competitive manufacturing
- Reduces pollution
- Saves natural resources
- Reduces the need to build landfills and incinerators



# RECYCLING MAKES A DIFFERENCE IN GEORGIA

## Georgia's Paper Industry

- Paper mills use 40% less energy to make paper from recycled paper than they do making it from timber.
- A ton of paper made from recycled fibers conserves 7,000 gallons of water.
- Recycles almost 8% of all paper consumed in the United States.
- Includes 16 paper mills using recycled content, 9 relying exclusively on recycled fiber.

## Plastic Beverage Containers (PET):

- 1/3 of all Plastic Beverage Containers recycled in North America get recycled in Georgia – turned into carpet.

## Aluminum Recycling:

- Novelis, one of the largest aluminum recyclers in the world, processes used beverage cans in Greensboro, GA, with its North American headquarters located in Atlanta.





For every ton of paper we recycle, we save,

- 3 cubic yards of landfill space.

# BUILDING AN AUXILIARY SERVICES RECYCLING PROGRAM

## GOALS

- Reliable/Consistent
- Meaningful
- Sustainable
- Cost Effective

*Start small and build  
incrementally over time*



# FOCUS ON RECYCLING KEY COMMODITIES

Paper



Cardboard



Plastic bottles  
and  
Aluminum Cans



# BUILD A CROSS-FUNCTIONAL TEAM

- Auxiliary Services
- Facilities and Grounds Department
- Environmental Health and Safety
- Purchasing



# 6 MONTH PILOT PROGRAM BEGAN SPRING 2012

- Vendors
- Staffing
- Equipment
- Tracking/Metrics
- Financials



# VENDOR/PARTNER

**SRS**  
Sustainable Recycling Solutions

Reducing your footprint,  
expanding your possibilities.

CLIENT LOGIN

HOME ABOUT US OUR SERVICES PRODUCTS CONTACT

## What We Recycle

Recycled paper produces 73% less air pollution than when made from raw materials

Recycling one aluminum can saves enough energy to power a TV for up to three hours

**Georgia Recycling Coalition**

**KEEP CARROLL REALITIES II**

# STAFFING

- 2 dedicated part-time student staff – hired in January 2012
- \$8.00 per hour, average of 20 hours per week
- Auxiliary Services provided all the financial support.
- Facilities & Grounds provided labor to collect office paper.
- Environmental Health & Safety supervise.



# EQUIPMENT NEEDS



Truck

Baler

Forklift

# PARTNERED WITH OUR CAMPUS BEVERAGE VENDOR



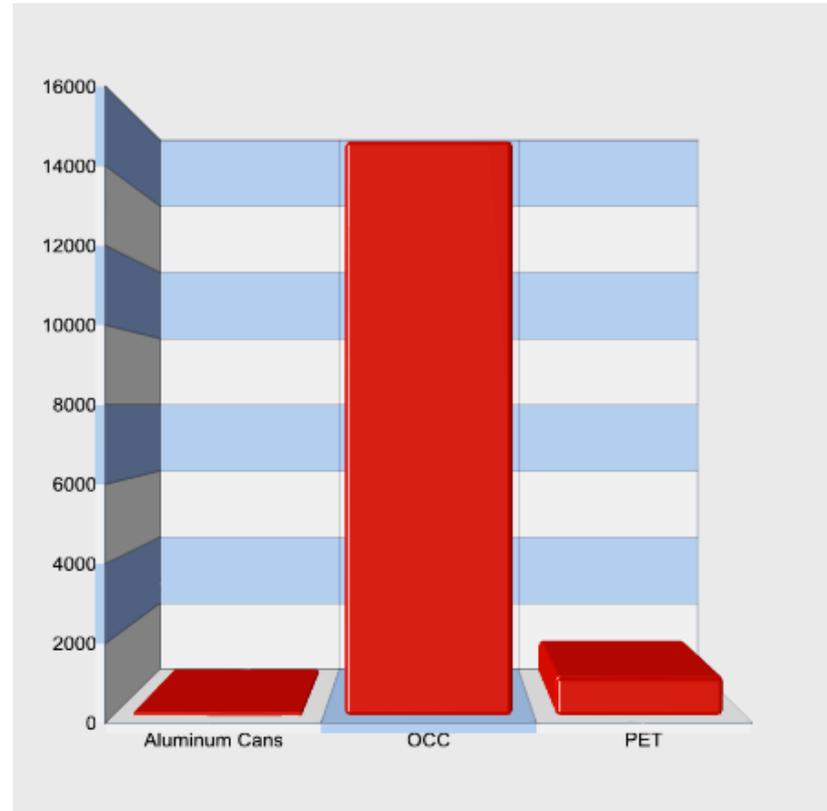
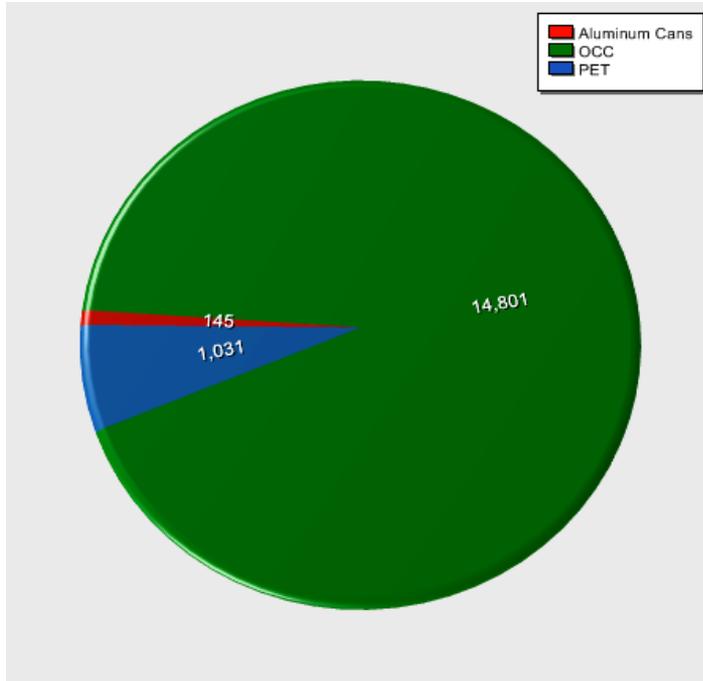
# COLLECTION



# BALES RECYCLED SPRING 2012

1/26/2012 TO 6/4/2012

WEIGHT: 15,977.00



# FINANCIALS RESULTS

Revenue - \$1,255

- 18 bales: 8 tons
  - 14 cardboard, currently capturing 40-70%
  - 1 paper
  - 3 plastic – approx. 40 bags of bottles; currently capturing 60-75%

Expenses - \$6,700

- \$5,500 in materials and labor
- \$1,200 Baler / \$200 per month for 6 months

Bottom Line - \$5,445

## LESSONS LEARNED

- No loading dock available; must single stack bails inside box truck. Consultant had to bring out flat bed trailers & haul the baled commodities
- Sorting of material: No sufficient space to sort & store items. Sorting had to be done outside in the sun/rain.
- Generation of recyclables exceed the ability of 2 part-time student workers for gathering, sorting, storing and baling.
- Stringing a bail could take a couple of hours
- Recyclables had to sit outside before baling and transport
- Vehicle availability for transport of commodities

# FACILITY & EQUIPMENT ESTIMATED COSTS TO MOVE FORWARD WITH CURRENT VENDOR

- **Build** Pavilion with Dock \$25,000 (pole barn with slab)
- **Buy**
  - Baler \$10k
  - Forklift \$10k
  - Truck \$10k\$55k minimum



# FALL 2012/SPRING 2013 PROGRAM – NEW PARTNER – WASTE PRO

- All cardboard, plastic, aluminum & white paper placed in designated Waste Pro roll-offs
- No baling, sorting or storing materials
- Single Stream





Grant -

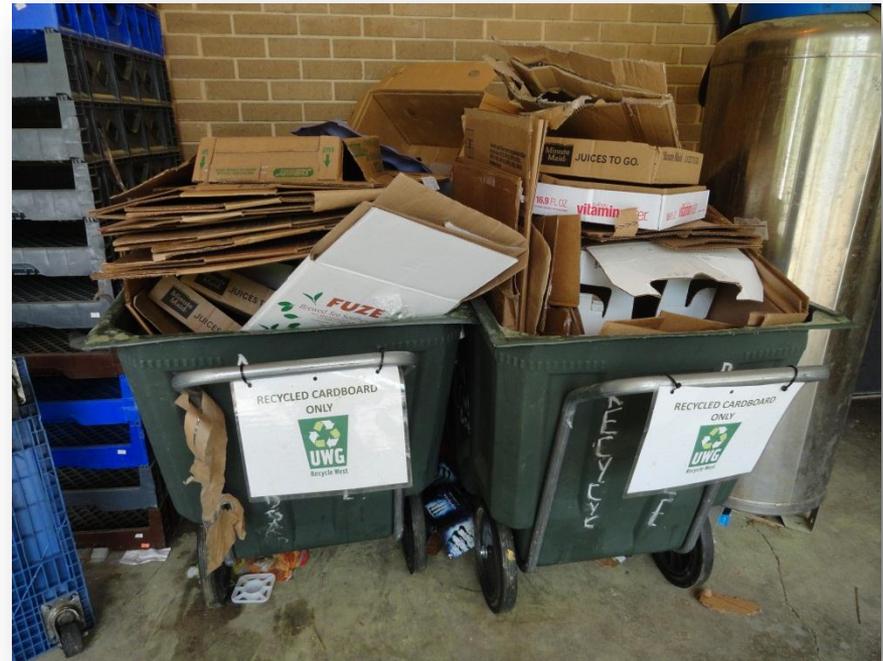
In May 2012, we received a grant from Keep America Beautiful for 40 Dasani bottle collection bins. These were distributed through campus in Fall 2012.

# COLLECTION PROCESS



- Recycling units located in most university buildings, typically near vending machines, lobbies or kitchens. Units are also located at each bus stop and along the pedestrian walk ways around campus for plastic bottles and cans.

- **Auxiliary Services** cardboard is broken down by employees and collected by the recycling student staff.
- **Office paper** is placed in specifically designated blue recycle units at each desk. Collected by the custodial staff and emptied into specially designated orange plastic bags.
- **Office cardboard** broken down and collected by custodial staff.



- Cardboard, plastic, aluminum, white paper – All combined in Waste Pro containers on campus.



- Once the container was returned to Waste Pro, the contents were sorted, weighed and then UWG received a compensation check for the commodities.



# WASTE PRO METRICS

Location	Roll-off	Received	Removed	Number of days on-site	Weights	Price	Amount	Haul Fee	Net Loss
Facilities	1	8/29/2012	8/30/2012	1	4.45	\$40/ST	\$178.00	\$250.00	-\$72.00
Facilities	2	8/30/2012	8/31/2012	1	3.63	\$40/ST	\$145.20	\$250.00	-\$104.80
Facilities	3	8/31/2012	9/6/2012	6	3.23	\$40/ST	\$129.20	\$250.00	-\$120.80
Facilities	4	9/6/2012	9/12/2012	6	1.26	\$40/ST	\$50.40	\$250.00	-\$199.60
Warehouse	5	9/6/2012	9/12/2012	6	1.7	\$40/ST	\$68.00	\$250.00	-\$182.00
Facilities	6	9/12/2012	9/18/2012	6	1.62	\$40/ST	\$64.80	\$250.00	-\$185.20
Warehouse	7	9/12/2012	9/27/2012	13	2.19	\$40/ST	\$87.60	\$250.00	-\$162.40
Facilities	8	9/18/2012	9/27/2012	9	1.4	\$40/ST	\$56.00	0	\$56.00
Warehouse	9	9/27/2012	10/10/2012	14	1.59	\$40/ST	\$63.60	\$250.00	-\$186.40
Facilities	10	9/27/2012	10/10/2012	14	3.58	\$40/ST	\$143.20	\$250.00	-\$106.80
Warehouse	11	10/10/2012	10/23/2012	13	2.45	\$40/ST	\$98.00	\$250.00	-\$152.00
Facilities	12	10/10/2012	10/23/2012	13	1.74	\$40/ST	\$69.60	\$250.00	-\$180.40
Warehouse	13	10/23/2012	11/2/2012	10	2.19	\$40/ST	\$87.60	\$250.00	-\$162.40
Facilities	14	10/23/2012	11/2/2012	10	2.89	\$40/ST	\$115.60	\$250.00	-\$134.40
Warehouse	15	11/2/2012	11/16/2012	14	2.25	\$40/ST	\$90.00	\$250.00	-\$160.00
Facilities	16	11/2/2012	11/16/2012	14	2.61	\$40/ST	\$104.40	\$250.00	-\$145.60
Warehouse	17	11/16/2012	12/6/2012	20	2.27	\$40/ST	\$90.80	\$250.00	-\$159.20
Facilities	18	11/16/2012	12/6/2012	20	2.33	\$40/ST	\$93.20	\$250.00	-\$156.80
Warehouse	19	12/6/2012	1/8/2013	33	5.11	\$40/ST	\$204.40	\$250.00	-\$45.60
Facilities	20	12/6/2012	1/8/2013	33	2.82	\$40/ST	\$112.80	\$250.00	-\$137.20
Warehouse	21	1/8/2013	1/16/2013	8	1.8	\$40/ST	\$72.00	\$250.00	-\$178.00
Facilities	22	1/8/2013	1/16/2013	8	2.68	\$40/ST	\$107.20	\$250.00	-\$142.80
Warehouse	23	1/16/2013	1/29/2013	14	3.24	\$40/ST	\$129.60	\$250.00	-\$120.40
Facilities	24	1/16/2013	1/30/2013	15	2.82	\$40/ST	\$112.80	\$250.00	-\$137.20
Warehouse	25	1/29/2013	2/13/2013	15		\$40/ST	\$0.00		\$0.00
Facilities	26	1/30/2013	2/13/2013	16		\$40/ST	\$0.00		\$0.00
Warehouse	27	2/13/2013	3/4/2013	19		\$40/ST	\$0.00		\$0.00
Facilities	28	2/13/2013	3/4/2013	19		\$40/ST	\$0.00		\$0.00
Warehouse	29	3/4/2013							
Facilities	30	3/4/2013							
Warehouse	31								
Facilities	32								
Warehouse	33								
Facilities	34								
					61.85	38.78	\$1,735.20	\$4,750.00	-\$2,697.60

# RESULTS



## Dumpsters – End of Spring 2012

- 1 dumpster at the Main Dining Hall
- 1 dumpster at the Food Court
- 1 dumpster at the Bookstore
- 1 dumpster at Publications & Printing
- 1 dumpster at the Central Warehouse

**Down 6 dumpsters from Fall 2011.**

Dumpster capacity is 252 cubic feet

$$6 \times 252 \times 5 \times 52 = 393,120 =$$

**75 box cars of garbage diverted from Landfill annually**



# FINANCIAL ANALYSIS

	Recycling Rebates	Dumpster Savings**	Haul Fees	Labor Charges
July		\$0.00		\$2,216.75
August	\$323.20	\$515.00	\$500.00	\$2,467.75
September	\$456.00	\$515.00	\$1,250.00	\$982.00
October	\$374.40	\$1,545.00	\$1,000.00	\$712.00
November	\$314.08	\$1,545.00	\$1,000.00	\$1,542.00
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Gain / (Loss)	<u><u>(\$916.35)</u></u>

\*\*Note: We reduced the number of dumpsters in the Auxiliary area from 11 in 2011 to 6 at the end of 2013. Each additional dumpster reduction will save \$6,180 per year.

# **PRELIMINARY FY 2014 PROJECTIONS**

Revenue	\$ 4,167.65	
Cost Avoidance	\$37,080	(6 dumpsters x \$515 x 12 months)
Expenses	<u>(\$26,199)</u>	
Gain/Loss	\$15,048.65	

# STRATEGIES FOR GROWING THE RECYCLE PROGRAM IN ACADEMIC YEAR 2014



## *Involve Greater Campus Community*

- Education – spread the word
- Add Collection to Move-In Days
- Decentralize recycle container locations
- Explore replacing roll-offs with compactors.
- Expand program to include Residence Halls
- Food Service Equip – can crusher, food pulper, etc.
- Bus Stops

# AWARENESS

Presentation to PAC

Presentation to Staff Advisory Council

Presentation to Faculty Senate

Presentation to SGA

Presentation to Campus-wide  
Sustainability Council



# RECYCLE EDUCATION TRUCK FROM COKE



Bringing valuable information on recycling in a fun and interactive environment with:

- Videos
- Games
- Prizes
- Interactive Displays

**Coming to UWG on  
October 17, 2013**

# FALL 2013 MOVE-IN

4 Roll-offs were provided to accommodate each Residence Hall during Move In weekend.

Container Cost = Neutral  
Diverted \_\_\_\_\_ tons from Landfill and generated \_\_\_\$\_\_\_ in recycle Revenue





# COMPACTOR VS ROLL-OFFS



# EXPAND TO RES LIFE –



# PLACED RECYCLE BINS AT ALL BUS STOPS



# PURCHASED CAN CRUSHER FOR FOOD SERVICE



Possible to reduce can volume by 85%, allowing for you to put 6 times more cans in your recycling bin than without crushing.

# UPDATED FY 2014 PROJECTIONS

Revenue	\$ 4,862.26
Cost Avoidance	\$43,260
Expenses	<u>(\$30,566)</u>
Gain/Loss	\$17,556.26

## MORE IMPORTANTLY

Divert 458,640 Cubic Feet of material from local landfills

= 88 BoxCars !



**Mark Reeves**

Assistant Vice President of Auxiliary Services  
University of West Georgia

[mreeves@westga.edu](mailto:mreeves@westga.edu)

# By-laws Update

Jane Wood

# Committee Updates

Ashley Lewis

# All-Staff Survey

Erin Brannon

# All-Staff Meeting Topics

October 16th

**Questions? Comments? Concerns?**

# Staff Advisory Council

All-Staff Open Meeting

October 16, 2013

# Welcome

# What is a WOLF?

Dr. Kyle Marrero, UWG President



# Recycling Program

Mark Reeves, AVP Auxiliary Services

# UWG RECYCLING PROGRAM

MARK REEVES

ASSISTANT VICE PRESIDENT OF AUXILIARY SERVICES

UNIVERSITY OF WEST GEORGIA



# LET'S TALK TRASH

The subject is Waste Management



# WHY WE NEED TO RECYCLE:

Georgians annually throw away an estimated:



- 1.9 million tons of paper a year
- 1 million tons of plastic
- 30,000 tons of metal
- Recycling 1 aluminum can will run a computer for 3 hours.
- Recycling 1 soft drink bottle will save enough energy to run a TV for 1.5 hours.
- Recycling 5 lbs of paper will conserve enough water to “offset” the water used in a typical shower.

# AUXILIARY SERVICES - 20 OPERATIONS

## Food Services

- Residential
- Retail
- Catering
- Concessions

## Bookstore

## Publications and Printing

## Parking

## Transportation

## Card Office

- ID
- HigherOne
- Reservations

## Trademarks

## Post Office

## Central Warehouse

## Conferences and Camps

## Commencement

## Snack Vending

## Beverage Vending

## Copy/Print

## Phone System



# WASTE GENERATED BY AUXILIARY SERVICES OPERATIONS

## Food Services

- Cardboard
- Plastic
- Cans

## Bookstore

- Cardboard
- Plastic

## Admin Offices

- Paper

## Publications & Printing, Post Office

- Cardboard
- Plastic
- Paper

## Beverage Vending

- Plastic (bottles)
- Cans

## Copy & Print

- Cardboard
- Paper



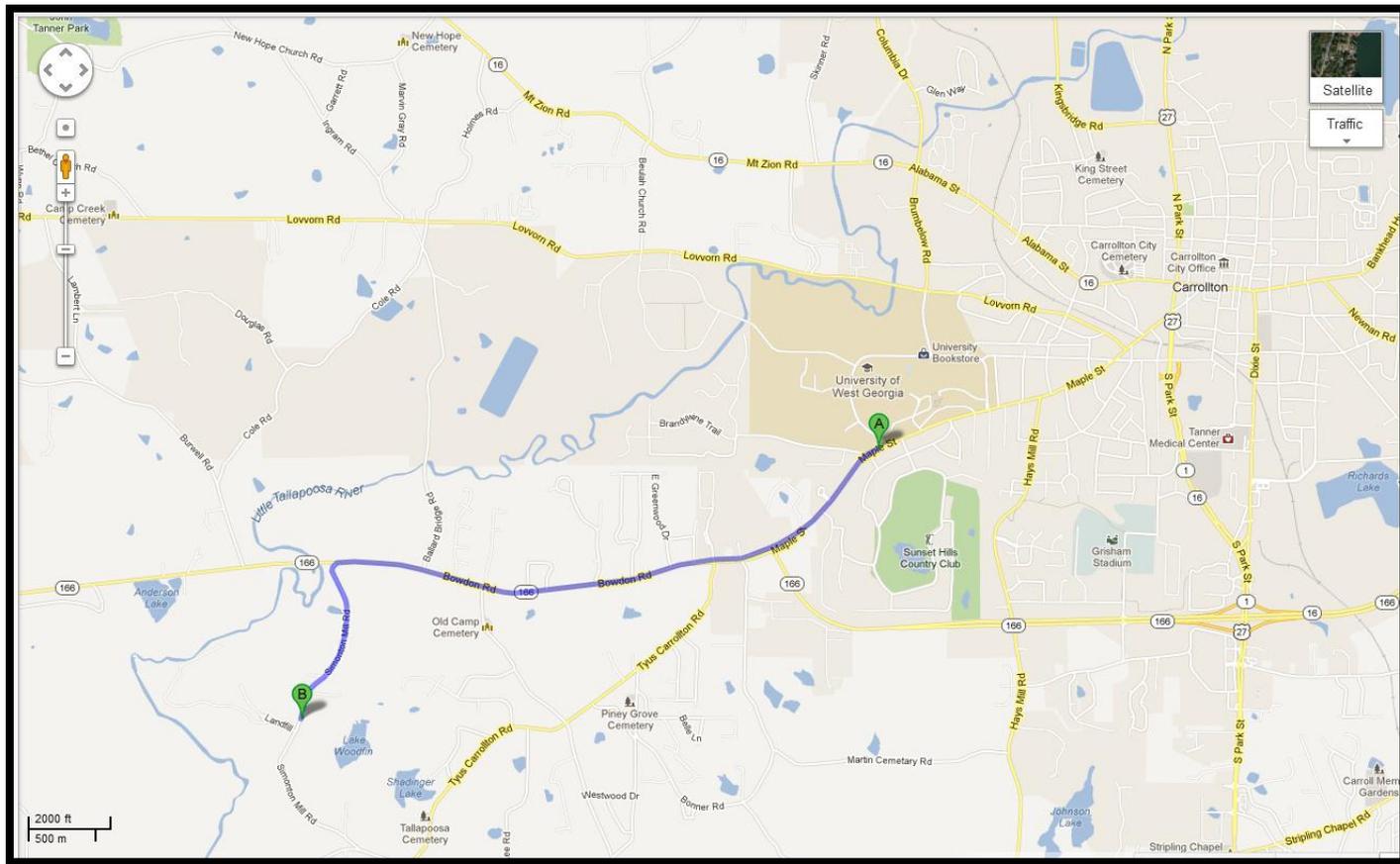
# FALL 2011 AUXILIARY DUMPSTERS

4 dumpsters at the Main Dining Hall  
3 dumpsters at the Food Court  
2 dumpsters at the **Bookstore**  
1 dumpster at **Publications & Printing**  
1 dumpster at the **Central Warehouse**  
**11 total**

Each dumpster is emptied daily, Monday through Friday. For a service fee of \$515 monthly per dumpster.



# CARROLL COUNTY LANDFILL



3.6 miles from the University



11 Auxiliary Services dumpsters  
each emptied daily, Monday-Friday, 52 weeks per year  
= 2860 dumpster loads annually to the landfill  
Each dumpster , 6' x 6' x 7' = 252 cubic feet  
2860 x 252 = 720,720 cubic feet of trash annually



50' Boxcar  
5238 cubic feet of storage  
 $720,720 / 5238 =$

**= 138 BOXCARS (FULL OF TRASH)**



# RECYCLING MAKES A DIFFERENCE IN GEORGIA

## Georgia's Paper Industry

- Paper mills use 40% less energy to make paper from recycled paper than they do making it from timber.
- A ton of paper made from recycled fibers conserves 7,000 gallons of water.
- Recycles almost 8% of all paper consumed in the United States.
- Includes 16 paper mills using recycled content, 9 relying exclusively on recycled fiber.

## Plastic Beverage Containers (PET):

- 1/3 of all Plastic Beverage Containers recycled in North America get recycled in Georgia – turned into carpet.

## Aluminum Recycling:

- Novelis, one of the largest aluminum recyclers in the world, processes used beverage cans in Greensboro, GA, with its North American headquarters located in Atlanta.



# BUILDING AN AUXILIARY SERVICES RECYCLING PROGRAM

## GOALS

- Reliable/Consistent
- Meaningful
- Sustainable
- Cost Effective

*Start small and build  
incrementally over time*



# FOCUS ON RECYCLING KEY COMMODITIES

Paper



Cardboard



Plastic bottles  
and  
Aluminum Cans



# BUILD A CROSS-FUNCTIONAL TEAM

- Auxiliary Services
- Facilities and Grounds Department
- Environmental Health and Safety
- Purchasing



# 6 MONTH PILOT PROGRAM BEGAN SPRING 2012

- Vendors
- Staffing
- Equipment
- Tracking/Metrics
- Financials



# VENDOR/PARTNER

**SRS**  
Sustainable Recycling Solutions

Reducing your footprint,  
expanding your possibilities.

CLIENT LOGIN

HOME ABOUT US OUR SERVICES PRODUCTS CONTACT

## What We Recycle

Recycled paper produces 73% less air pollution than when made from raw materials

Recycling one aluminum can saves enough energy to power a TV for up to three hours

Georgia Recycling Coalition

KEEP CARROLL REALITIES II

# STAFFING

- 2 dedicated part-time student staff – hired in January 2012
- \$8.00 per hour, average of 20 hours per week
- Auxiliary Services provided all the financial support.
- Facilities & Grounds provided labor to collect office paper.
- Environmental Health & Safety supervise.



# EQUIPMENT NEEDS



Truck

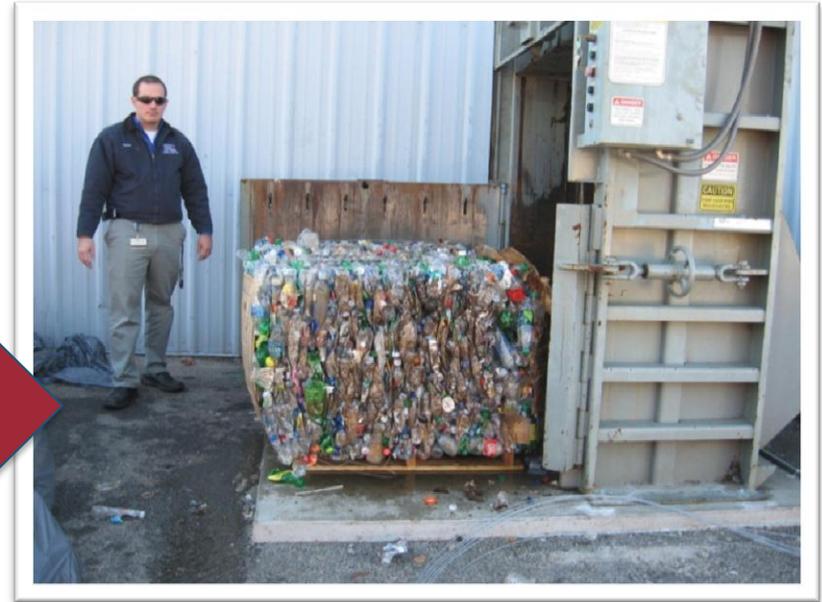
Baler

Forklift

# PARTNERED WITH OUR CAMPUS BEVERAGE VENDOR



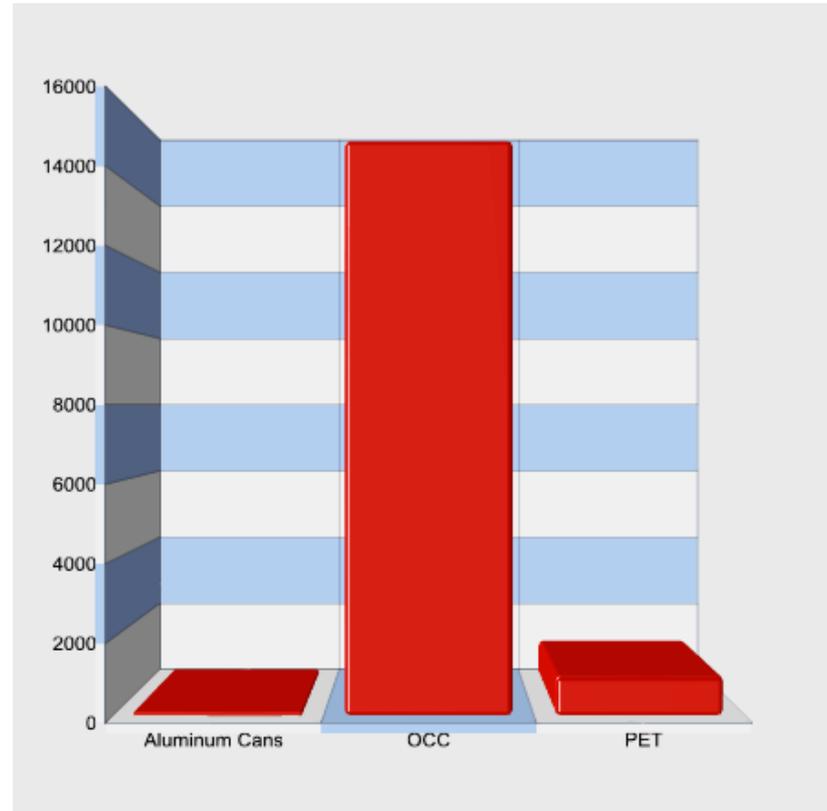
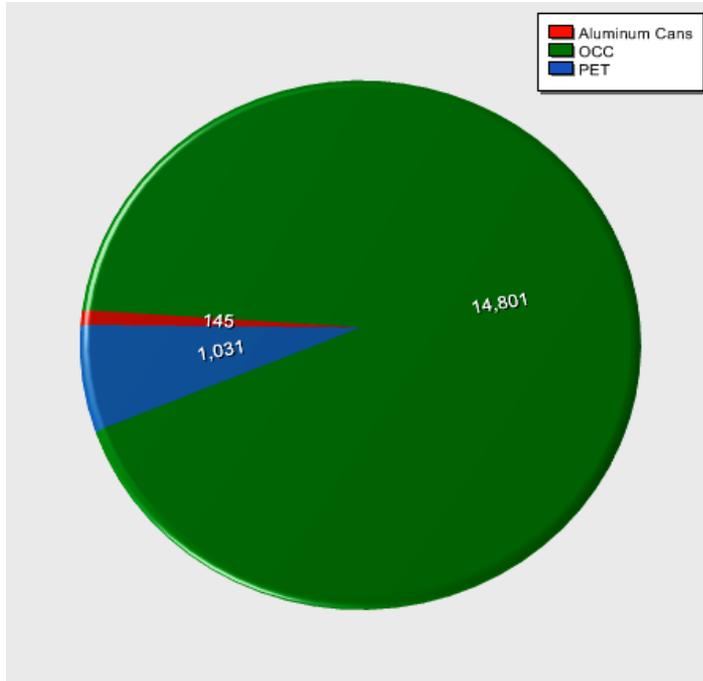
# COLLECTION



# BALES RECYCLED SPRING 2012

1/26/2012 TO 6/4/2012

WEIGHT: 15,977.00



# FINANCIALS RESULTS

Revenue - \$1,255

- 18 bales: 8 tons
  - 14 cardboard, currently capturing 40-70%
  - 1 paper
  - 3 plastic – approx. 40 bags of bottles; currently capturing 60-75%

Expenses - \$6,700

- \$5,500 in materials and labor
- \$1,200 Baler / \$200 per month for 6 months

Bottom Line - \$5,445

## LESSONS LEARNED

- No loading dock available; must single stack bails inside box truck. Consultant had to bring out flat bed trailers & haul the baled commodities
- Sorting of material: No sufficient space to sort & store items. Sorting had to be done outside in the sun/rain.
- Generation of recyclables exceed the ability of 2 part-time student workers for gathering, sorting, storing and baling.
- Stringing a bail could take a couple of hours
- Recyclables had to sit outside before baling and transport
- Vehicle availability for transport of commodities

# FACILITY & EQUIPMENT ESTIMATED COSTS TO MOVE FORWARD WITH CURRENT VENDOR

- **Build** Pavilion with Dock \$25,000 (pole barn with slab)
- **Buy**
  - Baler \$10k
  - Forklift \$10k
  - Truck \$10k\$55k minimum



# FALL 2012/SPRING 2013 PROGRAM – NEW PARTNER – WASTE PRO

- All cardboard, plastic, aluminum & white paper placed in designated Waste Pro roll-offs
- No baling, sorting or storing materials
- Single Stream



- Cardboard, plastic, aluminum, white paper – All combined in Waste Pro containers on campus.



- Once the container was returned to Waste Pro, the contents were sorted, weighed and then UWG received a compensation check for the commodities.



# WASTE PRO METRICS

Location	Roll-off	Received	Removed	Number of days on-site	Weights	Price	Amount	Haul Fee	Net Loss
Facilities	1	8/29/2012	8/30/2012	1	4.45	\$40/ST	\$178.00	\$250.00	-\$72.00
Facilities	2	8/30/2012	8/31/2012	1	3.63	\$40/ST	\$145.20	\$250.00	-\$104.80
Facilities	3	8/31/2012	9/6/2012	6	3.23	\$40/ST	\$129.20	\$250.00	-\$120.80
Facilities	4	9/6/2012	9/12/2012	6	1.26	\$40/ST	\$50.40	\$250.00	-\$199.60
Warehouse	5	9/6/2012	9/12/2012	6	1.7	\$40/ST	\$68.00	\$250.00	-\$182.00
Facilities	6	9/12/2012	9/18/2012	6	1.62	\$40/ST	\$64.80	\$250.00	-\$185.20
Warehouse	7	9/12/2012	9/27/2012	13	2.19	\$40/ST	\$87.60	\$250.00	-\$162.40
Facilities	8	9/18/2012	9/27/2012	9	1.4	\$40/ST	\$56.00	0	\$56.00
Warehouse	9	9/27/2012	10/10/2012	14	1.59	\$40/ST	\$63.60	\$250.00	-\$186.40
Facilities	10	9/27/2012	10/10/2012	14	3.58	\$40/ST	\$143.20	\$250.00	-\$106.80
Warehouse	11	10/10/2012	10/23/2012	13	2.45	\$40/ST	\$98.00	\$250.00	-\$152.00
Facilities	12	10/10/2012	10/23/2012	13	1.74	\$40/ST	\$69.60	\$250.00	-\$180.40
Warehouse	13	10/23/2012	11/2/2012	10	2.19	\$40/ST	\$87.60	\$250.00	-\$162.40
Facilities	14	10/23/2012	11/2/2012	10	2.89	\$40/ST	\$115.60	\$250.00	-\$134.40
Warehouse	15	11/2/2012	11/16/2012	14	2.25	\$40/ST	\$90.00	\$250.00	-\$160.00
Facilities	16	11/2/2012	11/16/2012	14	2.61	\$40/ST	\$104.40	\$250.00	-\$145.60
Warehouse	17	11/16/2012	12/6/2012	20	2.27	\$40/ST	\$90.80	\$250.00	-\$159.20
Facilities	18	11/16/2012	12/6/2012	20	2.33	\$40/ST	\$93.20	\$250.00	-\$156.80
Warehouse	19	12/6/2012	1/8/2013	33	5.11	\$40/ST	\$204.40	\$250.00	-\$45.60
Facilities	20	12/6/2012	1/8/2013	33	2.82	\$40/ST	\$112.80	\$250.00	-\$137.20
Warehouse	21	1/8/2013	1/16/2013	8	1.8	\$40/ST	\$72.00	\$250.00	-\$178.00
Facilities	22	1/8/2013	1/16/2013	8	2.68	\$40/ST	\$107.20	\$250.00	-\$142.80
Warehouse	23	1/16/2013	1/29/2013	14	3.24	\$40/ST	\$129.60	\$250.00	-\$120.40
Facilities	24	1/16/2013	1/30/2013	15	2.82	\$40/ST	\$112.80	\$250.00	-\$137.20
Warehouse	25	1/29/2013	2/13/2013	15		\$40/ST	\$0.00		\$0.00
Facilities	26	1/30/2013	2/13/2013	16		\$40/ST	\$0.00		\$0.00
Warehouse	27	2/13/2013	3/4/2013	19		\$40/ST	\$0.00		\$0.00
Facilities	28	2/13/2013	3/4/2013	19		\$40/ST	\$0.00		\$0.00
Warehouse	29	3/4/2013							
Facilities	30	3/4/2013							
Warehouse	31								
Facilities	32								
Warehouse	33								
Facilities	34								
					61.85	38.78	\$1,735.20	\$4,750.00	-\$2,697.60

# RESULTS



## Dumpsters – End of Spring 2013

- 1 dumpster at the Main Dining Hall
- 1 dumpster at the Food Court
- 1 dumpster at the Bookstore
- 1 dumpster at Publications & Printing
- 1 dumpster at the Central Warehouse

**Down 6 dumpsters from Fall 2011.**

Dumpster capacity is 252 cubic feet

$$6 \times 252 \times 5 \times 52 = 393,120 =$$

**75 box cars of garbage diverted from Landfill annually**



# FINANCIAL ANALYSIS

	Recycling Rebates	Dumpster Savings**	Haul Fees	Labor Charges
July		\$0.00		\$2,216.75
August	\$323.20	\$515.00	\$500.00	\$2,467.75
September	\$456.00	\$515.00	\$1,250.00	\$982.00
October	\$374.40	\$1,545.00	\$1,000.00	\$712.00
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## MORE IMPORTANTLY

Divert 458,640 Cubic Feet of material from local landfills

= 88 BoxCars !

# STRATEGIES FOR GROWING THE RECYCLE PROGRAM IN ACADEMIC YEAR 2014



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Georgia Auxiliary Services Council

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Presentation to Campus-wide  
Sustainability Council

Oct-2013 National Auxiliary Services



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October 17, 2013**

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Diverted \_\_\_\_\_ tons from Landfill and generated \_\_\_\$\_\_\_ in recycle Revenue





# COMPACTOR VS ROLL-OFFS



# EXPAND TO RES LIFE –



# PLACED RECYCLE BINS AT ALL BUS STOPS



# PURCHASED CAN CRUSHER FOR FOOD SERVICE



Possible to reduce can volume by 85%, allowing for you to put 6 times more cans in your recycling bin than without crushing.

# 1<sup>ST</sup> QTR ACADEMIC YR 2014 RESULTS

Sent 17 container loads to WastePro

Revenue	\$1,304
Haul Fee	\$4,375
Labor (2.5 SA x \$8 x 20hrs x 13 weeks)	\$5,200
Cost Avoidance Dumpster Savings	\$9,270
<u>Cost Avoidance Containers "Move-In"</u>	<u>\$1,400</u>
	\$2,399

88,620 lbs of Waste was Recycled rather than deposited in local landfills  
(an increase of 8 roll-off containers more than same time last year)



**Mark Reeves**

Assistant Vice President of Auxiliary Services  
University of West Georgia

[mreeves@westga.edu](mailto:mreeves@westga.edu)

# Benefits Update

Rodney Byrd, Human Resources

# 2014 OPEN ENROLLMENT INFORMATION



# NEW FOR 2014

- System-wide voluntary benefits program.
- All USG institutions will offer the same set of voluntary benefits plans.
  - Dental (Delta Dental)
  - Vision (EyeMed)
  - Life and AD&D (Minnesota Life)
  - Disability (MetLife)
  - FSA/HAS (US Bank)

# 2014 PREMIUMS – GOOD NEWS

- No increase in premiums for employees enrolled in the BCBSGa plans.
- 4.3% increase in premiums for employees enrolled in Kaiser.
- 2014 Healthcare Monthly Premiums.

Coverage Tier	Blue Cross Blue Shield of Georgia			Kaiser
	PPO (Open Access POS)	HDHP (HSA Open Access POS)	HMO (Blue Choice)	HMO <b>(4.3%)</b>
Employee	\$180.00	\$47.00	\$142.00	\$138.00
Employee + Child	\$323.00	\$83.00	\$255.00	\$248.00
Employee + Spouse	\$377.00	\$96.00	\$297.00	\$289.00
Family	\$521.00	\$132.00	\$410.00	\$399.00

# TOBACCO SURCHARGE - 2014

- **Active Open Enrollment – All employees must certify tobacco use status in 2014.**
- **\$50 per month per user tobacco surcharge will apply to spouses and dependent children 18+ enrolled in the healthcare plans.**
- **If an employee does not certify, their tobacco use status will default to tobacco user and \$50 per month will be added to their healthcare premium for themselves and their dependents 18+.**
- **Be honest. If it is found that you were dishonest in your certification, your healthcare claims that are related to smoking may be denied!**

# PLAN CHANGES – OPEN ACCESS POS

- Increase emergency room co-pay from \$50 to \$150.
- Increase preferred brand name prescription co-pay from \$30 to \$35.
- Out-of-network deductible increase (\$400 to \$500 for single and \$1,200 to \$1,500 for family).
- Out-of-network annual maximums increase (\$2,000 to \$3,000 for single and \$4,000 to \$5,000 for family).
- ACA Requirement – Co-payments for office visits and emergency room visits will be included in out-of-pocket maximum.

# PLAN CHANGES – KAISER HMO PLAN

- Increase PCP co-pay from \$15 to \$20.
- ACA required plan change: Add annual out-of-pocket maximums of \$6,350 for single and \$12,700 for family.
- Co-pays on Sr. Advantage plan are being are being changed to match active employee plan – decrease in premiums for retirees enrolled in this plan.

# PLAN CHANGES – HSA OPEN ACCESS POS PLAN

- Increase participant co-insurance from 10% to 15%.
- Created and out-of-network deductible distinct from in-network \$2,500 for single and \$5,000 for family.
- Added mail order delivery option for maintenance medications.

# PLAN CHANGES – BLUECHOICE HMO PLAN

- Increase PCP co-pay from \$15 to \$20.
- Add mail order delivery option for maintenance medications.
- ACA required plan change: Add annual out-of-pocket maximums of \$6,350 for single and \$12,700 for family.

# DELTA DENTAL, EYEMED, DISABILITY

- Active employees with current dental coverage who do not elect new coverage during open enrollment will be defaulted into the Delta Dental High Plan.
- Active employees with current Vision coverage who do not elect new coverage during open enrollment will be defaulted into the EyeMed Vision Plan.
- LTD Benefit: 60% of monthly salary to a max of \$15,000.
- STD Benefit: 60% of monthly salary to a max of \$2,500.

# ID CARDS

- Employees enrolled in the BCBSGa plans will receive new ID cards for 2014.
- Employees enrolled in the OA POS plan will not receive a new prescription ID card unless the enrollment is new for 2014. Employees should continue using “Medco” pharmacy cards.
- All employees enrolled in the Kaiser HMO plans will receive a new ID card in 2014.

# OPEN ENROLLMENT GENERAL INFO

- **Dates of Open Enrollment: November 11 – November 22, 2013.**
- **Benefits Fair: November 12<sup>th</sup> from 10:00 A.M. – 2:00 P.M.**  
**Location: Z6**
- **Various communication pieces will be sent out to all staff and faculty. (email announcements, comprehensive summary booklet, video and text messaging, etc.).**

# SUPPLEMENTAL VENDOR INFORMATION

- AFLAC <http://www.aflac.com/>
  - Critical Illness Plan
  - Accident
  - Hospital Indemnity
  - Cancer Care
- Genworth Long Term Care  
<http://www.agltc.com/WestGA/>
- Legal Shield  
<https://sites.legalshield.com/gs/init?grp=standardplan>

# THE FINISH LINE

## WHAT EMPLOYEES NEED TO DO TO FINISH STRONG:

- Opt in for text messaging.
- Attend the Benefits Fair or Benefits Meetings (if available).
- Review USG Open Enrollment materials.
- Enroll for benefits and recertify their tobacco status!



# Mandatory Trainings

Patricia Durrough, Center for Business Excellence

# 2013

## Mandatory Employee Training

### What's Changed

- Learning Management System – D2L/CourseDen
  - Password is same as GMAIL account
  
- Training period - October 11 to November 1, 2013
  
- Training has been abbreviated to only what is required
  
- A report will be posted weekly on the Training website that will reflect the training status for each employee.
  - Employee List Clean-up

# 2013

## Mandatory Employee Training

### What's Changed

#### ➤ Ethics

- Only required when USG sends out updated training
- We did receive an update for this year
- New video; no quiz on course content; only the compliance agreement

#### ➤ Risk Management

- Refresher video was replaced with the only requirement which is an acknowledgement of the Employee Handbook

#### ➤ Right-to-Know

- Annual refresher training is no longer required of all employees; only those who are exposed to chemicals in their employment

# 2013

## Mandatory Employee Training

### What's Changed

- **Vehicle Safety**
  - Motorized Carts have been combined with the UWG Motor Vehicle training.
  
- **Per USG - Each institution shall develop a policy that ensures all employees who drive State of Georgia vehicles have appropriate documentation of a license to operate the vehicle. The policy shall require appropriate screening based on nature of the driving requirements associated with the employee's position.**
  - Routine Driver
  - Special Purpose/Occasional Driver

# 2013

## Mandatory Employee Training

### Routine Driver –

- An employee that regularly operates a **UWG vehicle** as part of their job requirement. (e.g. Shuttle Drivers; UWG Police; Mail Carrier; Facilities Personnel; Admissions Recruiter)

**OR**

- An employee that regularly operates a **personal or rental vehicle** as part of their job requirement. (e.g. instructor/staff member that travels either on campus or to satellite locations)

Required:

**Annual Training**

**Annual Driver Acknowledgement Form**

**Annual Motor Vehicle Report**

# 2013

## Mandatory Employee Training

Special Purpose Driver –

**Occasional use** of state, rental, or personal vehicle in accomplishing organizational objectives, or institutional travel such as professional development, meeting attendance, workshops, conferences, etc.

Required:

**Annual Training**

**Annual Driver Acknowledgement Form**

# SAC Updates

- UWG Toy Drive – December 13<sup>th</sup>
  - SAC By-laws Update
- UWG Campus Climate Survey

# Questions?

**Visit SAC online and let your voice be heard!**

**[www.westga.edu/sac](http://www.westga.edu/sac)**

**Minutes of the Meeting of UWG Staff Advisory Council  
Executive Committee Meeting  
Campus Center 303  
February 26, 2014**

**1. Call to Order – Erin Brannon**

**2. Welcome and Introduction - Erin Brannon**

Erin Brannon introduced and welcomed the University President, Dr. Kyle Marrero.

**3. Opening Remarks - Dr. Kyle Marrero**

Dr. Marrero discussed the work being done on the University's Strategic Plan. He provided an historical timeline of past Strategic Planning committee work and the revising and developing of the current plan. He outlined and explained the four main sections of the plan:

- **Strategic Imperative #1: Student Success—Enhanced Learning, Access, Progression, and Development**
- **Strategic Imperative #2: Academic Success - Academic Programming and Faculty Support**
- **Strategic Imperative #3: Successful Partnerships--Building Engaged, Mutually Beneficial Collaborations**
- **Strategic Imperative #4: Operational Success—Effectiveness and Sustainability**

Dr. Marrero clarified the objectives for the whole project and the plan for measuring success of the strategic imperatives. He then also discussed the significance of our revised Vision Statement. He also touched on the Engage West! program and the steps being taken to align the University's actions with our Strategic Plan, Goals, and Vision Statement. This includes planned quarterly retreats for leadership management training.

The Staff Advisory Council will be asked to endorse the final draft of the Strategic Plan prior to a full faculty/staff meeting to give final approval of the plan. Dr. Marrero intends to have the all faculty/staff meeting by the end of April, so the Strategic Plan can be presented to the Board of Regents in May.

Dr. Marrero concluded by tying the significance of our Strategic Plan, Vision Statement, and institutional goals to our staff contributions and the future success of UWG.

**4. Staff Appreciation Day – Ashley Lewis**

Ashley announced that after this year, the Staff Appreciation Day event will be combined with a faculty event to make it a University Award program. This year the event is moving to the Coliseum on April 30<sup>th</sup> from 11:00 am – 1:30 pm with the award program at 12:00 noon. The pinning ceremony for years of service will now take place at this event, and funding for the food served has been confirmed. Live

music is also being scheduled. The event planning has been a joint effort with the Human Resources department. Ashley reminded the group that any assistance with the event planning committee is encouraged and always welcome.

**5. Election Committee – Erin Brannon**

Erin explained that representatives & officers for the Staff Advisory Committee serve 2 years, and the current reps/officers terms are ending in 2014. An elections committee needs to be established to handle this process, so the elections can happen the fall of 2014. An announcement will be made at the next All Staff Open meeting on March 3<sup>rd</sup>.

**6. New Business – Erin Brannon**

Everyone is encouraged to attend the open meetings and to submit feedback on the Provost candidates currently being interviewed on campus. The feedback forms must be submitted before the February 28<sup>th</sup> deadline.

Announcement of the next Wolf Wellness Lunch & Learn on Financial Wellness – Thursday, Feb 27<sup>th</sup> from 12:00 -1:00 pm in the Campus Center.

**7. Closing– Erin Brannon**

Ms. Brannon announced the next Open Forum All Staff meeting is scheduled for March 3<sup>rd</sup>, 2014 in the Campus Center Ballroom #108.1.

Ms. Brannon adjourned meeting at 10:55 am.

**Minutes of the Meeting of UWG Staff Advisory Council**  
**All-Staff Open Meeting**  
**Campus Center 108.1**  
**March 3, 2014**

**1. Call to Order – Erin Brannon**

**2. Welcome and Introduction - Erin Brannon**

Erin Brannon introduced and welcomed our president, Dr. Kyle Marrero.

**3. Opening Remarks - Dr. Kyle Marrero**

Dr. gave an update on the Strategic Plan, Engage West! program, and engagement satisfaction survey. He gave an update on the work being done by the strategic planning committee and noted the four areas of the strategic plan:

- **Strategic Imperative #1: Student Success—Enhanced Learning, Access, Progression, and Development**
- **Strategic Imperative #2: Academic Success - Academic Programming and Faculty Support**
- **Strategic Imperative #3: Successful Partnerships--Building Engaged, Mutually Beneficial Collaborations**
- **Strategic Imperative #4: Operational Success—Effectiveness and Sustainability**

Members of the strategic planning committee gave more detailed overviews of each imperative:

Dr. Lingrell – Imperative #1

Dr. Anderson – Imperative #2

Dr. McIntyre – Imperative #3

Mr. Sutherland – Imperative #4

Dr. Hester – Imperative #5

Dr. Marrero stressed there are only 2 more weeks for employees to give further feedback toward editorial changes to the Strategic Plan. This can be done via email, through the strategic planning website link, or at the upcoming open forum meetings. Faculty/staff will be asked to give their endorsement of the final plan at an All University Assembly meeting in late March or early April.

Dr. Marrero then highlighted the university's new Vision Statement: "The University of West Georgia aspires to be the best comprehensive university in America – sought after as the best place to work, learn, and succeed!" He was also very pleased to announce the Engage West! employee engagement satisfaction survey got 90% participation.

He announced the first Leadership Education retreat will be May 8 & 9, 2014. He plans to continue this leadership training every 90 days in an effort to further train leaders on campus to develop departmental strategic plans and goals that align with the university's Strategic Plans. He stressed that all of this work and focus on our strategic plan, goals, and vision matters to all future decisions, actions, and the success of UWG!

**4. UWG Wolf Wellness – Rodney Byrd**

Rodney explained the university has been awarded a \$10,000 grant from the Board of Regents. The primary goal of the grant is to increase health awareness on campus and in our community. The program will offer many different opportunities for employees to participate including Lunch & Learn events, exercise events, and a smoking cessation program with incentives for finishing the classes. Further information and details about all of these opportunities will be sent to the campus in the coming months.

**5. Staff Appreciation Day – Ashley Lewis**

Ashley announced that after this year, the Staff Appreciation Day event will be combined with a faculty event to make it a University Award program. This year the event is moving to the Coliseum on April 30<sup>th</sup> from 11:00 am – 1:30 pm with the award program at 12:00 noon. The pinning ceremony for years of service will now take place at this event, and funding for the food served has been confirmed. Live music is also being scheduled. The event planning has been a joint effort with the Human Resources department. Further details will be announced to campus soon.

**6. Closing– Erin Brannon**

Ms. Brannon adjourned meeting at 4:00 pm.

## Appendix C

### 2013 Benefits Fair



Professional development requests/general comments we received in the SAC box at the benefits fair.

- Love, love, love working @ UWG!!
- Why did you get rid of the Cancer policy for Aflac?
- Leadership & Management skills
- Can we look at not being required to take so much annual leave at Christmas? I hate having to scrounge to keep enough AL hours for this.
- Pay increase
- Most admin staff use Excel – offer this free to staff members
- Employees working 32 hours currently do not receive tuition. Why?
- Time management classes
- It would be nice to have more trainings/workshops covering diversity issues on campus.
- I believe SAC is doing a good job.
- We should print these on brightly colored paper to draw attention.
- More staff/faculty events so they can mingle – currently there is a divide between faculty & staff that I think shouldn't be encouraged.
- For next year: an easel or display asking for personal development ideas! Something big!
- Currently staff are @ the minimum, whereas faculty are @ 85% of their respective rank & discipline national average. Is anymore thought being given to staff merit increases to help promote more confidence in our administration and UWG?
- Staff award pins given out @ Staff Appreciation Day instead of General Faculty meeting.
- Staff promotion

**2013 Toy Drive** – food donated by Aramark, Black Box donated by Townsend Center, Invitation donated by Publications & Printing



**2013 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 is interested in adopting an older child between the ages of 13 and 18 please contact Ashley Lewis, alewis@westga.edu

**December 13th, 11:30am-1:30pm**  
**Townsend Center**  
Refreshments will be served

TOYS FOR TOTS UNIVERSITY of West Georgia. GO WEST UWG



*Prepared by Erin Brannon, SAC Chair*

**2014 Staff Appreciation Day - food provided by Aramark In-Kind Donation**



*Prepared by Erin Brannon, SAC Chair*

# PERSPECTIVE

An online magazine for alumni and friends of the University of West Georgia



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## UWG Staff Advisory Council

by Erin Brannon

Over the past year, the Staff Advisory Council has become a more visible and vocal group on the UWG campus. From benefits and mentoring to diversity and recognition, Staff Advisory Council works closely with the university's strategic planning committee, policies committee, office of the president and many others to ensure the perspectives and best interests of staff are considered in decision-making across the university.

I believe in the past year, we have worked to gain voice for staff, ensuring we are heard by upper-level administration. We are fortunate to have the support of President Marrero, who often comes to us to discuss topics, review ideas and consider action.

The Staff Advisory Council consists of 28 representatives and four officers; representatives are nominated for a two-year term and appointed by their respective Vice President while officers are elected by the Council. Council members meet twice per semester in the fall and spring and hold an open-forum all-staff meeting each fall, spring and summer.

In addition to acting as an advisory body to the university president, UWG's council is part of the University System of Georgia Staff Council. I, along with Ashley Lewis, vice chair, attend the annual USGSC meetings as well.

We find that many of the same issues we discuss at UWG are part of a larger USG conversation. We're able to bring back information from these meetings and share with council representatives and across campus.

This year, the Council organized the UWG Toy Drive which donated hundreds of toys to Toys for Tots and wish-list items for 15 local teenagers through the Division of Family and Children Services. In conjunction with UWG's Human Resources, the Council organized the annual Staff Appreciation Day which, due to growth and popularity, had to be relocated to the Coliseum. Fifty staff members received service pins and seven were recognized with staff awards.

More information about Staff Advisory Council, including a list of current representatives, can be found online at [www.westga.edu/sac](http://www.westga.edu/sac).

*Erin Brannon is the chair of the Staff Advisory Council and is the administrative manager in the College of Social Sciences Dean's Office.*



Employees celebrate Staff Appreciation Day, held by SAC, on an annual basis.

Share this story!

