

July 2014- June 2015 Annual Report

Representation (Roster – Appendix A):



UWG SAC Meetings (Minutes – Appendix B):

- July 31, 2014
- September 10, 2014
- October 8, 2014
- October 10, 2014 (All Staff)
- November 12, 2014
- January 14, 2015
- February 11, 2015
- March 11, 2015 - online meeting
- March 16, 2015 (All Staff)
- May 13, 2015
- June 10, 2015

UWG SAC Events:

- Participant in Human Resources Benefits Fair. Solicited feedback on professional development opportunities and general comments – October 2014.
- Coordinated, planned and executed annual UWG Toy Drive. Worked closely with Carroll County Department of Family and Children's Services and Toys for Tots.
- Coordinated, planned and executed UWG Best of the West Year-End Celebration in April 2015. (Worked together with BOW campus committee)

USG Staff Council Participation:

- Erin Brannon, Chair and Ashley Lewis, Vice Chair attended the annual USG Staff Council Conference at the Albany State University in October 2014. Jessica Dunham, UWG staff, also attended this conference.
- Attended quarterly meetings via Wimba and in person in Macon, Georgia.

Committee Updates:

Benefits Committee (Meggie Miller, Committee Chair)

The Benefits Committee shall address staff members' concerns regarding benefits and either make a recommendation or refer them to the appropriate area of expertise. Included but not limited to examples of benefits to be considered are insurance, classification/compensation, employee recognition, parking, food services, dependent care, tuition/fee waivers, and employee lounges.

- Developed a new UWG Staff Advisory Council Book Scholarship for benefited (full and part time) employees that are enrolled in any college course. Draft application and eligibility criteria was submitted to the President in June 2015 with the anticipation of launching the program and awarding

Prepared by Erin Brannon, SAC Chair

the first scholarship in Fall 2015. The program could be expanded with increased donations and support.

- Worked collaboratively with UWG Faculty Senate Technology Committee by surveying employees to determine a marketplace alternative in response to revision of the UWG [Advertising, Sales and Solicitation Policy](#) forbidding the use of the discuss-uwg-list@westga.edu and work email to sell or solicit for cash donations, goods and services. The new [uwg-marketplace](#) was launched in April 2015. Currently the SAC benefits committee chair and the chair of the Faculty Senate Technology Committee monitor group approvals and periodically sent out information to the all-staff/all-faculty listservs detailing how to subscribe and use the forum. As of June 2015, there were 166 members.
- Acted as the liaison to HR and Campus Center to obtain updates for the new SAC newsletter. The committee sent these updates and other UWG or State of Georgia benefit related content to the SAC Public Relations committee for publication in the monthly newsletter.
- Drafted a proposal for a UWG Benevolence Fund (Jason Robinson). A University committee has been created and will work with Jason Robinson (SAC rep & benefit committee member) to design and implement a program that will assist UWG employees during financial hardship.
- Represented SAC at the Human Resources Benefits Fair in October 2014.

By-laws (Alex Udin, Committee Chair)

The Bylaws Committee shall operate as outlined in Article VII of the University of West Georgia Staff Advisory Council Bylaws.

With many new representatives in the Staff Advisory Council, the Bylaws committee started from scratch in September of 2014 with three new council and committee members; Alexandra Udin (chair), Jeanna Lambert, and Michelle Ertzberger.

As for any written guidelines/bylaws, it is a living document that is and should constantly evolve and be a work in progress. Since it is a document that depends on majority vote, it is important that the bylaws are continuously reviewed and that changes are suggested when needed and the staff body calls for it.

Our primary goal for the year was to revise and suggest changes/amendments to the bylaws that are more consistent with other USG institutions as well as in line and similar to the USG Staff Advisory Council bylaws. Our secondary goal was to revise the bylaws so that next year and for years to come, the committee's charge will not be as cumbersome. Our suggestions to the new bylaws will be presented to the council for review and hopefully voted on at the August/September All-Staff forum/meeting or via email.

Our hope is that our suggestions and revised bylaws are approved so that we as a committee can focus on developing the bylaws even further next year.

Prepared by Erin Brannon, SAC Chair

Public Relations (Allyson Bretch, Committee Chair)

The Public Relations Committee shall be responsible for planning and coordinating activities approved by the Council. At the approval of the SAC, this Committee will act as a liaison between the SAC and UWG Communications and Marketing to communicate SAC information to the University, news media, and the outside community.

The public relations committee had regular meetings after each Staff Advisory Council Meeting.

2014-2015 Projects Included:

- Assisted with Toys for Tots Toy Drive
- Created new monthly SAC newsletter that was sent to all staff via email. The purpose of the newsletter is to highlight information about SAC meetings, events, and bits of information relevant to UWG staff.
- Assisted with the planning and execution of the UWG Best of the West Faculty/Staff Celebration in April 2015.

Staff Development (Nancy Lott, Committee Chair)

The Staff Development Committee (SDC) shall consider options for career and professional development, orientation/mentoring, diversity in the workplace, and basic skills development. This committee shall work closely with the Human Resource Department in enhancing and developing Staff Development programs.

- Started ground work for “who to call if I need ___” list. This project picked up by the Barrier Team.
- Started ground work for University reservation and room availability list. This project was turned over to Dr. Melanie McClellan, Community Engagement.
- Participated in monthly newsletter by submitting monthly updates about training possibilities.
- Started ground work for Staff Development Conference Day. Registration method, schedule of course titles, communication, and room scheduling were developed. This project was turned over to a Presidential appointed committee for further development.

Department	Division	Representative	Email
Accounting/Finance	Academic Affairs	Nancy Lott	nlott@westga.edu
Administration	University Advancement	Alex Udin	audin@westga.edu
Admissions	Student Affairs and Enrollment Management	Allyson Bretch	abretch@westga.edu
Advanced Academy	Academic Affairs	Rebecca Smith	rsmith@westga.edu
Advising Center	Student Affairs and Enrollment Management	Dawn Liverman	dliverma@westga.edu
AEC Project Services	Business and Finance	Amanda Skinner	askinner@westga.edu
Alumni Relations	University Advancement	Kevin Hemphill	khemphil@westga.edu
Anthropology	Academic Affairs	Meggie Miller	meggiem@westga.edu
Art	Academic Affairs	Kimily Willingham	kwilling@westga.edu
Asset Management	Business and Finance	Amanda Skinner	askinner@westga.edu
Auxiliary Services	Business and Finance	Sonja Pitts	spitts@westga.edu
Baseball-Men	University Advancement	Alex Udin	audin@westga.edu
Basketball-Women	University Advancement	Alex Udin	audin@westga.edu
Biology	Academic Affairs	Amanda Wright	awright@westga.edu
Bookstore	Business and Finance	Sonja Pitts	spitts@westga.edu
BOR Nursing Faculty Initiative	Academic Affairs	Nancy Lott	nlott@westga.edu
Budget Services	Business and Finance	Dixie Curley	dcurley@westga.edu
Building Maintenance (Last name A - G)	Business and Finance	Helen Roberts	hroberts@westga.edu
Building Maintenance (Last name H - L)	Business and Finance	Jason Robinson	jrobinso@westga.edu
Building Maintenance (Last name M - Z)	Business and Finance	Sandra Robinson	sbrobins@westga.edu
Bursar	Business and Finance	Tina Puckett	tpuckett@westga.edu
Career Services	Student Affairs and Enrollment Management	Iteeah Pounds	ipounds@westga.edu
Center for Academic Success	Student Affairs and Enrollment Management	Dawn Liverman	dliverma@westga.edu
Center for Business Excellence	Business and Finance	Tina Puckett	tpuckett@westga.edu
Center for Diversity and Inclusion	Student Affairs and Enrollment Management	Allyson Bretch	abretch@westga.edu
Central Warehouse	Business and Finance	Dixie Curley	dcurley@westga.edu
Chemistry	Academic Affairs	Amanda Wright	awright@westga.edu
Clinical & Professional Studie	Academic Affairs	Janet Nichols	jnichols@westga.edu
COAH Dean's Office	Academic Affairs	Kimily Willingham	kwilling@westga.edu
COE General Instruction	Academic Affairs	Janet Nichols	jnichols@westga.edu
COE Grants	Academic Affairs	Kimily Willingham	kwilling@westga.edu
COE Office of Graduate Studies	Academic Affairs	Janet Nichols	jnichols@westga.edu
COE Student Services	Academic Affairs	Janet Nichols	jnichols@westga.edu
Coliseum	Academic Affairs	Amanda Wright	awright@westga.edu
College of Business	Academic Affairs	Nancy Lott	nlott@westga.edu
College of Education	Academic Affairs	Janet Nichols	jnichols@westga.edu
Comprehensive Community Clinic	Academic Affairs	Janet Nichols	jnichols@westga.edu
Computer Science	Academic Affairs	Amanda Wright	awright@westga.edu
Continuing Education	Academic Affairs	Rebecca Smith	rsmith@westga.edu
COSM Dean's Office	Academic Affairs	Amanda Wright	awright@westga.edu
COSS Dean's Office	Academic Affairs	Meggie Miller	meggiem@westga.edu
Counseling Center	Student Affairs and Enrollment Management	Joseph Etheredge	jethered@westga.edu
Criminology	Academic Affairs	Meggie Miller	meggiem@westga.edu
Custodial Services (Last name A - H)	Business and Finance	Timothy Morris	tmorris@westga.edu
Custodial Services (Last name I - R)	Business and Finance	Jeanna Lambert	jlambert@westga.edu
Custodial Services (Last name S - Z)	Business and Finance	Jason Robinson	jrobinso@westga.edu
Development	University Advancement	Kevin Hemphill	khemphil@westga.edu
Director-Honors College	Academic Affairs	Rebecca Smith	rsmith@westga.edu
Distance Learning	Academic Affairs	Rebecca Smith	rsmith@westga.edu
Distance Learning - eTuition	Academic Affairs	Rebecca Smith	rsmith@westga.edu
Duplicating-Xerox	Business and Finance	Tina Puckett	tpuckett@westga.edu
Economics	Academic Affairs	Nancy Lott	nlott@westga.edu
eCore Service	Academic Affairs	Rebecca Smith	rsmith@westga.edu
Educational Technology & Found	Academic Affairs	Janet Nichols	jnichols@westga.edu
English	Academic Affairs	Kimily Willingham	kwilling@westga.edu
Enrollment Service Center	Student Affairs and Enrollment Management	Ketty Ballard	kballard@westga.edu
ESC Call Center	Student Affairs and Enrollment Management	Ketty Ballard	kballard@westga.edu
ESC-Imaging Center	Student Affairs and Enrollment Management	Ketty Ballard	kballard@westga.edu
External Degree Newman	Academic Affairs	Rebecca Smith	rsmith@westga.edu
Financial Aid	Student Affairs and Enrollment Management	Iteeah Pounds	ipounds@westga.edu
First Year Experience	Student Affairs and Enrollment Management	Stephanie Carter	skcarter@westga.edu
Food Services	Business and Finance	Sonja Pitts	spitts@westga.edu
Football-Men	University Advancement	Alex Udin	audin@westga.edu
Foreign Languages	Academic Affairs	Kimily Willingham	kwilling@westga.edu
Geosciences	Academic Affairs	Amanda Wright	awright@westga.edu
Graduate Application Fees	Student Affairs and Enrollment Management	Dawn Liverman	dliverma@westga.edu
Health Services	Student Affairs and Enrollment Management	Joseph Etheredge	jethered@westga.edu

Department	Division	Representative	Email
History	Academic Affairs	Kimily Willingham	kwilling@westga.edu
Honors Program	Academic Affairs	Rebecca Smith	rsmith@westga.edu
Housing Programs	Student Affairs and Enrollment Management	Stephanie Carter	skcarter@westga.edu
Human Resources	Business and Finance	Dixie Curley	dcurley@westga.edu
Information Technology (Last name A - K)	Office of the President	John Morgan	jnmorgan@westga.edu
Information Technology (Last name L - P)	Office of the President	Erma Shooks	eshooks@westga.edu
Information Technology (Last name Q - Z)	Office of the President	Eric Smith	erics@westga.edu
Inst Effectiveness & Assessment	Office of the President	Erma Shooks	eshooks@westga.edu
Internal Audit	Office of the President	Eric Smith	erics@westga.edu
International Program	Academic Affairs	Amanda Wright	awright@westga.edu
Landscape & Ground Maintenance	Business and Finance	Zach Green	zgreen@westga.edu
Leadership and Applied Instruc	Academic Affairs	Janet Nichols	jnichols@westga.edu
Learning & Teaching	Academic Affairs	Janet Nichols	jnichols@westga.edu
Library	Academic Affairs	Margot Davis	margotd@westga.edu
Mail Services	Business and Finance	Sonja Pitts	spitts@westga.edu
Management	Academic Affairs	Nancy Lott	nlott@westga.edu
Marketing/Real Estate	Academic Affairs	Nancy Lott	nlott@westga.edu
Mass Communications	Academic Affairs	Meggie Miller	meggiem@westga.edu
Mathematics	Academic Affairs	Amanda Wright	awright@westga.edu
Music	Academic Affairs	Kimily Willingham	kwilling@westga.edu
Nursing	Academic Affairs	Nancy Lott	nlott@westga.edu
Office of Activity Operations	Student Affairs and Enrollment Management	Dawn Liverman	dliverma@westga.edu
Office of the Controller	Business and Finance	Helen Roberts	hroberts@westga.edu
Office of the Vice President SAEM	Student Affairs and Enrollment Management	Dawn Liverman	dliverma@westga.edu
Ombuds Office	Office of the President	Erma Shooks	eshooks@westga.edu
Parking & Transportation	Business and Finance	Amanda Skinner	askinner@westga.edu
PBX-Telecommunications	Office of the President	Eric Smith	erics@westga.edu
Phy Plant Admin-Summary	Business and Finance	Sandra Robinson	sbrobins@westga.edu
Physical Plant Administration	Business and Finance	Sandra Robinson	sbrobins@westga.edu
Physics	Academic Affairs	Amanda Wright	awright@westga.edu
Political Science & Planning	Academic Affairs	Meggie Miller	meggiem@westga.edu
President	Office of the President	Erma Shooks	eshooks@westga.edu
Psychology	Academic Affairs	Meggie Miller	meggiem@westga.edu
Publications & Printing	Business and Finance	Tina Puckett	tpuckett@westga.edu
Purchasing	Business and Finance	Jeanna Lambert	jlambert@westga.edu
Registrar	Student Affairs and Enrollment Management	Ketty Ballard	kballard@westga.edu
Research & Sponsored Operation	Academic Affairs	Amanda Wright	awright@westga.edu
Residence Education	Student Affairs and Enrollment Management	Stephanie Carter	skcarter@westga.edu
Risk Management	Business and Finance	Jason Robinson	jrobinso@westga.edu
School Improvement Doc Prog	Academic Affairs	Janet Nichols	jnichols@westga.edu
Sers	Student Affairs and Enrollment Management	Iteeah Pounds	ipounds@westga.edu
Short Courses (SB73)	Academic Affairs	Kimily Willingham	kwilling@westga.edu
Small Business Dev Prg	Academic Affairs	Nancy Lott	nlott@westga.edu
Soccer - Women	University Advancement	Alex Udin	audin@westga.edu
Sociology	Academic Affairs	Meggie Miller	meggiem@westga.edu
Softball-Women	University Advancement	Alex Udin	audin@westga.edu
Sports Medicine	University Advancement	Alex Udin	audin@westga.edu
STEM/UWISE SI	Academic Affairs	Amanda Wright	awright@westga.edu
Student Involvement	Student Affairs and Enrollment Management	Stephanie Carter	skcarter@westga.edu
Tennis Program	University Advancement	Alex Udin	audin@westga.edu
Testing	Academic Affairs	Kimily Willingham	kwilling@westga.edu
Theatre Arts	Academic Affairs	Kimily Willingham	kwilling@westga.edu
Title IX	Business and Finance	Dixie Curley	dcurley@westga.edu
Townsend Center	Academic Affairs	Meggie Miller	meggiem@westga.edu
Univ. Communications & Mktg	University Advancement	Kevin Hemphill	khemphil@westga.edu
University Advancement	University Advancement	Tiffany Christman	tiffanc@westga.edu
University General Counsel	Office of the President	Erma Shooks	eshooks@westga.edu
University Police	Office of the President	Branden Smith	bsmith@westga.edu
University Writing Center	Academic Affairs	Kimily Willingham	kwilling@westga.edu
UREC Business Operations	Student Affairs and Enrollment Management	Dawn Liverman	dliverma@westga.edu
Volleyball-Women	University Advancement	Alex Udin	audin@westga.edu
VP for Academic Affairs	Academic Affairs	Meggie Miller	meggiem@westga.edu
VP for Business/Finance	Business and Finance	Dixie Curley	dcurley@westga.edu
Women's Track	University Advancement	Alex Udin	audin@westga.edu

Minutes of the Meeting of UWG Staff Advisory Council

July 31, 2014, 10:00am

First Meeting for New Representatives

Nursing Building Room 115

1. Ashley Lewis – Welcome-/ Meeting called to order at 10:00am
2. Ashley Lewis: What the role of Representatives are :
http://www.westga.edu/sac/index_500.php
3. Each new rep was asked to give a self-introduction
4. Ashley Lewis – Introduced Dr. Marrero
5. Dr. Marrero gave the SAC University Charge and The role of SAC at UWG
6. Kristy Gamble – Ask for nominations for SAC election offices
 - a. Due Date: August 1, 2015 by 5pm
 - b. Send nominations to the SAC email account
 - c. Each officer position can be found at:

[http://www.westga.edu/assetsAdmin/sac/Staff Advisory Council By-Laws 31Oct13.pdf](http://www.westga.edu/assetsAdmin/sac/Staff_Advisory_Council_By-Laws_31Oct13.pdf)
7. Meeting was ended at 10:45am

STAFF ADVISORY COUNCIL MEETING

September 10, 2014

CAMPUS CENTER BALLROOM 108.4

Present – A. Bretch, S. Carter, D. Curley, M. Davis, J. Etheredge, Z. Green, K. Ballard, J. Lambert, D. Liverman, N. Lott, M. Miller, S. Pitts, H. Roberts, S. Robinson, J. Robinson, E. Shooks, A. Skinner, B. Smith, A. Udin, K. Willingham, A. Wright, E. Brannon, A. Lewis, M. Parham, M. Ertzberger

Absent – T. Christman, K. Hemphill, J. Morgan, T. Morris, T. Puckett, D. Richards, R. Smith, E. Smith, S. Young

1. Call to order by Erin Brannon - Meetings are generally run by having the guest speaker present first and then council business will follow.

2. Special Guests

Dr. Cathi Jenks, AVP, Institutional Effectiveness and Assessment

Provided an update on where the KPI team is with identifying a new list of Peers & Aspirants for the University of West Georgia.

Peers & Aspirants

Dr. Jenks made a previous presentation at the Faculty Senate, but we were given the new presentation. Changes were made by Dr. Marrero and the list was approved. Peers & Aspirants list helps to identify us against other institutions with similar qualities (processes, policies, and procedures). Dr. Marrero felt that the old list was off because it should have been equal peers vs. Aspirants. In reviewing at others web sites they found that they tended to only have peers that they benchmarked to, no aspirants. New list was provided. The old list can be found on their website, but they will be replacing list and hyper linking to the institutions Institutional Effectiveness and Assessment departments.

How we got to that list – Methodology – looked at it from both qualitative and quantitative approaches. Used the IPEDs database where 7000 institutions of higher learning are listed and by using numerous filters the list was reduced down to what you see in front of you. Looked at Core variables, only included public universities, had 4 year programs, current in IPEDS, were degree granting, enrollment size (because UWG was on the cuff between categories, we looked at those just above us and those just below us), non-military, offering undergrad and graduate programs, etc. They looked at institutions much like us.

Once we had the main filters, we started looking at other variables: what are their admissions criteria's, are they open access, etc. We also realized that our mission had strengthened since the last list was created. In the quantitative analysis we looked at why they should stay on the list; asked Dean's, departments and divisions to provide their insight. For suggestions that were not on the list they were considered as a group. It was then narrowed down to 16 peers, 4 aspirants and 3 sector institutions. The final list is what we see here. It was an interesting process. Share the list with people in your area.

KPI's – Key Performance Indicators Update:

President Marrero established the KPI team was established to take on two tasks: 1) develop a new list of peers and aspirants and 2) establish key performance indicators to go with our new strategic plan. The key performance indicators come in to help evaluate how you are measuring against your strategic plan. There are currently 72 items but not all of them are necessarily key (some are higher than others). We will track the progress on all the strategic imperatives. The committee came up with a draft list (huge) that was then narrowed down with the departments affected and is still being tweaked. Most have been approved by the departments, just a little tweaking still taking place. One issue was raised regarding the composition of the KPI team – University Advancement was not represented, so they went around and talked to various people to find out what was important in their area and how they track things like gifts & scholarships.

There was one heated debate about including the win/loss record of our athletic team in the KPI's – pro's we have a winning team and they bring in people, con's – not an institutional priority = tie among the team. So the issue was brought to Dr. Marrero. He said it is important but does it rise to the level of institutional priority. It's not really a KPI but Advancement should track and we will keep our eyes on it.

The various areas impacted were consulted. The list was presented at the Faculty Senate, where a few errors were identified, so please let them know if you see any errors. According to the recent release from US News, UWG went from a ranking of 89 to 92, but there are several tied at 92 so we have really stayed the same. Again this is just a measure to help us track how we are progressing with our goals in the strategic plan.

Dr. Jenks is going to provide a digital copy of the lists to Erin for distribution so that the representatives can provide information back to their groups. It was listed on the President's website but it is very difficult to read. KPI group will also provide a dashboard for KPI monitoring once a simple format can be developed.

Dr. Denise Overfield – Barrier's Team

There are still people that do not know that there is a barriers team. This team was created as part of the Engage West initiative. The groups charge is to identify, assess and provide recommendations for improving operational processes, polices, and practices with the goal of eliminating barriers of inefficiency. With a culture and mantra of problem solving, this team must align identified barriers with efficient solutions through the lens of mandated statutes, governing policies, and system shared services.

The teams' job is to eliminate the things that get in the way of you doing our job. This is a very big charge. We were given charge and were told to go for it. Our charge to take the four strategic imperatives (20 team members) and we wrote down on large sheets of paper things that get in the way of achieving those imperatives. We agreed to a lot of the barriers and started looking at patterns.

The first 2 barriers and recommendations were approved and were formerly awarded sledgehammers.

Dr. Marrero plans to hang the sledgehammers up in the lobby of Sanford Hall. They have a plaque on them that identifies the barrier and the date. The first two are:

1) *Faculty Toolkit*: a website that was created to provide a “one stop shop” for means to report a student issue (academic dishonesty, student housing issue, financial aid problem, etc.). It is open to faculty & staff. This is to eliminate the need for having to go to multiple places to find help/assistance for a student. You can go to the UWG website, then use the search bar and type “toolkit” and it will come right up. Regardless of your role on campus you probably have interaction with a student that has an “issue”.

2) *Extended leave replacement (not a policy)*: When a person goes on leave, how do we cover their work? EX: If a person has to go on leave for 6 weeks, their work gets put on someone else to cover. The person covering is a nice person and does the work without any additional compensation or resources. This is a barrier that is being eliminated. This has been approved by PAC and is in place. If an employee is out for more than 15 days, the unit that employs that person may request funds to compensate the staff or faculty person that is taking on the extra work or they may request a temporary employee to take on that work. The pool is being developed with the assistance of Melanie McClellan. The funds are coming out of the emergency funds for the University. PAC has approved it and is committed to it. The requesting forms are still being created and once complete the information will be posted.

Two other barriers that have been approved (but not sledgehammers have been received yet) are:

A) *To get E-tuition dollars* (dollars from students who take on-line courses that are more than 95% on-line pay additional funds for tuition. The dollars are divided up between Distance Ed & the department that houses the course) *distributed earlier to units that need to get funds needed to budget better*. This was developed in conjunction with the Provost office. This is approved and this is going to happen. Money can be used to support a classroom – say a classroom needs more computers, needs updating. Money came very late last year and it contributed to the frenzy of year end spending and made it hard to prioritize and budget. By moving this up departments can be more strategic about it. Money goes to academic departments and some really generate a lot.

B) *There are 27 steps involved to hire a faculty member* – we are looking at ways to streamline the process. We are getting a system (Core integrator). Idea behind it is that the hiring process will be much more efficient because instead of thinking in terms of forms we will think of the information. It will be a more holistic system. A sub-committee is taking this on because we lose a lot of potential faculty members because of the chunkiness of our system. PAC has approved the formation of a working group to look at the integration of the Core integrator process. The system level is also looking at something like this but it is going to take them several years so Dr. Marrero has agreed to move forward with this.

Barriers that are in process:

C) *Dual career assistance for Partners*: An office wants to hire somebody and that person has a partner that would also need employment – How can we assist them in finding employment for their partner. They are looking at two careers if one accepts employment at UWG. We lose great candidates at times because of this. We are looking at a module that UGA had. They had a person to act as a point of

contact for the trailing partner. The trailing partner could contact this point person and get assistance with things like a resume critique, information on industries or companies in the region, or a career assessment. We are not recommending that UWG become an employment agency. But we think this could really send the message that we are reaching out to the new employee in the most comprehensive way possible. Dr. Melanie McClellan is our liaison with the community (has office at the Chamber of Commerce) and she could provide resources to the point person. This could be a plus for those looking to come here. We are doing research to see how widely this service is used at other institutions.

The Barriers team does not address issues related to interpersonal conflict, discrimination, misconduct, supervisor/employee disputes, instructor/student issues, or faculty/staff issues. WE DEAL WITH PROCESSES. If you have any of these issues contact the Ombud or HR, they are your resources for these.

The barriers team was told that the beginning that this was a 3 yr commitment. There are 20 people on the team, meet every two weeks for about 2hrs each time. Others outside the committee are asked to participate in sub-committees.

Working on a website where we can post information. If you have suggestions, email Dr. Overfield (doverfi@westga.edu). Please send your ideas or thoughts.

3. **SAC Business:**

All Members introduced themselves

Role of the SAC Representative

How staff were assigned to you:

HR provides a list of all staff on campus, and then Erin took the list and divided it up. She looked at the divisions represented and the number of representatives that we have. Tried to give each of you the department that you are in, but some had to have more/less because each representative represents 30 staff. If your department had less than 30 we tried to put you with others that you may work closely with.

Your Role on the Staff Advisory Council (SAC):

The UWG staff is divided among the SAC representatives every 2 years and people tend to come and go. So contact your staff representatives by email, phone or department meeting – you decide how. Just let them know how you are and that you represent them - you are the voice of the staff. You don't need to meet with them and go over all the notes from our meetings, you can direct them to our website and all the notes, upcoming meetings, etc will be there. There is also an anonymous feedback form if they don't feel comfortable talking about the issue they have. Make sure everyone is in the know.

There are some issues that will be coming up (holiday calendar again for one) that you might have to poll your group. We want to keep transparency. All staff are invited to the SAC meetings but they are not open meetings, they cannot participate. At the ALL-Staff meetings in the fall and spring they can speak. The fall meeting has been set for October 10th.

We are looking for topics that could be presented for the October meeting and other meetings. The meetings have grown with Dr. Marrero and will continue to get bigger and get better.

Representative question: Can we ask all speakers to provide a summary/digital copy of materials because things can get lost in translation? Yes we can, but you can also refer your group to the website where the official minutes will be; Use the official minutes.

The SAC meetings are where you can ask questions, the All-Staff are where everyone can ask questions. Erin always ends with “Questions, Concerns & Rumors”....

Committees – Ashley Lewis

Last year the committees were not as active as they probably should have been. The committees we have are:

Benefits – works closely with Human Resources; has a table at the benefits fair in October. We do concern/comment boxes and generate questions/answers related to concerns. Benefits committee shall address staff members’ concerns regarding benefits and either make a recommendation or refer them to the appropriate area of expertise. Make sure the people in your area are connected to the resources they need for benefit issues.

Bylaws - review bylaws on occasion (1 time a year); changing a few things with the Engage West Survey.

Elections - elections committee is on hold right now. The elections are held every two years, and elections were just made, so this committee is not needed right now.

Public relations – Works on the Toy Drive that is coming up – Ashley usually helps with that; anything related to public relations that you want to see our council initiate on campus.

Staff Development – shall consider options for career and professional development, orientation/mentoring, diversity in the workplace, and basic skills development. The committee shall work closely with the Human Resources Department in enhancing and developing Staff Development programs. What are areas that we can enhance to help staff that we currently have in place. Things are offered on campus but people don’t always know that its available, we need to education staff on what already exists.

Ad Hoc – will be as needed

Do you have any questions about committees? Some work more than others.

Sign-up sheets were made available. The committees will elect a chair for their individual committee; they will operate outside of these SAC committees. One possible ad hoc committee - Ashley received an email about the concern about campus safety and the walkways. One example listed was in the square they the 20 second timers for you to walk. They thought this might be something of interest in certain areas of our campus. So a committee can investigate this to see if it might be helpful for our campus. This could be a possible ad hoc committee to investigate: talk to the city or other institutions to see what they might be doing. Several signed up for this ad hoc committee on pedestrian safety.

A suggestion was made to possibly look at ways to help staff when they are in a hardship.

Columbus State collects used toner cartridges and returns them for money to support their group. So any ideas that you have would be great to help us raise some funds because we really do not have a way to. The funds we raise could help benefit staff that may want to go back to school or something like that. Per Jason Robinson, we are currently recycling the toner cartridges to create a scholarship fund for our employees.

Find your niche in one of these committees; it will help to make SAC more active. Look at other universities to see what they are doing that we might be able to do at UWG.

4. Questions/Concerns/Rumors?

Erin, as the Chair of this council, is the liaison to the President, so there are concerns that we need to bring to him, she will. He is basically the one that we report to.

Question about the SAC All-Staff state meeting, is there money to send people? If you are going to be a Staff council person then you need to see how others perform in certain situations. Then maybe one day we could hold the state council meeting here one day. But I don't know if there is money.

If you would like to go to the All- staff state meeting and you need funds to do so, please let Misty Parham (Treasurer) know and she will talk to Tina in the President's office to see if funds are available. We do not have a budget, but what we do have is a foundation account with about \$1,000.00 in it. The only way that it could get replenished is with A-Day funds. So while you are giving, if you would like to give to the Staff Advisory Council then note it on there. Any other funds right now have to come from the President's office. The \$1,000.00 that is in the account was donated to us by Ann Richards and her husband. They wanted the money to be used for staff development.

She donated a portion of it and it has been increased with A-Day funds.

Misty has spoken with Tina and the President's office is very supportive of us, so if you need funds to go to the meeting and your department does not have it, let Misty know and she will present it to Tina. The meetings do rotate around the state and there are approximately 16 planned so far. UWG did host the meeting back in 2002. Note that the state meeting is streamlined so that you can see it.

It would be neat to hear/see the items that the barriers team has that pertains to us, that we might be able to start working on.

Have TJ come in October to the All-Staff meeting to speak about the Campus Center and what it has to offer.

Next meeting is the 2nd Wednesday in October (October 8th) and the All-Staff meeting is on Friday October 10th. Don't forget the committee sign-up sheets.

Meeting adjourned.

Submitted by Michelle Ertzberger

Peers and Aspirants
for the University of West Georgia

USG Sector Institutions

1. Georgia Southern University
2. Kennesaw State University
3. Valdosta State University

Peer Institutions

1. Central Washington University (WA)
2. Eastern Kentucky University (KY)
3. Sam Houston State University (TX)
4. Stephen F. Austin State University (TX)
5. University of Central Missouri (MO)
6. University of Colorado – Colorado Springs (CO)
7. University of Minnesota – Duluth (MN)
8. University of Northern Colorado (CO)
9. University of Tennessee – Chattanooga (TN)
10. Western Illinois University (IL)

Aspirational Institutions

1. Ball State University (IN)
2. Indiana University of Pennsylvania – Main Campus (PA)
3. James Madison University (VA)
4. University of North Carolina – Wilmington (NC)
5. University of Northern Iowa (IA)

2014-2020 UWG Strategic Plan Key Performance Indicators

IPEDS Data Point?	Annual Analysis Period	2020 Goal	Goal	Actual	Directional Change from Prior Analysis Period	Definition	Source
Strategic Imperative 1: Student Success							
S1.1. Goal A: Student Persistence and Degree Attainment (n=10)							
<i>Undergraduate Students</i>							
Y	Fall 2013	82%	73%	70.76%	↑	IPEDS definition of retention of first-time, full-time freshmen - the percentage of a first-time, full-time in college (FTIC) undergraduate cohort (entering in fall term or summer continuing to fall) with fewer than 12 hours earned since high school graduation that is still enrolled or has graduated from the same institution in the following fall term. Data are based on counts as of ADM census date, which is set by the USG Board of Regents.	IEA
Y	FY2014	25%	17%	15.91%	↑	IPEDS. Four-year graduation rate of the FTIC entering cohort.	IEA
Y	FY2014	55%	42%	40.56%	↓	IPEDS. Six-year graduation rate of the FTIC entering cohort.	IEA
Y	FY2014			Total: 2,338 / UG; 1,660 / G- 678	↑	Degrees conferred in the FY (summer, fall, spring). Does not include post-baccalaureate certificates.	IEA
<i>Graduate Students</i>							
	Fall 2014			need baseline data		Average undergraduate GPA of new graduate students each enrolled Fall semester.	IEA
	Fall 2014			need baseline data		Average GRE scores of new graduate students enrolled each Fall semester.	IEA
	Fall 2014			need baseline data		Average GMAT scores of new graduate students enrolled each Fall semester.	IEA
POST-GRADUATION SUCCESS - COMPLETE COLLEGE GEORGIA METRICS							
	2013	98%	90%	NCLEX-RN: 92.08% Need data on others	↑	Pass rate for first time examinees for the National Council Licensure Examination for Registered Nurses (Nursing), the CPA exam (Accounting), and the GACE Content (Education). Data available for CPA exam for \$150 per year. GACE data will be provided by the COE.	http://soy.usg.edu/PA/acrobat/Forms/39%20Re%20Finance%20-%20Nursing%20Education%20Program%20Results%204%20NCLEX%29.pdf
	2013-2014			PayScale: \$40,100	Baseline 2013-2014	Median starting salary for recent graduates.	Alumni Survey, PayScale.com
	2013-2014			need baseline data		Percent of baccalaureate graduates continuing their education in graduate programs. Tracked via National Student Clearinghouse	IEA
S1.1. Goal B: Attract Students with Characteristics Consistent with our Mission and Vision (n=5)							
Y	Fall 2013			1970	↑	Total number of enrolled graduate students at census date.	IEA
Y	Fall 2013			9959	↓	Total number of enrolled undergraduate students at census date.	IEA
Y	Fall 2013			3.12	↑	Average HS GPA for FTIC cohort.	IEA
Y	Fall 2013			Q/V: 963	↓	Mean Verbal and Math SAT score for all FTIC students who submit scores as part of the admissions process.	IEA
Y	Fall 2013			20	Unchanged	ACT composite for all FTIC cohort for all FTIC students who submit scores as part of the admissions process.	IEA
S1.1. Goal C: Facilitate Students' Financial Access to UWG (n=7)							
	2013-2014			need baseline data		Formula created by Philip Hawkins in Financial Aid. This will track both the average amount not met in dollars and the percentage not met.	Financial Aid
	2014			need baseline data		Indicator of financial need of graduate students not met by other sources	Financial Aid

IPEDS Data Point?	Annual Analysis Period	2020 Goal	Goal	Actual	Directional Change from Prior Analysis Period	Definition	Source
Scholarships	2012-2013			\$2,679,565	↑	Category including a total of all scholarship monies: institutional (including study abroad), private, and public. Many private scholarships for college students are offered each year by a variety of corporate, professional, trade, government, civic, religious, social, and fraternal organizations. These scholarships can range in amount from small honorariums to thousands of dollars. To be considered, students must meet the eligibility criteria specified by the donor or sponsor and complete a scholarship application (if required). State funds awarded by Georgia Student Finance Commission http://www.gfac.org/gstnew/sandG_regs_2013.cfm Provides need-based grants to low-income undergraduate and certain postbaccalaureate students to promote access to postsecondary education	Financial Aid
PELL Grant	2011-2012			5249 awards/ \$20,811,559	↑/↓	% of students coming into UWG with HOPE, % losing HOPE, % able to get HOPE back	Financial Aid
HOPE Measures	Fall 2013			Lost - 40%, need additional baseline data	↑	Federal Work Study, SA, GA/GRA/GTA positions	Financial Aid
Student Employment	2011-2012			FWS - 210 awards / \$291,797	↓/↓	3-year default rate will be used. Source: USDOE	Financial Aid, Career Services, HR
Student Default Rate - Federal Stafford Loans	FY 2010			9.20%	↑		IEA
SI 1: Goal D: Nurture the Development of the Whole Person through Student Engagement (n=3)							
Student Faculty Interactions	2013-2014	FY and Senior student averages sig. higher than peers with effect size ≥ .03		FY and Senior - Sig higher, < .03 effect size	N/A - new questionnaire in 2013	NSSE Indicators on Experiences with Faculty. These indicators include the following: talked about career plans with faculty member; worked with a faculty member on activities other than coursework; discussed course topics, ideas, or concepts with faculty member outside of class; discussed your academic performance with faculty member	IEA
Number and % of students involved in student organizations, intramurals, campus programs, leadership roles	Baseline 2014			need baseline data		New software tracking system (OrgSync) in SAEM will monitor	SAEM
Assess Quality of Campus Environment	Fall 2014	FY and Senior student averages sig. higher than peers with effect size ≥ .03		FY and Senior = need baseline data	N/A - new questionnaire in 2013	Improvement on NSSE Engagement Indicators: Campus Environment (broken down into quality of interactions with students, academic advisors, faculty, student services staff, and other administrative staff and offices, as well as supportive environment indicators). Improvement on EBI student campus climate survey benchmarked to national comparators.	IEA
Strategic Imperative 2: Academic Success							
SI 2: Goal A: Assure Academic Programs Have the Capacity to Transform Lives and Address the Needs of the Region, State, and Beyond (n=10)							
Number of graduates by program	3 year rolling average, reported yearly		Bachelor's: > 10, Master's: > 5, Ed.Spec.: > 5, Doctoral: > 3, First Professional: > 3			Three year rolling average of number of graduates of each of the 85 programs of study	IEA/Provost
US News Institutional Ranking	2013-2014			92nd	↓	Institutional ranking in US News and World Report	IEA - external surveys
Experiential Learning Activities	2014-2015			need baseline data		Number of students participating in in-class experiential learning (labs), service learning, internships, practicum placements, study abroad, capstone projects, and undergraduate/graduate level research	Annual Reports of Academic Deans, Department Chairs, Faculty, Staff
QEP - Improve Undergraduate Writing in the Core	2015-2016			need baseline data		Assessments based on macro level rubric and students hitting benchmark assessment scores (overall for the area of the core). Percent of students who meet or exceed the benchmark.	QEP Director, ENG, 1101/1102 Assessment Rubrics, NSSE
Student-to-Faculty Ratio	2013-2014			19:1	Unchanged	Capacity to provide quality programming.	IEA - common data set

IPEDS Data Point?	Annual Analysis Period	2020 Goal	Goal	Actual	Directional Change from Prior Analysis Period	Definition	Source
Percent of SCH taught by Faculty with Terminal Degree by Academic Unit	Fall 2013	75%	75%				VPAA, IEA
Percent of SCH Generated by Faculty Type and Rank	Fall 2013				↑	PT, FT ratio and headcount by faculty type and rank Disaggregated by level (B, M, D)	VPAA, IEA
Fully Online Programs	Fall 2013						Distance Education
Number of students entering from formal degree completion articulation agreements	Fall 2014					Track the increase in the number of students transferring into UWG via formal degree completion articulation agreements	IEA
Academic Challenge	Spring 2014	Student average significantly higher than that of peers				Improvement on NSSE Engagement Theme of Academic Challenge for both FY and SR students	IEA
SI 2: Goal B: Recruit, Retain, Compensate, and Develop High-Quality Faculty From Diverse Backgrounds (n=2)	2013-2014	100% of median		85% of median	↑	UWG faculty salaries compared to CUPA median.	VPAA
Total Instructional Budget	2013-2014					Per credit hour generated	VPAA
SI 2: Goal C: Enhance the Support for and Recognition of Scholarship, Research, and Creative Activities Conducted by Faculty and Students (n=2)							
# of students involved in research projects						Need a definition for "project". Involvement in this activity would not fit under "experiential learning activities" as tracked in Z.A.	annual report
External Grant Activity						To include total dollars by fiscal year, number of proposals submitted, number of proposals funded.	ORSP
SI 2: Goal D: Measure and Improve the Quality of Teaching in All Academic Programs (n=5)							
Faculty Participation in Activities to Improve Quality of Teaching	2013-2014				N/A	Number of faculty attending workshops or conferences directly related to pedagogy, student motivation/engagement, or assessment	CTL, Annual Report
Quality Matters Training	2013-2014					Number of faculty receiving Quality Matters certifications.	CTL, Distance
Faculty Course Evaluations	2013-2014					Track aggregate scores for the entire university on two questions: (1) how well student engaged in the class, and (2) quality of instruction as rated by the student.	IT's report to IEA for F2F classes & Distance Ed report to IEA for Online
Faculty presenting or publishing in "teaching and learning" in their respective disciplines	2013-2014					Number of faculty presenting and/or publishing teaching and learning related scholarship in their respective disciplines.	annual reports
Faculty publishing or presenting at conferences on their Scholarship of Teaching and Learning	2013-2014				N/A	Number of faculty presenting and/or publishing their SoTL	CTL
Strategic Imperative 3: Valued Partnerships							
SI 3: Goal A: Develop, Assess, and Sustain a Network of Mutually Beneficial Partnerships (n=2)							
Regional Economic Impact	FY 2013	\$650 million	\$460 million	\$455 million	↑	Report produced by the USG and updated at the beginning of the fiscal year.	IEA
Partnership Assessment	2014-2015		establish baseline			Impact and return on investment on student, academic, and operational success. [Tactics: 1) compile list of partnerships, 2) develop metric to assess strategic fit and success of partnerships, 3) develop survey for partner assessment of relationships, 4) cabinet-level determination of gaps to be filled. Examine strategic fit on an annual basis.] To include dollar allocation and time commitment dedicated to each partnership.	Unit Heads/Partnership Coordinators
SI 3: Goal B: Create and Cultivate New Partnerships to Support Strategic Initiatives (n=6)							
Number of educational partners	Annually					Formal 2+2 or 3+2 articulation agreements – associate degrees with technical schools/other USG institutions and formalized transfer-out agreements (i.e., GaTech engineering program)	Unit Heads/Partnership Coordinators
Articulated Degree Completion Programs	Fall 2013	15-20		2	↑		VPAA
Number of UWG students participating in educational partnership activities	Annually						chairs, directors, deans

IPEDS Data Point?	Annual Analysis Period	2020 Goal	Goal	Actual	Directional Change from Prior Analysis Period	Definition	Source
Number of co-curricular events open to public	Annually						SAEM, UCM
Number of attendees or participants at co-curricular events	Annually					number of attendees would be categorized - students, faculty/staff, community members. For events with tickets, the ticketing system would be the source of the data. For other events, card swipes could be used. Other methods may be used as well (sign-in sheets, etc.) Taskstream used here?	SAEM, UCM
Total Employee and Student Volunteer Hours	2014-2015	75,000 total hours				SAEM has new software that will be able to track this metric.	Annual Report
SI 3: Goal C: Expand Community Awareness, Visibility, and Support of University Activities and Mutually Beneficial Partnerships (n=4)							
Marketing, Community Awareness, and Penetration	ongoing tracking					Comprehensive survey results concerning partnerships and community, alumni and market perceptions. Content analysis of number of news articles/news stories with quality indicator (positive or negative)	Advancement
Fair Market Value of Endowment	FY 2013			\$21,976,974			Advancement
Total Annual Contributions to Foundation							Advancement
Annual Alumni Giving Percentage							Advancement
Strategic Imperative 4: Operational Success							
SI 4: Goal A: Create a Workplace of Choice Distinguished by Talented, Engaged, and Diverse Employees (n=5)							
Staff Salary Equity	2014-2015					Monitor progress toward achieving goal.	VPBF
% of Staff Engaging in Professional Development	2013-2014				N/A	Staff successfully completing training, utilizing TAP, attending conferences, degree acquisition.	Annual Report
Staff Engagement Levels						Increase engagement of staff. Engage Westl Survey	VPBF
Turnover rate of staff							VPBF
Rate of FTE students to FTE staff	2013-2014					Disaggregated by staff types and by unit. IPEDS variable FTE	IEA
SI 4: Goal B: Create a Built Environment That is Sustainable and Relevant (n=7)							
Facility Condition Index	2013-2014					Industry standard index that provides an assessment of the condition of every building on UWG campus.	VPBF
% of classrooms with wi-fi	2013-2014			20%		Measured by ITS annually	ITS
Space Utilization	2013-2014	5-7		0.48		Standardized metrics. Will use both the USG model and the FICM model. (http://nces.ed.gov/pubs2006/ficm/)	VPBF
Energy Density per FTE	2013-2014					Includes BTUs and water per FTE	VPBF
Waste Diversion	2013-2014					% of solid waste diverted to recycling	VPBF
UWG Carbon Footprint	2014-2015					Measurement of university's carbon footprint. Assessed annually	Sustainability Committee
Staffing vs. Service Levels	2013-2014					APPA measure. Standard metric indicating appropriate levels of staffing.	VPBF
SI 4: Goal C: Foster a Culture of Strategic Planning and Institutional Effectiveness (n=2)							
Assess the Assessment Process in order to cultivate and sustain a culture of assessment and continuous improvement	2014-2015	100% meets expectations or higher	80% meets expectations or higher	N/A	N/A	Assess all assessment plans and assessment results via standardized institutional effectiveness rubrics	IEA
Percentage of KPIs met	annually					Track institutional progress annually by way of percentage of on KPIs goals met.	IEA
SI 4: Goal D: Ensure that Future Generations of Students will Have Access To the Best That UWG Has To Offer (n=2)							
Princeton Review's Green Colleges/AASHE Star Program	2014-2015	Establish baseline	One star above current ranking	N/A	N/A	Track institutional progress toward increasing score in Princeton Review and then transfer over to UWG Stars ranking by the Association for the Advancement of Sustainability in Higher Education (AASHE).	Sustainability Committee and B&F
Percentage of money swept from budgeted units at end of FY	2013-2014	As close to zero as possible				The closer this amount is to zero, the more effective planning and budgeting will be.	VPBF

Staff Advisory Council

September 10, 2014

Institutional Effectiveness & Assessment

Dr. Cathi Jenks, Associate Vice President

Barriers Team

Dr. Denise Overfield, Chair

How were staff assigned a rep?

- In May 2014, a list of all active benefitted staff was pulled in Human Resources.
- The SAC Chair divided the staff up and assigned representatives by division and department.
- Representative home departments as well as departments they work closely with or are located near were considered in this process.
- Per the bylaws, representatives should have 1 – 30 staff to represent (some have a few more to avoid splitting a department).

How do I represent staff?

- Reach out to the staff you represent – via email, phone, departmental meetings, etc.
 - Make sure they are aware you are their representative and are open to receive their questions, comments and concerns.
 - Refer them to the SAC website for meeting notes, announcements and a place to submit anonymous feedback.
- Bring the voice/concerns of the staff with you to each SAC meeting.

SAC Committees

Benefits

Bylaws

Elections (won't be needed until spring 2016)

Public Relations

Staff Development

Ad Hoc (as needed)

Questions? Concerns? Rumors?

STAFF ADVISORY COUNCIL MEETING

October 8, 2014 at 11:00am

CAMPUS CENTER BALLROOM 108.4

Present – A. Bretch, S. Carter, T. Christman, D. Curley, M. Davis, J. Etheredge, K. Hemphill, K. Ballard, J. Lambert, D. Liverman, N. Lott, M. Miller, T. Puckett, S. Robinson, J. Robinson, R. Smith, K. Willingham, A. Wright, E. Brannon, A. Lewis, M. Parham,

Absent – M. Ertzberger, Z. Green, J. Morgan, T. Morris, S. Pitts, D. Richards, H. Roberts, E. Shooks, A. Skinner, E. Smith, B. Smith, A. Udin, S. Young

1. Call to order by Erin Brannon – 11:00am

The computer projector was not working, but the PowerPoint was not needed to continue the meeting.

2. Guest Speakers

Dr. Melanie McClellan, Director of Community Engagement

Appointed by Dr. Marrero, Dr. McClellan is working specifically on Strategic Imperative 3 to partnership success and to build engaged and mutually beneficial collaborations with the university and community. So far Dr. McClellan has a Campus Compact Workshop. She has been learning about the Carnegie Community Engagement Classification, listening to various people on campus including the President, VPs and Deans. She has also been researching other campuses to see how they connect and partner within their communities. She has started working with different departments on campus to learn about their needs and to find out what strategies work well and which ones don't. She plans to survey the faculty and staff soon to get their input.

She was offered an office at the Chamber of Commerce. What she learned...UWG is doing great things, people don't know what each other is doing, Carroll County is doing great things, often difficult for community partners to find out how to connect to UWG, challenging for UWG people to connect to the community, we can learn a lot from other campuses, and the Carnegie Community Engagement classification is a serious undertaking.

Dr. McClellan asked for our input and several members expressed that it is sometimes difficult to find volunteer opportunities for students and finding community resources can be difficult. They made several suggestions including having a UWG webpage where employees can find links to the community and having them categorized. It was also suggested that creating workshops and lunch & learns might be a good way to connect UWG and the community. Dr. McClellan also suggested that it might be beneficial to have a UWG webpage/hub for the community, so it might be easier to find out what is going on around campus.

Dr. McClellan is compiling all of the feedback she has been getting. She plans to develop and implement a short-term communication plan to begin improving the coordination of UWG/Community Partnerships and work with a task force to develop informed plans and recommendations for the future.

Ketty Ballard, Associate Director of Recruiting and Admissions (Divisional Administrator for Best of the West)

Ketty wanted to remind the committee that the deadline for the Quarterly Divisional Award, for the Best of the West Employee Award & Recognition Program, is October 15th, 2014. There is a big push on campus to recognize employee contributions and successes. Anyone, regardless of how long they have been employed at UWG, can nominate an employee. The employee must be a fulltime (faculty or staff) and have been employed for at least one year at the time of nomination. Their supervisor will also have to complete a form confirming their employment and title. Nominees' contributions can be for small or big projects. The awards are linked with the University Values and Strategic Imperatives.

Quarterly Award winners will receive prizes, many of which are UWG related or promote wellness on campus. All quarterly award winners will be entered into the pool for the Employee of the Year Award, which includes a \$1,000 salary increase.

Forms, links and information can be found at <http://www.westga.edu/engagewest/1724.php>. And don't forget to submit your nomination by October 15th!

Elizabeth Kramer from Faculty Senate was not able to make it to our meeting, but she will present at the November meeting.

Juanita Hicks, Executive Director of Human Resources

Juanita joined us to announce the 3 option proposal that Human Resources has come up with regarding the 2015 Holiday Schedule. With all options, Memorial Day has been changed to a paid holiday and there will be several reduced service schedule days.

To submit their option or provide feedback, staff members can go to the SAC website (see below) or contact their representative. The deadline for feedback is Friday, October 17th at 5:00pm. Juanita will compile the feedback and submit it to PAC on October 21st and the President will decide soon after on the final schedule for 2015.

Juanita will be presenting the options along with the upcoming changes to the benefits package for 2015 at the All-Staff Open Forum on Friday, October 10th at 11:00am. All of the medical plans are being renamed and some premiums will go up and some will go down, depending on if you choose an over or undervalued plan. The Blue Choice and Kaiser plans will only be available to people in the Atlanta area (based on home zip code). Out-of-pocket maximums, deductibles and copays will be changing too. The surcharge for smoking will be going up to \$75 per person. Members that have a hard time affording the surcharge can contact HR and they can accommodate the cost if the member joins a smoking cessation plan. Dental is increasing by 11.8%. Another change is that GRA

hours will need to be tracked so they can be offered the opportunity to select health coverage offered through UWG. GRAs that are eligible can decline the coverage, but they must still be covered on a health plan. The handouts she provided are attached.

Juanita confirmed that the Benefits Fair will be on Tuesday, October 14th from 9-3 in the lower level of the Z-6.

3. Business – Erin Brannon
None

4. Closing – Erin Brannon

Ms. Brannon reiterated that the All-Staff Open Forum is on Friday, October 10th at 11:00 in the TLC 1305 and adjourned the meeting at 12:15pm.

Next SAC meeting is on Wednesday, November 12th at 11.

Submitted by Meggie Miller 10-09-14

2015 UWG Holiday Schedule Proposal

Option 1 – Allows for Memorial Day to be paid. The Winter Holiday Break requires **two** days of unpaid closure time.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year's Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break		November 26 th	Thursday
Thanksgiving Break	Robert E. Lee's Birthday (Jan. 19 th)	November 27 th	Friday
Reduced Services Schedule *(Campus Open – See Notes)		December 21 st	Monday
Reduced Services Schedule *(Campus Open – See Notes)		December 22 nd	Tuesday
University Closed**		December 23 rd	Wednesday
University Closed**		December 24 th	Thursday
Winter Holiday Break		December 25 th	Friday
Winter Holiday Break	Washington's Birthday (Feb. 16 th)	December 28 th	Monday
Winter Holiday Break	Confederate Memorial Day (April 26 th)	December 29 th	Tuesday
Winter Holiday Break	Columbus Day (October 12 th)	December 30 th	Wednesday
Winter Holiday Break	Veteran's Day (Nov. 11 th)	December 31 st	Thursday

Option 2 - Allows for Memorial Day to be paid. The Winter Holiday requires **one** day of unpaid closure time.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year's Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break		November 26 th	Thursday
Thanksgiving Break	Robert E. Lee's Birthday (Jan. 19 th)	November 27 th	Friday
Reduced Services Schedule*		December 21 st	Monday

10/7/2014

(Campus Open – See Notes)			
Reduced Services Schedule* (Campus Open – See Notes)		December 22 nd	Tuesday
Reduced Services Schedule* (Campus Open – See Notes)		December 23 rd	Wednesday
University Closed**		December 24 th	Thursday
Winter Holiday Break		December 25 th	Friday
Winter Holiday Break	Washington’s Birthday (Feb. 16 th)	December 28 th	Monday
Winter Holiday Break	Confederate Memorial Day (April 26 th)	December 29 th	Tuesday
Winter Holiday Break	Columbus Day (October 12 th)	December 30 th	Wednesday
Winter Holiday Break	Veteran’s Day (Nov. 11 th)	December 31 st	Thursday

Option 3 – This schedule allows for Memorial Day to be paid and does not require any unpaid closure days.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year’s Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break – Thanksgiving Day		November 26 th	Thursday
Thanksgiving Break	Robert E. Lee’s Birthday (Jan. 19 th)	November 27 th	Friday
Reduced Services Schedule* (Campus Open – See Notes)		December 21 st	Monday
Reduced Services Schedule* (Campus Open – See Notes)		December 22 nd	Tuesday
Reduced Services Schedule* (Campus Open – See Notes)		December 23 rd	Wednesday
Reduced Services Schedule* (Campus Open – See Notes)		December 24 th	Thursday
Winter Holiday Break – Christmas Day		December 25 th	Friday
Winter Holiday Break	Washington’s Birthday (Feb. 16 th)	December 28 th	Monday
Winter Holiday Break	Confederate Memorial Day (April 26 th)	December 29 th	Tuesday
Winter Holiday Break	Columbus Day (October 12 th)	December 30 th	Wednesday
Winter Holiday Break	Veteran’s Day (Nov. 11 th)	December 31 st	Thursday

Additional Information:

***Reduced Services Schedule:**

The institution **will be open** on these days; however, we will operate on a reduced level. Annual leave and comp time will be granted at the discretion of the supervisor. Offices that choose to close during this time will be required to designate another office to accept emergency phone calls and will need to determine a designee who will handle responses.

****University Closed:**

The University **will be closed** on the dates noted above. Since these dates are over and above the 12 allotted by the State, staff and administration have the following four options:

1. Hourly and Monthly staff may use eight hours of annual leave.
2. Hourly staff has the option of using any accrued comp time.
3. Hourly and Monthly staff may work a flex schedule for the week, i.e. four 10-hour days.
4. Hourly and Monthly staff may take the day off without pay.

Faculty:

- 10-Month Faculty – Faculty members with a 10-month designation **do not** accrue annual leave hours and **will not** be required to take leave at during the designated dates listed above.
- 12-Month Faculty – Faculty members with a 12-month designation **do** accrue annual leave hours and are required to take appropriate leave during the designated dates listed above.

Please do not hesitate to contact Human Resources if you have questions.

Rescheduled Holidays:

As noted in the holiday schedule, there are holidays in which the institution has selected to reschedule to a later date. Should an employee wish to observe a holiday that has been moved or has not been noted, they should work with their managers to accommodate the request by using annual leave or comp time.

Reference Only:

For reference purposes only, the State of Georgia Holiday Calendar is below. This information will not be included on the official Holiday Schedule document.

State offices will be closed for the following holidays during 2015:

- New Year's Day - Thursday, January 1

10/7/2014

- Robert E. Lee's Birthday - January 19 (*To be observed on Friday, November 27*)
- Martin Luther King, Jr.'s Birthday - Monday, January 19
- Washington's Birthday - February 16 (*To be observed on Thursday, December 24*)
- Confederate Memorial Day - April 26 (*To be observed on Monday, April 27*)
- Memorial Day - Monday, May 25
- Independence Day - July 4 (*To be observed on Friday, July 3*)
- Labor Day - Monday, September 7
- Columbus Day - Monday, October 12
- Veterans Day - Wednesday, November 11
- Thanksgiving Day - Thursday, November 26
- Christmas Day - Friday, December 25



2015 Summary of Healthcare Plan Changes

Change Plan names – the OA POS plan becomes the Comprehensive Care Plan and the HSA OA POS plan becomes the Consumer Choice HSA plan

Comprehensive Care Plan

- Increase in-network deductible from \$300 single/\$900 family to \$500 single/\$1,500 family
- Increase out of network deductible from \$500 single/\$1,500 family to \$1,500 single/\$4,500 family
- Increase in-network out of pocket maximum from \$1,000 single/\$2,000 family to \$1,250 single/\$2,500 family
- Increase out of network out of pocket maximum from \$3,000 single/\$5,000 family to \$3,750 single/\$7,500 family
- Increase in-network specialist office visit co-pay by \$10 from \$20 to \$30
- Add In-network urgent care co-pay of \$35 instead of co-insurance after deductible; not subject to deductible or co-insurance
- *Add ABA Autism Therapy Coverage*
- Increase pharmacy out-of-pocket maximum to \$1,100/member; capped at \$3,300/family

Consumer Choice HSA Plan

- Increase out of network deductible from \$2,500 single/\$5,000 family to \$3,000 single/\$6,000 family
- Increase in-network out of pocket maximum from \$3,000 single/\$6,000 family to \$3,500 single/\$7,000/family
- Increase out of network out of pocket maximum from \$6,000 single/\$12,000 family to \$7,000 single/\$14,000 family
- Increase in-network employee co-insurance from 15% to 20% (Employer co-insurance decreases from 85% to 80%)
- Increase out of network employee co-insurance from 30% to 40% (Employer co-insurance decreases from 70% to 60%)
- *Add ABA Autism Therapy coverage*

BlueChoice HMO

- Increase primary care office visit co-pay from \$20 to \$30 (services priced at \$20 co-pay change to \$30 co-pay)
- Increase specialist office visit co-pay from \$25 to \$50 (services priced at \$25 co-pay change to \$50 co-pay)
- Increase out-patient hospital services co-pay from \$100 to \$200
- Increase in-patient hospital services co-pay from \$250 to \$500

BlueChoice HMO continued

- Increase urgent care co-pay from \$30 to \$50
- Increase in emergency room co-pay from \$150 to \$250
- *Add ABA Autism Therapy coverage*
- Add \$500 co-pay to in-patient behavioral health services
- Add \$30 co-pay to out-patient behavioral health services
- Increase brand name prescription drug co-pay from \$25 to \$35
- Add 20% co-insurance to non-preferred brand name prescription drug with a \$45 minimum and \$125 maximum cost share
- Add pharmacy out of pocket max of \$1,100/single and \$3,300/family
- Decrease out-of-pocket max to \$5,500/single and \$9,900/family

Kaiser HMO

- Increase preferred brand co-pay from \$25 to \$35 and non-preferred co-pay from \$35 to \$45 at Kaiser pharmacy
- Increase emergency room co-pay from \$150 to \$250
- *Add ABA Autism Therapy coverage*

Premiums

- Move to Value based (Actuarial) pricing of plans
- Take step towards Defined Contribution Employer Share approach
- Active Employee and pre Medicare retiree Premium changes for 2015:
 - OA POS plan **decrease** in premiums by 6%
 - HSA OA POS plan increase in premiums by 32%
 - BlueChoice HMO plan increase in premiums by 24%
 - Kaiser HMO plan increase in premiums by 4%

Board of Regents of the University System of Georgia
 2015 Healthcare Plan Designs - Summary

	Consumer Choice HSA [€]		Comprehensive Care		BlueChoice HMO Plan	Kaiser HMO Plan
	In-network	Out-of-network	In-network	Out-of-network	In-network	In-network
Medical Benefits						
Deductible—Single	\$1,500	\$3,000	\$500	\$1,500	None	None
Deductible—Family	\$3,000	\$6,000	\$1,500	\$4,500	None	None
Out-of-Pocket Maximum—Single	\$3,500	\$7,000	\$1,250	\$3,750	\$5,500	\$6,350
Out-of-Pocket Maximum—Family	\$7,000	\$14,000	\$2,500	\$7,500	\$9,900	\$12,700
Coinsurance (% network rate)	80%	60%	90%	60%	100%	100%
Preventive Care Visits	100%	60%	100%	Not covered	100%	100%
Physician's Office Visit	80%	60%	\$20 copay	60%	\$30 copay	\$20 copay
Specialist Office Visit	80%	60%	\$30 copay	60%	\$50 copay	\$25 copay
Outpatient Hospital Services	80%	60%	90%	60%	\$200 copay	\$100 copay
Inpatient Hospital Services	80%	60%	90%	60%	\$500 copay	\$250 copay
Urgent Care	80%	60%	\$35 copay	60%	\$50 copay	\$30 copay
Emergency Care	80%		\$150 copay, then 90% after ded.		\$250 copay	\$250 copay
Pharmacy Benefits						
Retail Rx - 30 day supply						** Kaiser Pharmacy Only
Generic	80%		\$10 copay		\$10 copay	\$10 copay
Preferred Brand	80%		\$35 copay		\$35 copay	\$35 copay **
Non-preferred Brand	80%		20% w/ \$45 min & \$125 max		20% w/ \$45 min & \$125 max	Not Covered
Mail Order - 90 day supply						
Generic	80%		\$25 copay		\$25 copay	\$20 copay
Preferred Brand	80%		\$87.50 copay		\$87.50 copay	\$70 copay **
Non-preferred Brand	80%		20% w/ \$112.50 min and \$250 max		20% w/ \$112.50 min and \$250 max	Not Covered
Pharmacy Out-of-Pocket Maximum	Combined w/ medical OOPM		\$1,100/Member; capped at \$3,300		\$1,100/Member; capped at \$3,300	N/A
Employer HSA Contribution						
Dollar for dollar match	\$375 Single/\$750 Family		None		None	None

€ All Services in the Consumer Choice HSA are subject to deductible except Preventive.

* Bold indicates change in plan benefit from 2014 to 2015

**Board of Regents of the University System of Georgia
 2014/2015 Actives and Pre Medicare Retirees**

USG Health Benefit Premiums	2014				2015			
	Employee	Employee + Child	Employee + Spouse	Family	Employee	Employee + Child	Employee + Spouse	Family
Employee Premium								
Consumer Choice HSA	\$47.00	\$83.00	\$96.00	\$132.00	\$62.00	\$110.00	\$128.00	\$176.00
Comprehensive Care	\$180.00	\$323.00	\$377.00	\$521.00	\$170.00	\$305.00	\$356.00	\$492.00
BlueChoice HMO	\$142.00	\$255.00	\$297.00	\$410.00	\$176.00	\$315.00	\$368.00	\$508.00
Kaiser HMO	\$138.00	\$248.00	\$289.00	\$399.00	\$143.06	\$257.02	\$300.00	\$414.00
Employer Cost								
Consumer Choice HSA	\$278.00	\$485.00	\$564.00	\$770.00	\$388.00	\$700.00	\$817.00	\$1,129.00
Comprehensive Care	\$433.00	\$781.00	\$911.00	\$1,257.00	\$345.00	\$623.00	\$727.00	\$1,003.00
BlueChoice HMO	\$341.00	\$614.00	\$717.00	\$991.00	\$365.00	\$659.00	\$768.00	\$1,061.00
Kaiser HMO	\$319.64	\$575.74	\$672.06	\$928.12	\$313.14	\$564.14	\$658.02	\$908.92
Total Premium								
Consumer Choice HSA	\$325.00	\$568.00	\$660.00	\$902.00	\$450.00	\$810.00	\$945.00	\$1,305.00
Comprehensive Care	\$613.00	\$1,104.00	\$1,288.00	\$1,778.00	\$515.00	\$928.00	\$1,083.00	\$1,495.00
BlueChoice HMO	\$483.00	\$869.00	\$1,014.00	\$1,401.00	\$541.00	\$974.00	\$1,136.00	\$1,569.00
Kaiser HMO	\$457.64	\$823.74	\$961.06	\$1,327.12	\$456.20	\$821.16	\$958.02	\$1,322.92

Board of Regents of the University System of Georgia
 2015 Medicare Retiree Rates

USG Health Benefit Premiums	Medicare Retiree	Retiree w/ Spouse (both Medicare Eligible)	Medicare Retiree w/ Child	Non-Medicare Retiree w/Medicare Spouse	Medicare Retiree w/ Non-Medicare Spouse	Non-Medicare Retiree w/ Medicare Spouse & Family	Medicare Retiree w/ Non-Medicare Spouse & Family	Retiree w Spouse (both Medicare Eligible) w/ Family
Consumer Choice HSA								
Employee Contribution	\$62.00	\$128.00	\$110.00	\$128.00	\$128.00	\$176.00	\$176.00	\$176.00
Employer	<u>\$388.00</u>	<u>\$817.00</u>	<u>\$700.00</u>	<u>\$817.00</u>	<u>\$817.00</u>	<u>\$1,129.00</u>	<u>\$1,129.00</u>	<u>\$1,129.00</u>
Total Premium	\$450.00	\$945.00	\$810.00	\$945.00	\$945.00	\$1,305.00	\$1,305.00	\$1,305.00
Comprehensive Care -Both Enrolled								
Employee Contribution	\$116.00	\$232.00	\$251.00	\$286.00	\$302.00	\$430.00	\$438.00	\$368.00
Employer	<u>\$280.00</u>	<u>\$560.00</u>	<u>\$557.00</u>	<u>\$625.00</u>	<u>\$661.00</u>	<u>\$919.00</u>	<u>\$937.00</u>	<u>\$836.00</u>
Total Premium	\$396.00	\$792.00	\$808.00	\$911.00	\$963.00	\$1,349.00	\$1,375.00	\$1,204.00
Comprehensive Care -Not Enrolled								
Employee Contribution	\$216.00	\$432.00	\$351.00	\$386.00	\$402.00	\$530.00	\$538.00	\$568.00
Employer	<u>\$593.00</u>	<u>\$1,185.00</u>	<u>\$870.00</u>	<u>\$938.00</u>	<u>\$974.00</u>	<u>\$1,232.00</u>	<u>\$1,250.00</u>	<u>\$1,462.00</u>
Total Premium	\$809.00	\$1,617.00	\$1,221.00	\$1,324.00	\$1,376.00	\$1,762.00	\$1,788.00	\$2,030.00
Comprehensive Care-One Enrolled								
Employee Contribution		\$332.00						\$468.00
Employer	-	<u>\$831.00</u>	-	-	-	-	-	<u>\$1,107.00</u>
Total Premium		\$1,163.00						\$1,575.00
Kaiser Senior Advantage								
Employee Contribution	\$91.00	\$182.00	\$234.00	\$234.00	\$234.00	\$369.00	\$369.00	\$325.00
Employer	<u>\$191.82</u>	<u>\$383.62</u>	<u>\$505.02</u>	<u>\$505.02</u>	<u>\$505.02</u>	<u>\$803.38</u>	<u>\$803.38</u>	<u>\$696.84</u>
Total Premium	\$282.82	\$565.62	\$739.02	\$739.02	\$739.02	\$1,172.38	\$1,172.38	\$1,021.84



2014/2015 Dental Rates	2014	2015
	Base Plan	Base Plan
<i>Employee</i>	\$24.82	\$27.74
<i>Employee + Child(ren)</i>	\$47.12	\$52.66
<i>Employee + Spouse</i>	\$49.62	\$55.46
<i>Family</i>	\$79.38	\$88.72
	High Plan	High Plan
<i>Employee</i>	\$30.66	\$34.27
<i>Employee + Child(ren)</i>	\$58.24	\$65.09
<i>Employee + Spouse</i>	\$61.30	\$68.51
<i>Family</i>	\$98.10	\$109.64

2015 Vision Rates	
<i>Employee Only</i>	\$6.38
<i>Employee + Child(ren)</i>	\$12.14
<i>Employee + Spouse</i>	\$14.38
<i>Family</i>	\$18.84

LifeStyle Benefits	Option A	Option B	Option C	Option D
<i>Cost per month</i>	\$8.35	\$9.85	\$9.85	\$11.50

Package Options	Option A	Option B	Option C	Option D
Emergency Roadside Assistance		✓		✓
Identity Theft Protection	✓	✓	✓	✓
Legal Care	✓	✓	✓	✓
Tax Help Line		✓	✓	✓
Pet Care			✓	✓
Fitness Club Discounts				✓
<i>* These are discount programs, not insurance plans</i>				
<i>** All benefits include member, spouse and all legal dependent(s) except ID Theft Protection.</i>				



2015 Minnesota Life - Life Insurance Rates

Basic Life Rates	Basic Rates	\$25,000 Basic Life Rate	Matching Basic AD&D*	BASIC Life & AD&D \$25,000
Active	\$0.445		\$0.014	\$11.480
Retiree	\$0.445	\$11.140	\$0.014	\$11.480

Rates are per \$1,000 per month except when stated as a flat monthly rate

*all active employees are enrolled in matching AD&D

*matching AD&D for retirees only applies to retirees insured prior to 11/1/80

Matching Supplemental AD&D				
Active	\$0.014			
Retirees	\$0.018			

Supplemental Life Rates - Active Employees	Rates/\$1,000	Rates/\$1,000 + AD&D	Supplemental Life Rates - SPOUSE- no AD&D	Spouse Life per \$1,000 no AD&D	Retirees	Rates/ \$1,000 no AD&D Insured on or after 11/1/80	Rates/\$1,000 grandfathered with AD&D Insured prior to 11/1/80
Age			Age		Age		
<20	\$0.043	\$0.057	<20	\$0.043	<20	0.050	0.068
20-24	\$0.043	\$0.057	20-24	\$0.043	20-24	0.050	0.068
25-29	\$0.052	\$0.066	25-29	\$0.052	25-29	0.060	0.078
30-34	\$0.069	\$0.083	30-34	\$0.070	30-34	0.080	0.098
35-39	\$0.077	\$0.091	35-39	\$0.079	35-39	0.090	0.108
40-44	\$0.095	\$0.109	40-44	\$0.087	40-44	0.110	0.128
45-49	\$0.129	\$0.143	45-49	\$0.133	45-49	0.150	0.168
50-54	\$0.198	\$0.212	50-54	\$0.205	50-54	0.270	0.288
55-59	\$0.370	\$0.384	55-59	\$0.385	55-59	0.510	0.528
60-64	\$0.576	\$0.590	60-64	\$0.592	60-64	0.780	0.798
65-69	\$1.161	\$1.175	65-69	\$1.140	65-69	1.550	1.568
70 - 74	\$2.012	\$2.026	70-74	\$1.850	70-74*	2.600	2.600
75+	\$2.012	\$2.026	75+	\$3.001	75+*	3.500	3.500

*Grandfathered retiree coverage (insured prior to 11/1/80) loses matching AD&D at age 70

No Age reductions for active employees; matching AD&D applies for all active employees

Child Life	\$0.10
AD&D Plan	
Employee Only	\$0.016
Family	\$0.028

Retiree Spouse Life	\$2.35/month for \$5,000 coverage
Retiree Child Life	\$.50/month for \$5,000 coverage (up to \$15,000 max.)
Grandfathered Dependent Life*	\$.47 per \$1,000 of coverage

*no longer available for new retirees after 1/1/14



2015 MetLife Disability Rates

STD	\$.291/\$10 of covered benefit
LTD	\$.224/\$100 of covered salary

STD Calculation Example:

Monthly payroll

Rate: \$.291/\$10 covered benefit

Annual Salary = \$56,000

$\$56,000/52 = \$1,076.92$ weekly covered salary

$\$1,076.92 * .60 = \646.15 weekly benefit

$\$646.15 * .291 / \$10 = \underline{\$18.802}$ or \$18.80 rounded down

Biweekly Payroll

Rate: \$.291/\$10 covered benefit

Annual Salary = \$56,000

$\$56,000/52 = \$1,076.92$ weekly covered salary

$\$1,076.92 * .60 = \646.15 weekly benefit

$\$646.15 * .291 / \$10 / 2 = \underline{\$9.401}$ or \$9.40 rounded down

STD Weekly benefit maximum = \$2,500

LTD Calculation Example

Monthly payroll

Rate: \$.224/\$100 covered salary

Annual Salary = \$56,000

$\$56,000/12 = \$4,666.67$ covered monthly salary

$\$4,666.67 * .224 / \$100 = \underline{\$10.453}$ or \$10.45 rounded down

Biweekly payroll

Rate: \$.224/\$100 covered salary

Annual Salary = \$56,000

$\$56,000/12 = \$4,666.67$ covered monthly salary

$\$4,666.67 * .224 / \$100 / 2 = \underline{\$5.226}$ or \$5.23 rounded up

LTD Weekly benefit maximum = \$15,000

All-Staff Open Forum Meeting

October 10, 2014 at 11:00am

TLC 1305

1. Call to order by Erin Brannon – 11:00am

2. Welcome and Introduction – Erin Brannon

Erin introduced SAC Chairs and representatives. She then welcomed president, Dr. Kyle Marrero.

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

Dr. Marrero introduced our new Vice President of Academic Affairs, Michael Crafton. He gave an update on Fall 2014 enrollment (record enrollment of 12,203 students), freshman to sophomore retention rates (2.3% increase) and four and six year graduation rates (15.9%/41%). He recapped the goals for equity increases and is working to provide equity increases to staff in the 11-19 pay scales. He then summarized the budget request process for FY 16 budget. He explained that USG is requiring every institution to fiscally model a 3% reduction. Each department on campus should be working on their model, but Dr. Marrero said the chances are low that we would get a cut because of our accomplishments, including a record enrollment.

Dr. Marrero then provided an update on the work being done in the Leadership Development Institute. He has appointed a survey committee to develop a new survey for EngageWest and will use an external service to administer it. They are also developing an EngageWest brochure that guests and community members can reference.

He has charged two new committees: the Sustainability and the Diversity and Inclusion committees. These committees have until April to submit a 6 year plan. He reiterated that UWG should celebrate our diversity and similarities. He wants this university to be the best place to work, learn, and succeed.

4. **A-Day Campaign Update - Nicole Fannin**

Nicole reiterated that there are only a few days left to donate! The slogan this year is, “Dreams Come True When You Choose to Give West.” The money from the campaign goes to fund scholarships for our students. She is hoping for a big push to get the current percentage of 44% to the goal of 70%. Nichole was the recipient of a scholarship and is asking if you were to, to please share your story with others and encourage them to give. 613 scholarships were awarded last year alone!

5. **Campus Center – T.J. Peele, Stephen Delaney and Mark Henley**

T.J., Stephen and Mark came to give an overview of the amenities that are now available through the campus center to all full-time benefited employees. Some of the amenities in the center include:

1/8 mile track; 4 basketball courts, fully equipped game room, 2 aerobic studios, 6 tennis courts and 4.5 acres of intramural sports fields. Faculty and staff also have use of the ballroom and other meeting rooms. You can now go to the website to fill out reservation forms and to view the live calendar to see when rooms are available.

Free membership is for the employee only, but the Campus Center also has rates for spouses, adult household members and dependents. Note that the gym is usually closed in early August and during Winter break for upgrades and renovations.

To access the gym, just bring your ID card and enter through one of 3 turnstiles. There are new faculty and staff locker rooms with showers and lockers. Busy times are from 4-10pm on weekdays. This is a student-run facility. Please see the front desk next for tours and questions.

UREC has many programs to offer as well. Faculty and staff can check out camping and adventure equipment. They also offer intramural sports like flag football, soccer, tennis and volleyball for a small fee. UREC offers over 100 free fitness classes each week. Personal trainers are available for a small fee, but fitness assessments and consultations are free. They have a climbing wall and offer club sports and adventure trips. UREC is adding more faculty/staff centered activities and teams too.

Check out the Campus Center website or stop by the administrative office for more information.

6. Sustainability Council - Hannes Gerhardt

Hannes shared that the council began in 2012 with about 10 principle members. Their mission, as part of the Strategic Plan, is to identify, share and promote suitability activities and initiatives on campus and in the community. Hannes and the other members are working to come up with ways to measure sustainability. They are looking at two different organizations (Princeton Review & AASHE) that assess and review campuses. Hannes is working to fulfill the criteria so we can be recognized as a Green Campus and so we can catch up to our peer institutions.

The Council task forces have been focusing this year on developing and highlighting curriculum that engages students; setting up a bike share; look into solar energy; expanding the campus garden into a working farm and developing a website to advertise UWG's sustainability initiatives.

Get involved:

- 1) Check out website (soon): <http://www.westga.edu/green/>
- 2) Get on listserv: Go-Green-List
- 3) Contact me to join a Task Force or to create a new one!
hgerhard@westga.edu

7. Human Resources – Benefits – Rodney Byrd

Rodney reiterated that the Benefits Fair is on Tuesday, October 14th from 9:00am-3:00pm in the lower level Z-6. Open enrollment this year will be from November 3rd through the 14th with a soft opening a week earlier. All employees will have to sign in and participate in the enrollment. No changes can be made after the enrollment period. Appointments can be made with HR to answer and questions.

All of the medical plans are being renamed and some premiums will go up and some will go down, depending on if you choose an over or undervalued plan. The HSA match will stay the same. The Blue Choice and Kaiser plans will only be available to people in the Atlanta area (based on home zip code). Out-of-pocket maximums, deductibles and copays will be changing too. The surcharge for smoking will be going up to \$75 per person. Members that have a hard time affording the surcharge can contact HR and they can accommodate the cost if the member joins a smoking cessation plan. Dental is increasing by 11.8%. Employees will be able to cover their dependent to age 26 without college verification. Another change is that GRA hours will need to be tracked so they can be offered the opportunity to select health coverage offered through UWG. GRAs that are eligible can decline the coverage, but they must still be covered on a health plan. The handouts she provided are attached.

USG is adding two new voluntary benefits: the LifeStyle benefits and the USG perks. A new tool that will be available is the Castlight Transparency Tool which can compare charges for any service so members can plan ahead.

Each employee will be getting enrollment paperwork in the mail shortly that outlines all of the changes. An overview is attached.

8. 2015 Holiday Schedule Proposals - Juanita Hicks

Juanita joined us to announce the 3 option proposal that Human Resources has come up with regarding the 2015 Holiday Schedule. With all options, Memorial Day has been changed to a paid holiday and there will be several reduced service schedule days.

- Option 1: 2 days of unpaid closure
- Option 2: 1 day of unpaid closure
- Option 3: No unpaid closures

To submit their option or provide feedback, staff members can go to the SAC website (see below) or contact their representative. The deadline for feedback is Friday, October 17th at 5:00pm. Juanita will compile the feedback and submit it to PAC on October 21st and the President will decide soon after on the final schedule for 2015.

9. Closing – Erin Brannon – 12:15pm

Erin opened up the floor for any questions/concerns/rumors, but none were brought forth.

Submitted by Meggie Miller 10-13-14

Staff Advisory Council

All-Staff Open Forum

October 10, 2014

Introduction of Officers and Representatives

Staff Advisory Council

Opening Remarks

President Kyle Marrero

A-Day

Nichole Fannin and Kim Holder



DREAMS COME TRUE WHEN YOU GIVE WEST!

A-Day Campaign 2014



GO WEST for
A DAY

The Go West for A DAY campaign benefits the UWG Annual Fund. This campaign is specific to the alumni, friends, and businesses of Carroll County that support the university.

Gifts to the Go West for A-Day campaign provide scholarships for students who might otherwise be unable to attend college. It maximizes the effectiveness of donations by consolidating gifts of all sizes and distributing them where they will do the greatest good.

“We live in an interdependent world. Every time you cut off somebody else's opportunities, you shrink your own horizons.”

- Bill Clinton



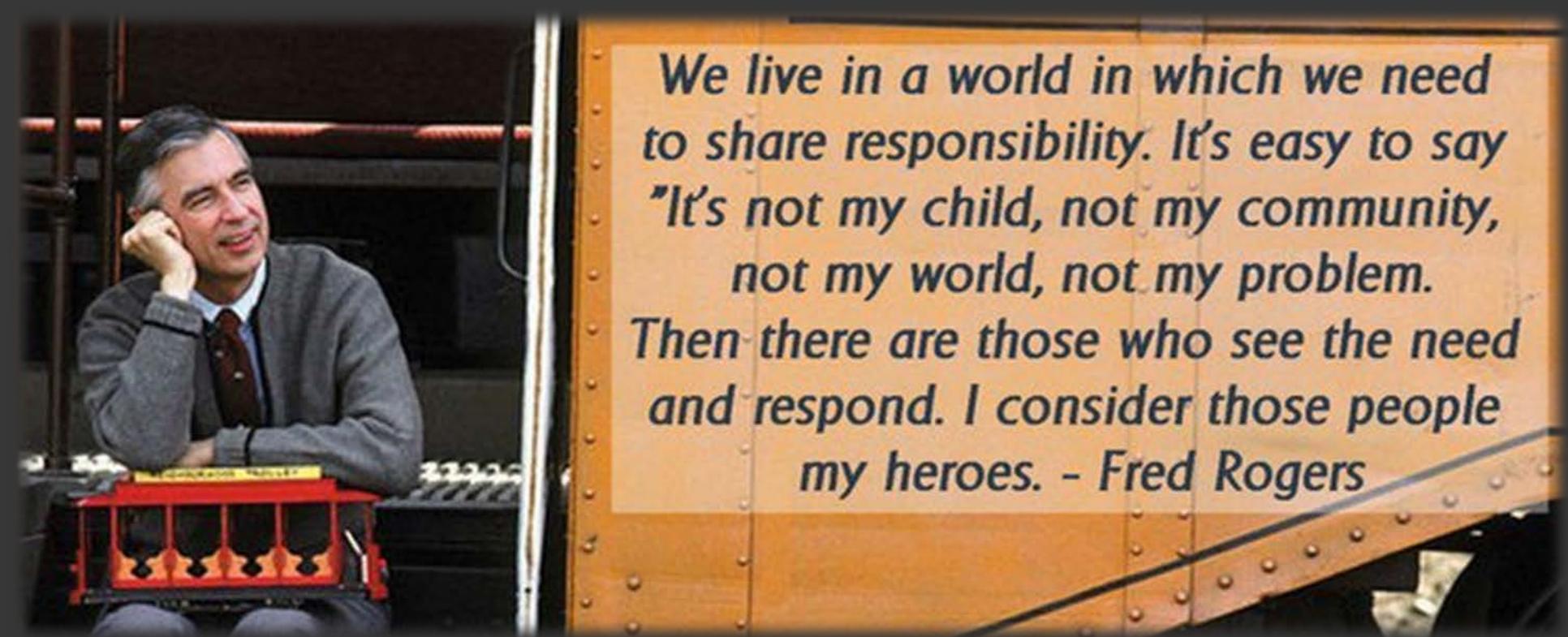
“Whatever affects one directly, affects all indirectly. I can never be what I ought to be until you are what you ought to be. This is the interrelated structure of reality.”
—Martin Luther King, Jr.

Why Should I Give?

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.

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

A photograph of Fred Rogers sitting on a red train engine. He is wearing a grey sweater over a white shirt and a dark tie. He has his hand to his chin and is looking thoughtfully to the right. The background is dark, suggesting an indoor setting.

We live in a world in which we need to share responsibility. It's easy to say "It's not my child, not my community, not my world, not my problem. Then there are those who see the need and respond. I consider those people my heroes. - Fred Rogers

40% of our students are first-generation

7% receive scholarships

60% work to pay their way through school



IT
TAKES A
VILLAGE

WE WANT YOU

VILLAGE PEOPLE®



2013-14 CONTRIBUTIONS

\$148,827 Raised by Faculty/Staff

67% Participation Rate

613 Scholarships were awarded in 2013/2014



2014-15 GOAL

**70% Participation
Rate**

***Let's go ALL IN to
transform the lives of
our students...***

We make a living by what we get.

We make a life by what we give.

- Winston Churchill

THANK

YOU

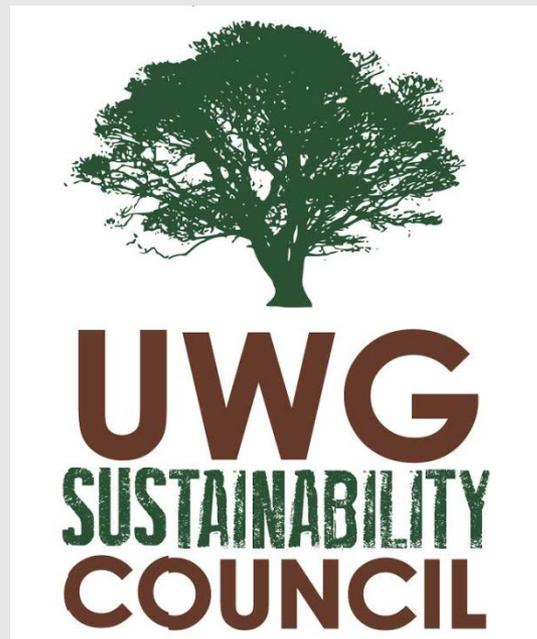


Campus Center

Sustainability Council

THE SUSTAINABILITY COUNCIL AT UWG

The purpose of the SC at the University of West Georgia is to identify, share, and promote sustainability activities and initiatives on the UWG campus and in the community.



In the Strategic Plan

The value of **sustainability** is evident in our obligation to maintaining ecological balance in our planning and operations that make possible for future generations the same or better quality of opportunities for success available to present employees and students.

In the Strategic Plan

Strategic Imperative IV, goal B, objective 2:

The University of West Georgia is committed to "creating a built environment that is sustainable and relevant" by "developing and implementing a measured program aimed at achieving and communicating the University's commitment to lead in the field of environmental and social sustainability"

Princeton Review



And

AASHE (Association for the Advancement of Sustainability in Higher Education)



We need to catch up to our peer institutions:

Princeton certified “Green Colleges”

GEORGIA

Agnes Scott College

Berry College

Emory University

Georgia Institute of Technology

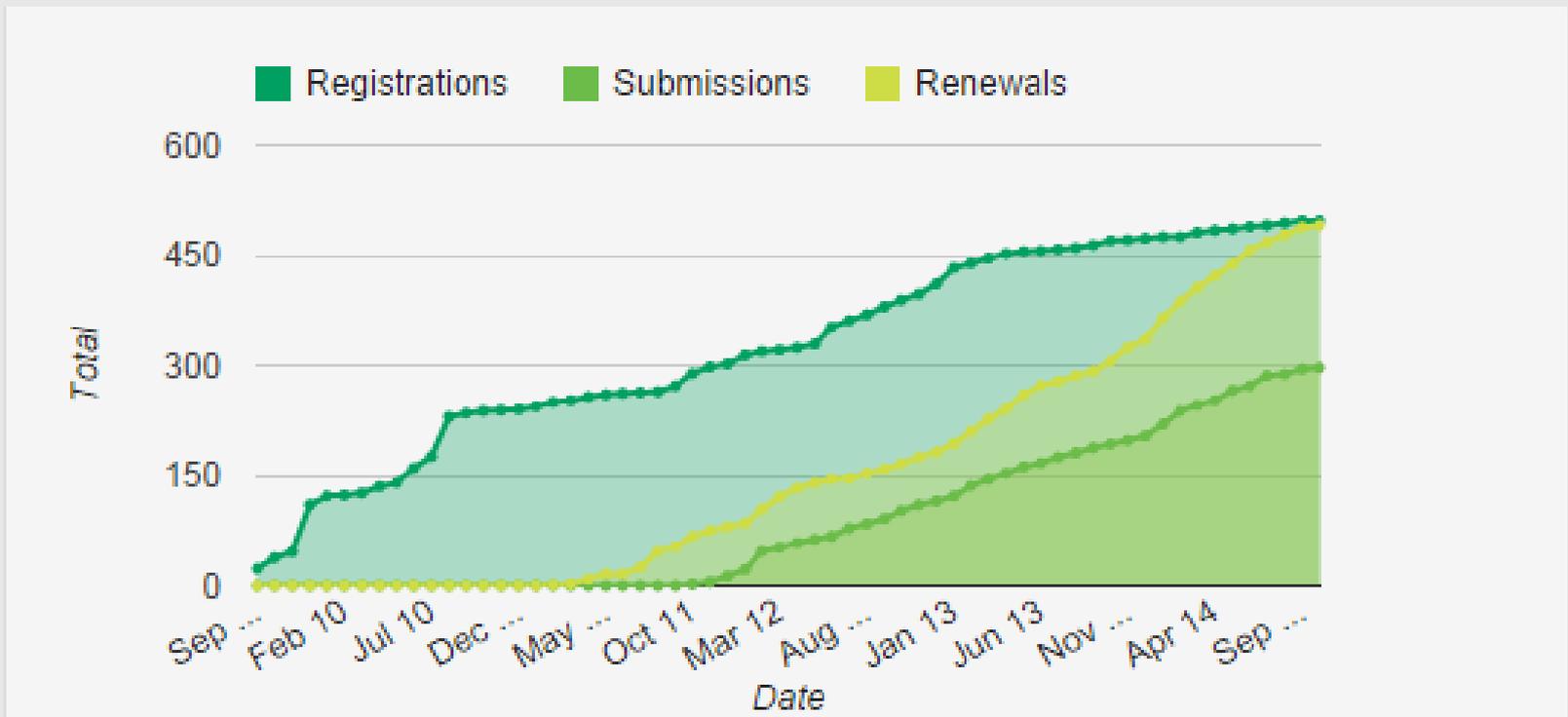
Georgia Southern University

Kennesaw State University

University of Georgia



We need to catch up to our peer institutions:



What makes a “sustainable university”?

Credits: Academics, Engagement,
Operations, Planning, Innovation

<https://stars.aashe.org/pages/about/technical-manual.html>



Sustainability Council Task Forces:

- 1) Curriculum and Engagement
- 2) Bike Share
- 3) Solar
- 4) Farming
- 5) Website

Get involved:

1) Check out website (soon):

<http://www.westga.edu/green/>

2) Get on listserv: Go-Green-List

3) Contact me to join a Task Force or to create a new one!

hgerhard@westga.edu

Benefits

2015 Benefit Changes Overview



Key Topics

- Healthcare
- Dental/Vision
- Minnesota Life/Disability
- Tobacco Surcharge Update
- Retiree Information
- Misc.

General Information

- Employee Benefits Fair : October 14, 2014
 - Lower Level Z-6 from 9 a.m. until 3 p.m.
- Open Enrollment: November 3rd – November 14th
- Appointments will be made available in Human Resources to assist employees with issues and questions.

Healthcare

- Name Changes: OA POS becomes the Comprehensive Care Plan
HSA OA POS becomes the Consumer Choice HSA Plan
- Comprehensive Care Plan
 - Increased in-network deductible and out of network deductibles (Average of \$200)
 - Increased in-network out of pocket maximum and out of network out of pocket maximum.
 - Increased in-network specialist co-pay by \$10.
 - Urgent care co-pay of \$35
- Consumer Choice HSA Plan
 - Increased out of network deductible.
 - Increased in-network and out of network out of pocket maximum.
 - Increased in-network co-insurance from 15% to 20%. Out of network increased from 30% to 40%.
- Kaiser HMO
 - Increased preferred brand co-pay from \$25 to \$35 and non-preferred from \$35 to \$45.
 - Emergency room co-pay increased from \$150 to \$250.

Healthcare (Cont.)

- Blue Choice HMO
 - Increased primary care co-pay from \$20 to \$30.
 - Increased specialist visit co-pay from \$25 to \$50.
 - Increased out patient hospital services from \$100 to \$200.
 - Increased in patient hospital services from \$250 to \$500.
 - Increased urgent care co-pay from \$30 to \$50.
 - Added co-pay to behavioral health services
 - Increased brand name prescription co-pay from \$25 to \$35.
- HSA match to remain the same for 2015.
- Premiums
 - Move to Value based (Actuarial) pricing of plans.
 - Taking steps towards Defined Contribution Employer Share Approach
 - Active Employee and pre Medicare retiree Premium Changes
 - Comprehensive Care plan decrease in premiums by 6%.
 - Consumer Choice HSA plan increase in premiums by 32%.
 - Blue Choice HMO plan increase in premiums by 24%
 - Kaiser HMO plan increase in premiums by 4%

Dental/Vision

Dental Plan – Delta Dental

- Plan benefits remain the same as 2014.
- Premiums will be increasing by 11.8%.
- Dependents added to age 26 with no college verification.

Vision

- No Changes to the plan benefits or premiums.

Minnesota Life/Disability Plans

Minnesota Life

- Plan benefits remain the same as 2014.

Disability Plan (Short Term and Long Term)

- No Changes to the plan benefits or premiums.
- Employees will have to coordinate benefit with sick and annual leave.
- Employees can no longer use them both at the same time.

Tobacco Surcharge Update

- Employees again required to certify their tobacco use status or default to user.
- Tobacco surcharge increasing from \$50 to \$75 per member age 18+ who uses tobacco. This charge will apply for each covered member that uses tobacco.
- Employee may change status at any time. Change will go into effect the 1st of the month after the change.
- No refunds will be given for employee who do not certify in time.
- “Reasonable Alternative” may be available to tobacco users who ask to be provided one.

Retiree Information

- Last Open Enrollment period in which retirees will be allowed to add dependents ages 19-25.
- USG plan will become secondary payer for Medicare Eligible retirees on July 1, 2015.
- System office will pay late enrollment penalties for retirees affected by this change.

Misc. Information

- New Voluntary Benefits for 2015
 - Lifestyle Benefits
 - USG Perks
- No administrative changes will be allowed after open enrollment unless there is a system error or administrative error.
- CVS Caremark will be new Pharmacy Benefit Provider.
- New Plans and tools available to employee (Integrated Health Model and Castlight Transparency Tool)
- During open enrollment employees will be required to answer questions about their spouse's healthcare coverage.

Let Us Help You Make the Right Choices!



2015 Proposed Holiday Schedules

Option I – Allows for Memorial Day to be paid. The Winter Holiday Break requires two days of unpaid closure time.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year's Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break		November 26 th	Thursday
Thanksgiving Break	Robert E. Lee's Birthday (Jan. 19 th)	November 27 th	Friday
Reduced Services Schedule *(Campus Open – See Notes)		December 21 st	Monday
Reduced Services Schedule *(Campus Open – See Notes)		December 22 nd	Tuesday
University Closed**		December 23 rd	Wednesday
University Closed**		December 24 th	Thursday
Winter Holiday Break		December 25 th	Friday
Winter Holiday Break	Washington's Birthday (Feb. 16 th)	December 28 th	Monday
Winter Holiday Break	Confederate Memorial Day (April 26 th)	December 29 th	Tuesday
Winter Holiday Break	Columbus Day (October 12 th)	December 30 th	Wednesday
Winter Holiday Break	Veteran's Day (Nov. 11 th)	December 31 st	Thursday

***Reduced Services Schedule** - The institution **will be open** on these days; however, we will operate on a reduced level. Annual leave and comp time will be granted at the discretion of the supervisor. Offices that choose to close during this time will be required to designate another office to accept emergency phone calls and will need to determine a designee who will handle responses.

****University Closed** - The University **will be closed** on the dates noted above. Since these dates are over and above the 12 allotted by the State, staff and administration have the following four options: use annual leave, comp time, no pay, or flex schedule.



Option 2 - Allows for Memorial Day to be paid. The Winter Holiday requires one day of unpaid closure time.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year's Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break		November 26 th	Thursday
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****University Closed** - The University **will be closed** on the dates noted above. Since these dates are over and above the 12 allotted by the State, staff and administration have the following four options: use annual leave, comp time, no pay, or flex schedule.



Option 3 – This schedule allows for Memorial Day to be paid and does not require any unpaid closure days.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year's Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
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Winter Holiday Break	Washington's Birthday (Feb. 16 th)	December 28 th	Monday
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****University Closed** - The University **will be closed** on the dates noted above. Since these dates are over and above the 12 allotted by the State, staff and administration have the following four options: use annual leave, comp time, no pay, or flex schedule.



Thoughts on the holiday schedule proposals?

Please offer feedback at
www.westga.edu/sac
by 5pm on October 17th.

Questions? Concerns? Rumors?



University of West Georgia

FY16 Budget Town Hall

Dr. Kyle Marrero
October 9, 2014

Go West. It changes everything.





USG and State of Georgia – Budget Request, Climate and Timeline

“Creating A More Educated Georgia”

FY 2016 Budget Cycle

(Budget Effective July 1, 2015 – June 30, 2016)

June – September 2014

- Development of FY16 Budget Request

September 2014

- **Board Approves FY16 Budget Request**

September 2014

- USG Submits FY16 Budget Request to Governor

January 2015

- Governor's Releases Budget Recommendations

March – April 2015

- General Assembly Finalizes FY 16 Appropriations

April 2015

- **Board Approves Allocations, Tuition and Fees**

April – May 2015

- Institutions Develop and Submit FY16 Budget

May 2015

- Board Approves FY16 Budget (By Institution)

June 2015

- FY16 Annual Operating Budget Submitted to OPB

FY 2015 Budget - \$7.77B

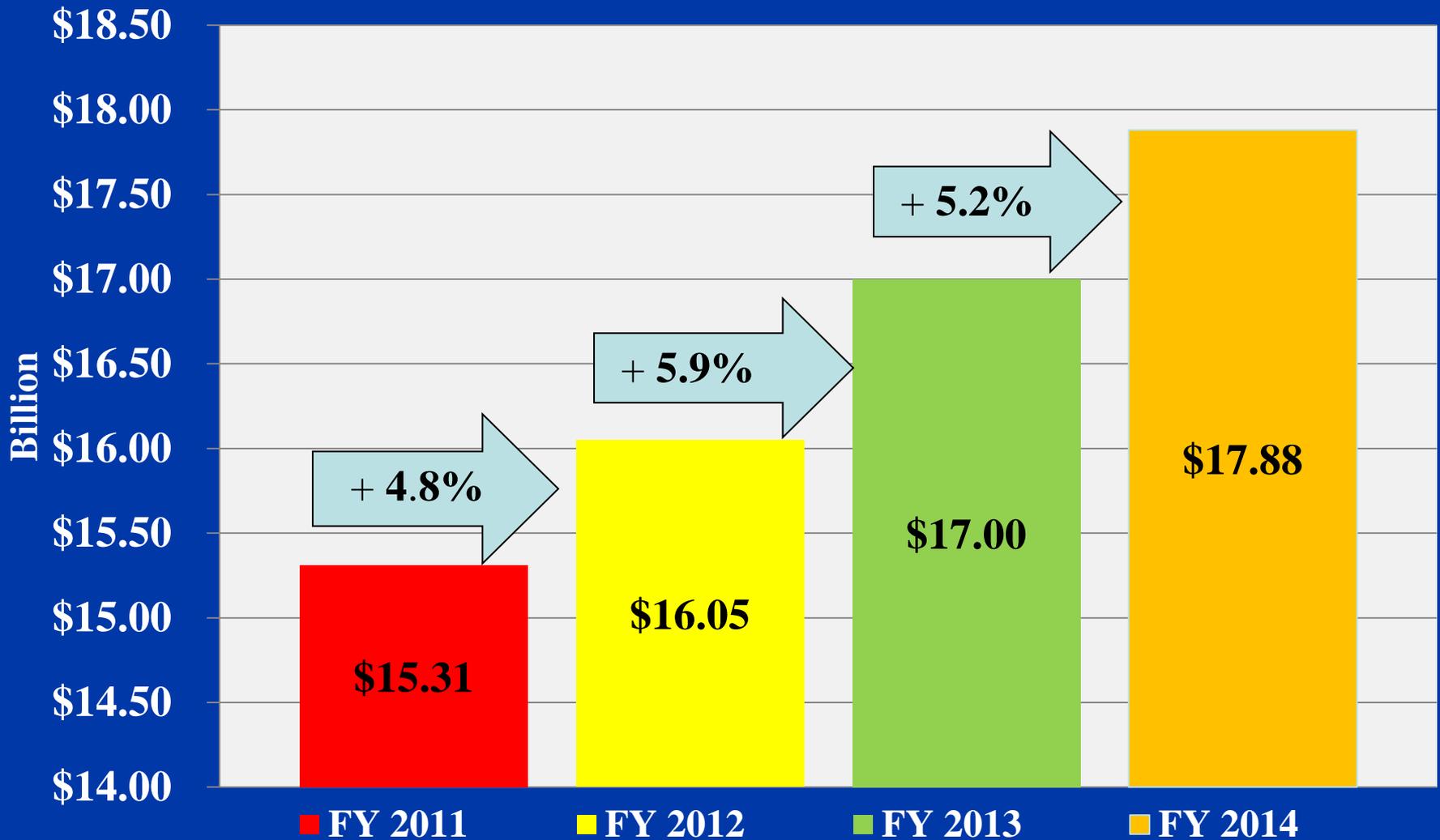
State Appropriations	\$1,939,087,764
Tuition	1,765,103,181
Special Institutional Fee	206,960,404
Other Revenues	378,575,411
Sponsored	2,012,028,381
Departmental Sales and Services	260,037,132
Total Educational and General	6,561,792,273
Capital	139,221,744
Auxiliary Enterprises	938,866,341
Student Activities	128,334,305
Total FY 2015 Original Budget	\$7,768,214,663



~25% of Total Budget

State Revenue Collections

FY 2011 – FY 2014 Actual Collections



State Budget Outlook

- Revenue Collections
 - FY 2015 Projected Growth of 5.0%
 - FY 2016 Likely Growth of 5+%
- Revenue Shortfall Reserve \$900 Million
- FY 2015 Amended and FY 2016 Budget Issues:
 - Continue to Rebuild Revenue Shortfall Reserve
 - Healthcare:
 - Medicaid and Health Plans
 - Affordable Care Act
 - Education Enrollment Funding (Primarily K-12)
 - Retirement – TRS and ERS

Budget Instructions

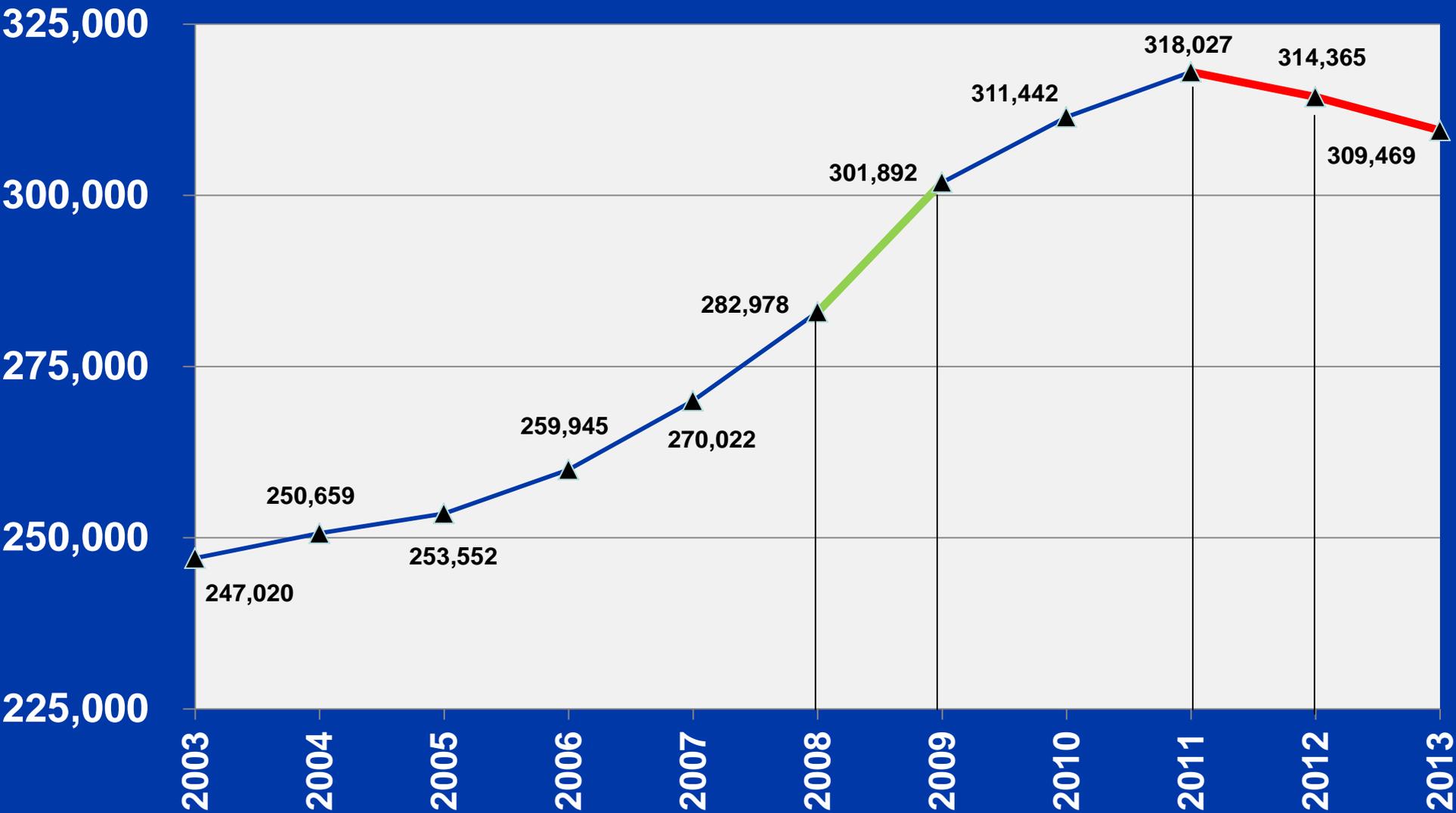
- Provided by the Office of Planning and Budget (July 9th)
- No required reductions or withholds
- Request Limited: For most State Agencies the FY 2016 Budget Must Equal the FY 2015 Budget
- Exception: State Education Agencies May Request Workload Increases (Enrollment, M&O and Fringes)
- Other Requests Must Contemplate Redirected Funds
- FY 2015 Amended: No Change to Base Funding

Performance Funding

- Performance Funding
- Transition to Performance Will Begin in FY 2016
 - Currently in Discussion with Budget Offices
 - Request for Additional Study of Some Components
- FY 2016 Approach: Add-On Funding Based on Metrics
- FY 2017 and Beyond: Significant Portion of Formula Earnings Based on Metrics
- Anticipated Agreement By December for FY 2016 Funds
- OPB Instructions: Request Formula Funds Using Existing Enrollment-Based Formula

University System Enrollment

Fall Headcount Enrollment



FY 2016 System Request

- Enrollment Funding:
 - 1.08% decline in semester credit hours
 - Growth: Upper Level and Graduate/Professional Course
 - Decline: Lower Level Courses
 - \$7.62 million in net additional enrollment funding
- Maintenance and Operations:
 - Additional 1.2 Million Square Feet of Space
 - \$7.13 Million
- Health Insurance:
 - Active and Retired Employees
 - Enrollment, Health Inflation and Affordable Care Act
 - \$24.4 Million (Active) and \$5.3 Million (Retirees)

Budget Issues/Concerns

- Eventual Allocation Issue...\$7.6 Million to satisfy 30 institutions with FTE gains/losses:
 - Enrollment Gains: **17 Institutions + \$39.9 Million**
 - Enrollment Decline: **14 Institutions - \$32.3 Million**
 - Reductions to “Right Size” Institutions
- Internal Budget Instructions for Budget Hearings:
 - All Asked to Identify Potential 3% Reduction
 - All With >3% Enrollment Decline – Construct a Corresponding Reduction Plan
- Performance Funding (No Guarantees)
- Welcome Allocation Strategies and Suggestions

FY 2016 Formula Request

Enrollment Growth	\$ 7,624,240
M&O Funds - Increased Square Footage	7,130,414
Health Insurance – Employer Share	24,390,426
Retiree Health and Life Benefits	5,307,276
Payback Projects Retired (4 Projects)	1,310,760
Reduce Funding Georgia Gwinnett College	<u>(1,375,000)</u>
Total Formula Request	\$ 44,388,116

FY 2016 Funding Change

Fiscal Year 2015 State Appropriations **\$ 1.939 Billion**

Formula Increase **\$ 44.39 Million**

Other **1.98 Million**

Total Increase (2.5%) **\$ 46.37 Million**

FY 2016 Total Request **\$ 1.985 Billion**



Design

ASU	Health Professions Acad. Center	\$ 1,800,000
AMSC	Student Services & Success Center	700,000
CLSU	Academic Core Renovations	1,400,000
GPC	Alpharetta Labs & Student Learning	500,000
UNG	Dahlonega – Convocation Center	3,500,000
UWG	Biology Renovation & Expansion	<u>1,900,000</u>
	Subtotal	\$ 9,800,000



UWG FY16 Budget Process, Overview and Timeline

Go West. It changes everything.





Timeline/Due Dates:

- **October 22, 2014 - The date that the departmental submittals are due to major unit for review (college, school, subdivision unit, etc.).**
- **November 5, 2014 – The date all information is due to the Vice President of the division.**
- **November 10, 2014 – Vice Presidents and President need to complete their reviews.**
- **November 11, 2014 – PAC final review**
- **November 12, 2014 – Due to Budget Office for finalization**
- **November 26, 2014 – Due to USG**



BOR Budget Template (question #6)

The FY 2016 budget request includes a modest increase to state funds of approximately \$7.6 million, resulting from a 1.08% drop in credit hours during the 2013-2014 academic year. The growth experienced in the upper level, graduate and professional credit hours offset the significant decline in the lower level credit hours. How will your institution address the loss in funding over a three-year period, assuming a 3% reduction in state funds? Be specific. Your actions should specify reductions in force (RIF) plans, if needed. Please use the attached Excel template to provide a list of actions with the corresponding savings (tab labeled Reduction Actions).



- **The total reductions each year need to equal \$1,374,057 = 3%.**
 - **The first and second year may contain reductions temporary in nature (non-recurring).**
 - **The third year must contain all permanent reductions.**
 - **The possibility of the reductions occurring is VERY UNLIKELY GIVEN OUR ENROLLMENT GROWTH; however, we still need to provide plausible options as part of good, strategic, fiscal planning exercise.**



Example using mathematical illustration only - the final exercise will not look like this!

	Reduction Action	# of Positions Impacted (if applicable)	FY 2016	FY 2017	FY 2018
	Strategic Reserve				
1	Non-recurring contribution to reduction plan		\$916,038	\$458,019	\$0
	All Divisions Reduction Plan				
2	President's Division		\$40,763	\$81,527	\$122,290
3	Business and Finance		\$67,787	\$135,573	\$203,360
4	Student Affairs		\$41,222	\$82,443	\$123,665
5	Academic Affairs		\$285,804	\$571,608	\$857,412
6	Advancement		\$22,443	\$44,887	\$67,330
	Total		\$1,374,057	\$1,374,057	\$1,374,057



BOR Budget Template (question #7)

If your institution receives additional funds in FY 2016, what are the top five (5) budget priorities for your institution? How will new funds be utilized to best serve students? Please use the attached Excel template to provide the estimated cost associated with each priority (tab labeled New Funds).



- When listing new funding requests, it is imperative that the request align to the university's strategic plan and/or the university's Complete College Georgia plan.
- Please provide as detailed description of the request as possible indicating where there is applicable UWG Strategic Plan alignment, CCG-UWG plan alignment, and USG Strategic Plan alignment.
- For new positions, please include the fringe costs at 20% of the salaries and add an additional \$7,500 for health insurance.
- You may access the strategic plan at:
<http://www.westga.edu/engagewest/1070.php>
- You may access the university's CCG plan at:
http://www.westga.edu/vpaa/index_22540.php



Structure of Budget Priorities and Source of Funds

- **Priority #1** – approximately \$1.5 million of new funding requests
 - Source of funds will be requested from BOR reflecting FTE/headcount growth
- **Priority #2** – approximately \$600,000 of new funding requests specific to graduate instruction and support
 - Source of funds will be requested via a 9% graduate tuition increase request
- **Priority #3** – approximately \$1 million of new funding requests
 - Source of funds will be requested via a 2.5% undergraduate tuition increase request



IMPORTANT: Equity and Salary Merit Increases are not part of this exercise – these are funded either internally or via legislative process. Pending our success with the BOR funding requests, we will use a portion of our growth revenue to fund equity increases for FY16.



	Oct. 1	Oct. 1-22	Oct. 23-Nov. 5	Nov. 6-10	Nov. 11	Nov. 12	Nov. 26
VPs provide direction to direct reports							
Internal unit/department process		Faculty Senate Budget Committee - TBA Town Hall - Oct. 9 Staff Advisory Council - Oct. 10					
School/College/Major Unit review							
VP/President Review							
Final PAC Review							
Due to Business & Finance							
Due to USG							

General Process

Beginning Oct. 1, we will ask academic and non-academic units to start putting together unit and department needs assessments, roll those up to Colleges and non-academic units, prioritizing at each level, then repeat the prioritization process at the division level and ultimately with overarching institutional needs.

Important!

- Activities should focus on questions #6 & #7
 - 3% reduction scenario (over three years)
 - New Funding Requests
- All actions and requests should align with the UWG Strategic Plan and with Unit Goals
- Remember that CCG-RPG remains our primary goal and future determiner of performance funding, so please ensure requests have direct or indirect impact.
- VPs should hold a divisional meeting with direct reports to finalize requests



QUESTIONS!

Go West. It changes everything.



STAFF ADVISORY COUNCIL MEETING

October 8, 2014 at 11:00am

CAMPUS CENTER BALLROOM 108.4

Present – A. Bretch, S. Carter, T. Christman, D. Curley, M. Davis, J. Etheredge, K. Hemphill, K. Ballard, J. Lambert, D. Liverman, N. Lott, M. Miller, T. Puckett, S. Robinson, J. Robinson, R. Smith, K. Willingham, A. Wright, E. Brannon, A. Lewis, M. Parham,

Absent – M. Ertzberger, Z. Green, J. Morgan, T. Morris, S. Pitts, D. Richards, H. Roberts, E. Shooks, A. Skinner, E. Smith, B. Smith, A. Udin, S. Young

1. Call to order by Erin Brannon – 11:00am

The computer projector was not working, but the PowerPoint was not needed to continue the meeting.

2. Guest Speakers

Dr. Melanie McClellan, Director of Community Engagement

Appointed by Dr. Marrero, Dr. McClellan is working specifically on Strategic Imperative 3 to partnership success and to build engaged and mutually beneficial collaborations with the university and community. So far Dr. McClellan has a Campus Compact Workshop. She has been learning about the Carnegie Community Engagement Classification, listening to various people on campus including the President, VPs and Deans. She has also been researching other campuses to see how they connect and partner within their communities. She has started working with different departments on campus to learn about their needs and to find out what strategies work well and which ones don't. She plans to survey the faculty and staff soon to get their input.

She was offered an office at the Chamber of Commerce. What she learned...UWG is doing great things, people don't know what each other is doing, Carroll County is doing great things, often difficult for community partners to find out how to connect to UWG, challenging for UWG people to connect to the community, we can learn a lot from other campuses, and the Carnegie Community Engagement classification is a serious undertaking.

Dr. McClellan asked for our input and several members expressed that it is sometimes difficult to find volunteer opportunities for students and finding community resources can be difficult. They made several suggestions including having a UWG webpage where employees can find links to the community and having them categorized. It was also suggested that creating workshops and lunch & learns might be a good way to connect UWG and the community. Dr. McClellan also suggested that it might be beneficial to have a UWG webpage/hub for the community, so it might be easier to find out what is going on around campus.

Dr. McClellan is compiling all of the feedback she has been getting. She plans to develop and implement a short-term communication plan to begin improving the coordination of UWG/Community Partnerships and work with a task force to develop informed plans and recommendations for the future.

Ketty Ballard, Associate Director of Recruiting and Admissions (Divisional Administrator for Best of the West)

Ketty wanted to remind the committee that the deadline for the Quarterly Divisional Award, for the Best of the West Employee Award & Recognition Program, is October 15th, 2014. There is a big push on campus to recognize employee contributions and successes. Anyone, regardless of how long they have been employed at UWG, can nominate an employee. The employee must be a fulltime (faculty or staff) and have been employed for at least one year at the time of nomination. Their supervisor will also have to complete a form confirming their employment and title. Nominees' contributions can be for small or big projects. The awards are linked with the University Values and Strategic Imperatives.

Quarterly Award winners will receive prizes, many of which are UWG related or promote wellness on campus. All quarterly award winners will be entered into the pool for the Employee of the Year Award, which includes a \$1,000 salary increase.

Forms, links and information can be found at <http://www.westga.edu/engagewest/1724.php>. And don't forget to submit your nomination by October 15th!

Elizabeth Kramer from Faculty Senate was not able to make it to our meeting, but she will present at the November meeting.

Juanita Hicks, Executive Director of Human Resources

Juanita joined us to announce the 3 option proposal that Human Resources has come up with regarding the 2015 Holiday Schedule. With all options, Memorial Day has been changed to a paid holiday and there will be several reduced service schedule days.

To submit their option or provide feedback, staff members can go to the SAC website (see below) or contact their representative. The deadline for feedback is Friday, October 17th at 5:00pm. Juanita will compile the feedback and submit it to PAC on October 21st and the President will decide soon after on the final schedule for 2015.

Juanita will be presenting the options along with the upcoming changes to the benefits package for 2015 at the All-Staff Open Forum on Friday, October 10th at 11:00am. All of the medical plans are being renamed and some premiums will go up and some will go down, depending on if you choose an over or undervalued plan. The Blue Choice and Kaiser plans will only be available to people in the Atlanta area (based on home zip code). Out-of-pocket maximums, deductibles and copays will be changing too. The surcharge for smoking will be going up to \$75 per person. Members that have a hard time affording the surcharge can contact HR and they can accommodate the cost if the member joins a smoking cessation plan. Dental is increasing by 11.8%. Another change is that GRA

hours will need to be tracked so they can be offered the opportunity to select health coverage offered through UWG. GRAs that are eligible can decline the coverage, but they must still be covered on a health plan. The handouts she provided are attached.

Juanita confirmed that the Benefits Fair will be on Tuesday, October 14th from 9-3 in the lower level of the Z-6.

3. Business – Erin Brannon
None

4. Closing – Erin Brannon

Ms. Brannon reiterated that the All-Staff Open Forum is on Friday, October 10th at 11:00 in the TLC 1305 and adjourned the meeting at 12:15pm.

Next SAC meeting is on Wednesday, November 12th at 11.

Submitted by Meggie Miller 10-09-14

2015 UWG Holiday Schedule Proposal

Option 1 – Allows for Memorial Day to be paid. The Winter Holiday Break requires **two** days of unpaid closure time.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year's Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break		November 26 th	Thursday
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Winter Holiday Break	Columbus Day (October 12 th)	December 30 th	Wednesday
Winter Holiday Break	Veteran's Day (Nov. 11 th)	December 31 st	Thursday

Option 2 - Allows for Memorial Day to be paid. The Winter Holiday requires **one** day of unpaid closure time.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year's Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break		November 26 th	Thursday
Thanksgiving Break	Robert E. Lee's Birthday (Jan. 19 th)	November 27 th	Friday
Reduced Services Schedule*		December 21 st	Monday

10/7/2014

(Campus Open – See Notes)			
Reduced Services Schedule* (Campus Open – See Notes)		December 22 nd	Tuesday
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Winter Holiday Break	Veteran’s Day (Nov. 11 th)	December 31 st	Thursday

Option 3 – This schedule allows for Memorial Day to be paid and does not require any unpaid closure days.

Holiday Schedule	Rescheduled Holidays	Date	Day of the Week
New Year’s Day		January 1 st	Thursday
Observance MLK Birthday		January 19 th	Monday
Memorial Day		May 25 th	Monday
Independence Day		July 3 rd	Friday
Labor Day		September 7 th	Monday
Thanksgiving Break – Thanksgiving Day		November 26 th	Thursday
Thanksgiving Break	Robert E. Lee’s Birthday (Jan. 19 th)	November 27 th	Friday
Reduced Services Schedule* (Campus Open – See Notes)		December 21 st	Monday
Reduced Services Schedule* (Campus Open – See Notes)		December 22 nd	Tuesday
Reduced Services Schedule* (Campus Open – See Notes)		December 23 rd	Wednesday
Reduced Services Schedule* (Campus Open – See Notes)		December 24 th	Thursday
Winter Holiday Break – Christmas Day		December 25 th	Friday
Winter Holiday Break	Washington’s Birthday (Feb. 16 th)	December 28 th	Monday
Winter Holiday Break	Confederate Memorial Day (April 26 th)	December 29 th	Tuesday
Winter Holiday Break	Columbus Day (October 12 th)	December 30 th	Wednesday
Winter Holiday Break	Veteran’s Day (Nov. 11 th)	December 31 st	Thursday

Additional Information:

***Reduced Services Schedule:**

The institution **will be open** on these days; however, we will operate on a reduced level. Annual leave and comp time will be granted at the discretion of the supervisor. Offices that choose to close during this time will be required to designate another office to accept emergency phone calls and will need to determine a designee who will handle responses.

****University Closed:**

The University **will be closed** on the dates noted above. Since these dates are over and above the 12 allotted by the State, staff and administration have the following four options:

1. Hourly and Monthly staff may use eight hours of annual leave.
2. Hourly staff has the option of using any accrued comp time.
3. Hourly and Monthly staff may work a flex schedule for the week, i.e. four 10-hour days.
4. Hourly and Monthly staff may take the day off without pay.

Faculty:

- 10-Month Faculty – Faculty members with a 10-month designation **do not** accrue annual leave hours and **will not** be required to take leave at during the designated dates listed above.
- 12-Month Faculty – Faculty members with a 12-month designation **do** accrue annual leave hours and are required to take appropriate leave during the designated dates listed above.

Please do not hesitate to contact Human Resources if you have questions.

Rescheduled Holidays:

As noted in the holiday schedule, there are holidays in which the institution has selected to reschedule to a later date. Should an employee wish to observe a holiday that has been moved or has not been noted, they should work with their managers to accommodate the request by using annual leave or comp time.

Reference Only:

For reference purposes only, the State of Georgia Holiday Calendar is below. This information will not be included on the official Holiday Schedule document.

State offices will be closed for the following holidays during 2015:

- New Year's Day - Thursday, January 1

10/7/2014

- Robert E. Lee's Birthday - January 19 (*To be observed on Friday, November 27*)
- Martin Luther King, Jr.'s Birthday - Monday, January 19
- Washington's Birthday - February 16 (*To be observed on Thursday, December 24*)
- Confederate Memorial Day - April 26 (*To be observed on Monday, April 27*)
- Memorial Day - Monday, May 25
- Independence Day - July 4 (*To be observed on Friday, July 3*)
- Labor Day - Monday, September 7
- Columbus Day - Monday, October 12
- Veterans Day - Wednesday, November 11
- Thanksgiving Day - Thursday, November 26
- Christmas Day - Friday, December 25



2015 Summary of Healthcare Plan Changes

Change Plan names – the OA POS plan becomes the Comprehensive Care Plan and the HSA OA POS plan becomes the Consumer Choice HSA plan

Comprehensive Care Plan

- Increase in-network deductible from \$300 single/\$900 family to \$500 single/\$1,500 family
- Increase out of network deductible from \$500 single/\$1,500 family to \$1,500 single/\$4,500 family
- Increase in-network out of pocket maximum from \$1,000 single/\$2,000 family to \$1,250 single/\$2,500 family
- Increase out of network out of pocket maximum from \$3,000 single/\$5,000 family to \$3,750 single/\$7,500 family
- Increase in-network specialist office visit co-pay by \$10 from \$20 to \$30
- Add In-network urgent care co-pay of \$35 instead of co-insurance after deductible; not subject to deductible or co-insurance
- *Add ABA Autism Therapy Coverage*
- Increase pharmacy out-of-pocket maximum to \$1,100/member; capped at \$3,300/family

Consumer Choice HSA Plan

- Increase out of network deductible from \$2,500 single/\$5,000 family to \$3,000 single/\$6,000 family
- Increase in-network out of pocket maximum from \$3,000 single/\$6,000 family to \$3,500 single/\$7,000/family
- Increase out of network out of pocket maximum from \$6,000 single/\$12,000 family to \$7,000 single/\$14,000 family
- Increase in-network employee co-insurance from 15% to 20% (Employer co-insurance decreases from 85% to 80%)
- Increase out of network employee co-insurance from 30% to 40% (Employer co-insurance decreases from 70% to 60%)
- *Add ABA Autism Therapy coverage*

BlueChoice HMO

- Increase primary care office visit co-pay from \$20 to \$30 (services priced at \$20 co-pay change to \$30 co-pay)
- Increase specialist office visit co-pay from \$25 to \$50 (services priced at \$25 co-pay change to \$50 co-pay)
- Increase out-patient hospital services co-pay from \$100 to \$200
- Increase in-patient hospital services co-pay from \$250 to \$500

BlueChoice HMO continued

- Increase urgent care co-pay from \$30 to \$50
- Increase in emergency room co-pay from \$150 to \$250
- *Add ABA Autism Therapy coverage*
- Add \$500 co-pay to in-patient behavioral health services
- Add \$30 co-pay to out-patient behavioral health services
- Increase brand name prescription drug co-pay from \$25 to \$35
- Add 20% co-insurance to non-preferred brand name prescription drug with a \$45 minimum and \$125 maximum cost share
- Add pharmacy out of pocket max of \$1,100/single and \$3,300/family
- Decrease out-of-pocket max to \$5,500/single and \$9,900/family

Kaiser HMO

- Increase preferred brand co-pay from \$25 to \$35 and non-preferred co-pay from \$35 to \$45 at Kaiser pharmacy
- Increase emergency room co-pay from \$150 to \$250
- *Add ABA Autism Therapy coverage*

Premiums

- Move to Value based (Actuarial) pricing of plans
- Take step towards Defined Contribution Employer Share approach
- Active Employee and pre Medicare retiree Premium changes for 2015:
 - OA POS plan **decrease** in premiums by 6%
 - HSA OA POS plan increase in premiums by 32%
 - BlueChoice HMO plan increase in premiums by 24%
 - Kaiser HMO plan increase in premiums by 4%

Board of Regents of the University System of Georgia
 2015 Healthcare Plan Designs - Summary

	Consumer Choice HSA [€]		Comprehensive Care		BlueChoice HMO Plan	Kaiser HMO Plan
	In-network	Out-of-network	In-network	Out-of-network	In-network	In-network
Medical Benefits						
Deductible—Single	\$1,500	\$3,000	\$500	\$1,500	None	None
Deductible—Family	\$3,000	\$6,000	\$1,500	\$4,500	None	None
Out-of-Pocket Maximum—Single	\$3,500	\$7,000	\$1,250	\$3,750	\$5,500	\$6,350
Out-of-Pocket Maximum—Family	\$7,000	\$14,000	\$2,500	\$7,500	\$9,900	\$12,700
Coinsurance (% network rate)	80%	60%	90%	60%	100%	100%
Preventive Care Visits	100%	60%	100%	Not covered	100%	100%
Physician's Office Visit	80%	60%	\$20 copay	60%	\$30 copay	\$20 copay
Specialist Office Visit	80%	60%	\$30 copay	60%	\$50 copay	\$25 copay
Outpatient Hospital Services	80%	60%	90%	60%	\$200 copay	\$100 copay
Inpatient Hospital Services	80%	60%	90%	60%	\$500 copay	\$250 copay
Urgent Care	80%	60%	\$35 copay	60%	\$50 copay	\$30 copay
Emergency Care	80%		\$150 copay, then 90% after ded.		\$250 copay	\$250 copay
Pharmacy Benefits						
Retail Rx - 30 day supply						** Kaiser Pharmacy Only
Generic	80%		\$10 copay		\$10 copay	\$10 copay
Preferred Brand	80%		\$35 copay		\$35 copay	\$35 copay **
Non-preferred Brand	80%		20% w/ \$45 min & \$125 max		20% w/ \$45 min & \$125 max	Not Covered
Mail Order - 90 day supply						
Generic	80%		\$25 copay		\$25 copay	\$20 copay
Preferred Brand	80%		\$87.50 copay		\$87.50 copay	\$70 copay **
Non-preferred Brand	80%		20% w/ \$112.50 min and \$250 max		20% w/ \$112.50 min and \$250 max	Not Covered
Pharmacy Out-of-Pocket Maximum	Combined w/ medical OOPM		\$1,100/Member; capped at \$3,300		\$1,100/Member; capped at \$3,300	N/A
Employer HSA Contribution						
Dollar for dollar match	\$375 Single/\$750 Family		None		None	None

€ All Services in the Consumer Choice HSA are subject to deductible except Preventive.

* Bold indicates change in plan benefit from 2014 to 2015

**Board of Regents of the University System of Georgia
 2014/2015 Actives and Pre Medicare Retirees**

USG Health Benefit Premiums	2014				2015			
	Employee	Employee + Child	Employee + Spouse	Family	Employee	Employee + Child	Employee + Spouse	Family
Employee Premium								
Consumer Choice HSA	\$47.00	\$83.00	\$96.00	\$132.00	\$62.00	\$110.00	\$128.00	\$176.00
Comprehensive Care	\$180.00	\$323.00	\$377.00	\$521.00	\$170.00	\$305.00	\$356.00	\$492.00
BlueChoice HMO	\$142.00	\$255.00	\$297.00	\$410.00	\$176.00	\$315.00	\$368.00	\$508.00
Kaiser HMO	\$138.00	\$248.00	\$289.00	\$399.00	\$143.06	\$257.02	\$300.00	\$414.00
Employer Cost								
Consumer Choice HSA	\$278.00	\$485.00	\$564.00	\$770.00	\$388.00	\$700.00	\$817.00	\$1,129.00
Comprehensive Care	\$433.00	\$781.00	\$911.00	\$1,257.00	\$345.00	\$623.00	\$727.00	\$1,003.00
BlueChoice HMO	\$341.00	\$614.00	\$717.00	\$991.00	\$365.00	\$659.00	\$768.00	\$1,061.00
Kaiser HMO	\$319.64	\$575.74	\$672.06	\$928.12	\$313.14	\$564.14	\$658.02	\$908.92
Total Premium								
Consumer Choice HSA	\$325.00	\$568.00	\$660.00	\$902.00	\$450.00	\$810.00	\$945.00	\$1,305.00
Comprehensive Care	\$613.00	\$1,104.00	\$1,288.00	\$1,778.00	\$515.00	\$928.00	\$1,083.00	\$1,495.00
BlueChoice HMO	\$483.00	\$869.00	\$1,014.00	\$1,401.00	\$541.00	\$974.00	\$1,136.00	\$1,569.00
Kaiser HMO	\$457.64	\$823.74	\$961.06	\$1,327.12	\$456.20	\$821.16	\$958.02	\$1,322.92

Board of Regents of the University System of Georgia
 2015 Medicare Retiree Rates

USG Health Benefit Premiums	Medicare Retiree	Retiree w/ Spouse (both Medicare Eligible)	Medicare Retiree w/ Child	Non-Medicare Retiree w/Medicare Spouse	Medicare Retiree w/ Non-Medicare Spouse	Non-Medicare Retiree w/ Medicare Spouse & Family	Medicare Retiree w/ Non-Medicare Spouse & Family	Retiree w Spouse (both Medicare Eligible) w/ Family
Consumer Choice HSA								
Employee Contribution	\$62.00	\$128.00	\$110.00	\$128.00	\$128.00	\$176.00	\$176.00	\$176.00
Employer	<u>\$388.00</u>	<u>\$817.00</u>	<u>\$700.00</u>	<u>\$817.00</u>	<u>\$817.00</u>	<u>\$1,129.00</u>	<u>\$1,129.00</u>	<u>\$1,129.00</u>
Total Premium	\$450.00	\$945.00	\$810.00	\$945.00	\$945.00	\$1,305.00	\$1,305.00	\$1,305.00
Comprehensive Care -Both Enrolled								
Employee Contribution	\$116.00	\$232.00	\$251.00	\$286.00	\$302.00	\$430.00	\$438.00	\$368.00
Employer	<u>\$280.00</u>	<u>\$560.00</u>	<u>\$557.00</u>	<u>\$625.00</u>	<u>\$661.00</u>	<u>\$919.00</u>	<u>\$937.00</u>	<u>\$836.00</u>
Total Premium	\$396.00	\$792.00	\$808.00	\$911.00	\$963.00	\$1,349.00	\$1,375.00	\$1,204.00
Comprehensive Care -Not Enrolled								
Employee Contribution	\$216.00	\$432.00	\$351.00	\$386.00	\$402.00	\$530.00	\$538.00	\$568.00
Employer	<u>\$593.00</u>	<u>\$1,185.00</u>	<u>\$870.00</u>	<u>\$938.00</u>	<u>\$974.00</u>	<u>\$1,232.00</u>	<u>\$1,250.00</u>	<u>\$1,462.00</u>
Total Premium	\$809.00	\$1,617.00	\$1,221.00	\$1,324.00	\$1,376.00	\$1,762.00	\$1,788.00	\$2,030.00
Comprehensive Care-One Enrolled								
Employee Contribution		\$332.00						\$468.00
Employer	-	<u>\$831.00</u>	-	-	-	-	-	<u>\$1,107.00</u>
Total Premium		\$1,163.00						\$1,575.00
Kaiser Senior Advantage								
Employee Contribution	\$91.00	\$182.00	\$234.00	\$234.00	\$234.00	\$369.00	\$369.00	\$325.00
Employer	<u>\$191.82</u>	<u>\$383.62</u>	<u>\$505.02</u>	<u>\$505.02</u>	<u>\$505.02</u>	<u>\$803.38</u>	<u>\$803.38</u>	<u>\$696.84</u>
Total Premium	\$282.82	\$565.62	\$739.02	\$739.02	\$739.02	\$1,172.38	\$1,172.38	\$1,021.84



2014/2015 Dental Rates	2014	2015
	Base Plan	Base Plan
<i>Employee</i>	\$24.82	\$27.74
<i>Employee + Child(ren)</i>	\$47.12	\$52.66
<i>Employee + Spouse</i>	\$49.62	\$55.46
<i>Family</i>	\$79.38	\$88.72
	High Plan	High Plan
<i>Employee</i>	\$30.66	\$34.27
<i>Employee + Child(ren)</i>	\$58.24	\$65.09
<i>Employee + Spouse</i>	\$61.30	\$68.51
<i>Family</i>	\$98.10	\$109.64

2015 Vision Rates	
<i>Employee Only</i>	\$6.38
<i>Employee + Child(ren)</i>	\$12.14
<i>Employee + Spouse</i>	\$14.38
<i>Family</i>	\$18.84

LifeStyle Benefits	Option A	Option B	Option C	Option D
<i>Cost per month</i>	\$8.35	\$9.85	\$9.85	\$11.50

Package Options	Option A	Option B	Option C	Option D
Emergency Roadside Assistance		✓		✓
Identity Theft Protection	✓	✓	✓	✓
Legal Care	✓	✓	✓	✓
Tax Help Line		✓	✓	✓
Pet Care			✓	✓
Fitness Club Discounts				✓
<i>* These are discount programs, not insurance plans</i>				
<i>** All benefits include member, spouse and all legal dependent(s) except ID Theft Protection.</i>				



2015 Minnesota Life - Life Insurance Rates

Basic Life Rates	Basic Rates	\$25,000 Basic Life Rate	Matching Basic AD&D*	BASIC Life & AD&D \$25,000
Active	\$0.445		\$0.014	\$11.480
Retiree	\$0.445	\$11.140	\$0.014	\$11.480

Rates are per \$1,000 per month except when stated as a flat monthly rate

*all active employees are enrolled in matching AD&D

*matching AD&D for retirees only applies to retirees insured prior to 11/1/80

Matching Supplemental AD&D				
Active	\$0.014			
Retirees	\$0.018			

Supplemental Life Rates - Active Employees	Rates/\$1,000	Rates/\$1,000 + AD&D	Supplemental Life Rates - SPOUSE- no AD&D	Spouse Life per \$1,000 no AD&D	Retirees	Rates/ \$1,000 no AD&D Insured on or after 11/1/80	Rates/\$1,000 grandfathered with AD&D Insured prior to 11/1/80
Age			Age		Age		
<20	\$0.043	\$0.057	<20	\$0.043	<20	0.050	0.068
20-24	\$0.043	\$0.057	20-24	\$0.043	20-24	0.050	0.068
25-29	\$0.052	\$0.066	25-29	\$0.052	25-29	0.060	0.078
30-34	\$0.069	\$0.083	30-34	\$0.070	30-34	0.080	0.098
35-39	\$0.077	\$0.091	35-39	\$0.079	35-39	0.090	0.108
40-44	\$0.095	\$0.109	40-44	\$0.087	40-44	0.110	0.128
45-49	\$0.129	\$0.143	45-49	\$0.133	45-49	0.150	0.168
50-54	\$0.198	\$0.212	50-54	\$0.205	50-54	0.270	0.288
55-59	\$0.370	\$0.384	55-59	\$0.385	55-59	0.510	0.528
60-64	\$0.576	\$0.590	60-64	\$0.592	60-64	0.780	0.798
65-69	\$1.161	\$1.175	65-69	\$1.140	65-69	1.550	1.568
70 - 74	\$2.012	\$2.026	70-74	\$1.850	70-74*	2.600	2.600
75+	\$2.012	\$2.026	75+	\$3.001	75+*	3.500	3.500

*Grandfathered retiree coverage (insured prior to 11/1/80) loses matching AD&D at age 70

No Age reductions for active employees; matching AD&D applies for all active employees

Child Life	\$0.10
AD&D Plan	
Employee Only	\$0.016
Family	\$0.028

Retiree Spouse Life	\$2.35/month for \$5,000 coverage
Retiree Child Life	\$.50/month for \$5,000 coverage (up to \$15,000 max.)
Grandfathered Dependent Life*	\$.47 per \$1,000 of coverage

*no longer available for new retirees after 1/1/14



2015 MetLife Disability Rates

STD	\$.291/\$10 of covered benefit
LTD	\$.224/\$100 of covered salary

STD Calculation Example:

Monthly payroll

Rate: \$.291/\$10 covered benefit

Annual Salary = \$56,000

$\$56,000/52 = \$1,076.92$ weekly covered salary

$\$1,076.92 * .60 = \646.15 weekly benefit

$\$646.15 * .291 / \$10 = \underline{\$18.802}$ or \$18.80 rounded down

Biweekly Payroll

Rate: \$.291/\$10 covered benefit

Annual Salary = \$56,000

$\$56,000/52 = \$1,076.92$ weekly covered salary

$\$1,076.92 * .60 = \646.15 weekly benefit

$\$646.15 * .291 / \$10 / 2 = \underline{\$9.401}$ or \$9.40 rounded down

STD Weekly benefit maximum = \$2,500

LTD Calculation Example

Monthly payroll

Rate: \$.224/\$100 covered salary

Annual Salary = \$56,000

$\$56,000/12 = \$4,666.67$ covered monthly salary

$\$4,666.67 * .224 / \$100 = \underline{\$10.453}$ or \$10.45 rounded down

Biweekly payroll

Rate: \$.224/\$100 covered salary

Annual Salary = \$56,000

$\$56,000/12 = \$4,666.67$ covered monthly salary

$\$4,666.67 * .224 / \$100 / 2 = \underline{\$5.226}$ or \$5.23 rounded up

LTD Weekly benefit maximum = \$15,000

STAFF ADVISORY COUNCIL MEETING

November 12, 2014 at 11:00am

CAMPUS CENTER BALLROOM 108.4

Present – A. Bretch, D. Curley, J. Etheredge, J. Lambert, D. Liverman, N. Lott, M. Miller, J. Nichols, S. Pitts, S. Robinson, J. Robinson, A. Skinner, B. Smith, A. Udin, A. Wright, S. Young, E. Brannon, A. Lewis, M. Parham, M. Ertzberger

Absent – K. Ballard, S. Carter, T. Christman, M. Davis, Z. Green, K. Hemphill, J. Morgan, T. Morris, T. Puckett, H. Roberts, E. Shooks, R. Smith, E. Smith, K. Willingham

1. Call to order by Erin Brannon – 11:00am
2. Guest Speakers

Dr. Jane McCandless, Dean of College of Social Sciences - 2015 Proposed Engage West Engagement Survey

Appointed by Dr. Marrero, Dr. McCandless is leading the committee to develop the 2015 Employee Engagement survey instead of spending university funds to do something that we can do. The committee first defined engagement (which could not be defined in last survey), then went to theory and looked at the drivers of engagement and consequences of engagement. They met with President Marrero and Janet Pilcher to find out what they wanted from the survey. The draft survey contains 120 questions that have been broken down into modules, so that in subsequent years certain modules will not have to be answered because some modules will not show change every year. The staff is being asked to provide feedback to the draft and this can be done by going to the Engage West website (<http://www.westga.edu/engagewest/1745.php>) and clicking on the 2015 Employee Engagement Survey. There you will find a link to the survey and the feedback form. UWG will pay an outside firm to administer and analyze the survey because there is still a level of distrust. Feedback can be provided through the end of the semester as the survey is slated to be issued in February. Please let Dr. McCandless and Erin Brannon know the comments you receive from your groups.

Dr. Elizabeth Kramer, Associate Professor of Music, Chair of the Faculty Senate

As Chair of the Faculty Senate, Dr. Kramer explained the purpose of the senate – to advise the President and Provost of academic issues (grades, courses, faculty development, etc.). There are currently 48 senators and 13 standing committees that work on business items like policies and procedures. There are many issues in which we should collaborate. Let them know if there are any issues that they can help us with. We do have some of the same issues – benefits, pay, etc.

Committee Updates

Benefits – Meggie Miller

The Benefits committee met last week and pooled ideas that were brought up to provide information to staff about benefits. They are researching the ability to start up a benevolence fund to assist our staff that may need assistance. They are considering the possibility of a monthly newsletter that would be emailed out regarding benefits and

STAFF ADVISORY COUNCIL MEETING

November 12, 2014 at 11:00am

CAMPUS CENTER BALLROOM 108.4

opportunities we have like Verizon discounts, but how does it reach the employees that do not have email. Email any ideas you might have to Meggie Miller or Erin Brannon.

Bylaws Committee – Alex Udin

This is only a committee of one at this time and would like to have some additional members. Alex has reviewed our current bylaws and compared them to other sister institutions in the state of Georgia – some are better and some are not. In order to make changes we must first start with a signed petition (20% of staff members on campus must sign). Difficult to do, but she does see some items that need to be changed.

Public Relations Committee – Allyson Bretch

A meeting was held to discuss the **Best of the West** celebration. This will be a combined celebration with faculty and staff where the employees of the year will be announced. Event is being planned for Thursday April 16th from 10:30am to 2:00 pm in the Campus Center ballroom. The event will be able to spill out into Love Valley. The committee is planning on having the Groove Gypsies play and BBQ. They are also planning door prizes and are looking for donations if you should know of anyone in the community that would like to donate a prize.

2014 Annual Toy Drive – Ashley Lewis

The main day for the Toy Drive is Friday, December 12th from 11:30 – 1:30 at the Townsend Center to drop off toys. This is a partnership with Toys for Tots - Carrollton. These toys should be unwrapped. Since the toy drive is for children under the age of 12, Ashley also works with Carroll County DCFS to request the names of 15 -20 teenagers that also need adopting at Christmas. For these teenagers, there is a \$75 limit on the gifts and the gifts can be wrapped. The teenagers can be adopted by a department, group or individual.

Staff Development – Nancy Lott

The committee is looking at ways to improve staff development. The committee has different views as to what this committee should be. Therefore, they have looked at other Staff Development Committees across the state and the US. One idea they have come up with is to create a guide for planning an event on campus so they know what needs to be done. They are also working with HR to see if there is some type of staff development that would help them to communicate with the staff. A committee member has a great list of “here is what you do for this” but it is out of date, so maybe it can be updated and distributed to staff. The barrier team is also working on an information line (away from the police department) this would help with some of these issues. Please let us know if you should have any ideas or suggestions.

Engage West Winners who are on the SAC were recognized.

Next SAC meeting is on Wednesday, December 10th at 11:00am – Campus Center Ballroom 108.4.

Submitted by Michelle Ertzberger 11-19-14

STAFF ADVISORY COUNCIL MEETING

January 14, 2014 at 11:00am

CAMPUS CENTER BALLROOM 108.4

Present – K. Ballard, S. Carter, T. Christman, D. Curley, M. Davis, J. Etheredge, K. Hemphill, J. Lambert, S. Robinson, J. Robinson, E. Shooks, E. Smith, R. Smith, A. Wright, E. Brannon, A. Lewis, M. Parham, and M. Ertzberger

Absent – A. Bretch, Z. Green, D. Liverman, N. Lott, M. Miller, J. Morgan, T. Morris, J. Nichols, S. Pitts, T. Puckett, H. Roberts, A. Skinner, Sgt. B. Smith, A. Udin, K. Willingham, and S. Young

1. Call to order by Erin Brannon – 11:00am
2. Business - Discussions

Goals for spring semester

This meeting was a brainstorming session to discuss things around campus that we may need to be involved in.

Effective ways to represent staff

Having a hard time connecting with their groups. We need to find ways to build their trust. Most of the representatives are sending emails but are still not connecting with their group; they are trying not to inundate them with emails that they just delete. We need to make them aware what it is that we actually do.

Committee Updates

Benefits – Misty Parham

The Benefits committee has met with Human Resources (HR), who is also meeting with the Barriers committee, regarding the *benevolence fund* to help people in need. They are continuing to brainstorm the idea but still have a lot of work to be done. They are also working with HR and the PR committee with the idea of creating a *monthly newsletter* that will highlight one benefit per month that people may not know about. It could include things like what restaurants/businesses offer discounts to UWG employees, as well as other important information and be a connection for people to provide suggestions/comments back to us. *The book scholarship program* (Erin/Meggie/Foundation) is being discussed with the foundation. This will provide funds for those taking a class or two (not just TAP participants) to provide assistance with purchasing their books. They are also exploring a *Wellness break initiative* with HR and the Barriers committee to provide a wellness break during your working day where you will be allowed to get up and go walk for 15 minutes. The details are still being worked out.

Feedback – Newsletter should include general ideas about what SAC is doing as well as benefit information. UCM would be a good connection for assistance here. The question was asked if leave from the “leave pool” could be used to assist with maternity leave. It is

STAFF ADVISORY COUNCIL MEETING

January 14, 2014 at 11:00am

CAMPUS CENTER BALLROOM 108.4

not allowed now.

Marketplace Discuss listserv – the current use of this violates Board of Regents policy, so SAC and Faculty Senate are looking for alternative ways to keep it. Options that have been presented include: Secret Facebook, non-UWG Google group (we cannot use UWG emails), or a 3rd party bulletin board site. All of these will take some manual work by someone.

Feedback – members of the SAC group suggested not using Facebook because a lot of people do not use it and there are privacy concerns. Some like the idea of the google group because it is similar to a format that we currently use. Maintenance of the listserv will probably rotate between the Faculty Senate and SAC committees. The ideas have been reviewed by Jane Simpson and Kathy Kral and no issues were raised by them at this time. This information will be sent out for everyone to review and obtain feedback.

Bylaws Committee Update – Erin

A couple of other people have joined this committee, but the committee has not had a chance to meet yet.

Public Relations Committee Update – Erin

This committee is working with the Benefits committee to generate ideas and further the creation of the newsletter.

A meeting is being set up to further discuss the *Best of the West* celebration.

Staff Development – Erin

The committee is still looking at ways to improve staff development. We could contact the UWG Continuing Education department as a resource. The distribution of the LDI information/topics would be useful to others. Ideas: Etiquette, Administrative Asst. classes, lunch & learn, development day, etc.

Red Light Committee – Ketty Ballard

They have not met yet because this is a bigger issue which involves Campus Planning & Facilities, Risk Management and others. There are discussions already taking place regarding the TLC intersection, so we are being kept informed of their progress.

Questions/Concerns/Rumors?

General Training – There is the broad new employee training but there is no specific departmental training. Some departments/divisions have a mentoring project to help with this. The counseling center has a check list that they go through. Can we do more standard training (ADP, PAR) or even provide more notification about the training that is available instead of the bottom of the Daily Report? ITS does not have the resources to provide software training, but there are online tutorials. They are still working on the Skillsoft training module that will allow

STAFF ADVISORY COUNCIL MEETING

January 14, 2014 at 11:00am

CAMPUS CENTER BALLROOM 108.4

for specific departments to establish training.

In conjunction with the Engage West survey, could we do an outreach with tea/lemonade to get people excited about doing it?

February is American Heart Association month and Risk Management is offering a free CPR class for faculty, staff, and students.

Next SAC meeting is on Wednesday, February 14, 2015, at 11:00am – Campus Center Ballroom 108.4

Submitted by Michelle Ertzberger 1-20-15

STAFF ADVISORY COUNCIL MEETING

February 11, 2015 at 11:00am

CAMPUS CENTER BALLROOM 108.4

Present – A. Bretch, S. Carter, D. Curley, M. Davis, J. Etheredge, K. Hemphill, J. Lambert, N. Lott, M. Miller, J. Nichols, H. Roberts, S. Robinson, J. Robinson, E. Shooks, A. Skinner, E. Smith, Sgt. B. Smith, A. Udin, A. Wright, E. Brannon, A. Lewis, M. Parham, and M. Ertzberger

Absent – K. Ballard, T. Christman, Z. Green, D. Liverman, J. Morgan, T. Morris, S. Pitts, T. Puckett, R. Smith, K. Willingham, and S. Young

1. Call to order by Erin Brannon – 11:00am
2. Special Guest

Willie Black, Title IX Coordinator & Social Equity Officer – Title IX

Title IX involves sex discrimination as well as other discrimination issues. Applies only to Educational institutions. Title IX has been around since 1972 but its focus and use has changed. In the 1980's the focus shifted to Athletics, then in the 90's it was used to argue sexual harassment; now it is used for sexual violence. A process is in place: Receive a complaint/report, this goes through Mr. Black, Student Affairs, HR (Juanita Hicks), Athletics (Laura). Meetings are set up with the respondents & witnesses. Set up intermediate measures if needed. Once a full investigation occurs, trained investigator representatives join in, meet with people and a report is submitted. Decision can be appealed.

How Title IX affects you: Take the sexual harassment training module and refresher. Pay attention to what your duties & roles are. A manager/supervisor cannot hold a report they receive related to sexual harassment or sexual violence. Health Services/Counseling do not have to report because of confidentiality issues.

We want to create an inclusive environment so report any discrimination to Mr. Black. See handout attached hereto.

If you are interested in training to become an Investigator, let Mr. Black know. Really need a few men to participate. Summer training classes are being set up so that we can be ready for next year.

Mr. Black's office is located in Aycock Hall

3. Business
 - Suggestions for submission of Ideas to USG for them to work on this year.
 - Connectivity issues – computers slowdown in afternoon
 - Benefits
 - TAP benefit extension
 - Benefits for domestic partners

Committee Updates

Benefits – Meggie Miller

The Benefits committee has turned the newsletter over to the PR committee, but will still get

STAFF ADVISORY COUNCIL MEETING

February 11, 2015 at 11:00am

CAMPUS CENTER BALLROOM 108.4

information from HR and pass to PR committee. Approval has been received for the Book Scholarship fund, so the group is going to meet to set up the procedures. Benevolence fund has been determined by Barriers team that it is not a barrier, so other avenues are being explored.

Bylaws Committee Update – Alexandra

The group has met and identified 6-7 issues that need to be discussed with Erin and Ashley. Then maybe the issues can be brought forth at the next meeting in March. Any changes to the By-laws will have to be voted on during an All-Staff meeting.

Public Relations Committee Update – Allyson

This committee is now working on the newsletter. Things will be sent out through Benchmark..... UCM is working on a flyer to include in the new hire packages.

Staff Development – Nancy Lott

Communication – some staff are not hearing the message of the Engage West to let them know what is available. We need to talk to PAC/Supervisors to get this message out. Need to communicate in many ways other than Daily Report and newsletter. Some of the newsletters will need to be printed for facilities staff for example.

Collaborate with Continuing Ed – training for the staff like the LDI. What could be offered? What would it cost? We will be meeting with Continuing Ed and will present information to the group.

Create a catalog of things that are available around campus to have the information in one place.

Establish a list of rooms for reservation and who to contact. This is a BIG task. Can this be taken on by the Barriers Team or ITS? Erin will present to the Barriers Team. (Update: Erin presented to PAC and there is another campus committee already working on this task.)

Questions/Concerns/Rumors?

Need to schedule Spring All Staff meeting – possible items for discussion:

DevelopWest

Performance Evaluations

Next SAC meeting is on Wednesday, March 11, 2015, at 11:00am – Campus Center Room 303.

Submitted by Michelle Ertzberger 3-2-15

TITLE IX

Take control. Know your rights.

Title IX protects individuals from discrimination based on sex in education programs or activities which receive Federal financial assistance. Sexual harassment (quid pro quo and hostile environment) and gender based harassment are forms of discrimination prohibited by Title IX.

Sexual harassment is unwelcome conduct of a sexual nature which encompasses a wide range of conduct including sexual violence. Quid pro quo sexual harassment occurs when the unwelcome conduct of a sexual nature is based on power differentials. Hostile environment sexual harassment occurs when unwelcome conduct of a sexual nature is so severe, persistent, or pervasive that it has the effect of unreasonably interfering with, denying, or limiting an individual's ability to participate in or benefit from the university's education programs and/or activities creating an intimidating, hostile, or offensive work or education environment.

Gender based harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex- stereotyping, even if those acts do not involve conduct of a sexual nature.

Even if you are unsure that what you are experience is sexual harassment, seek assistance from the Title IX Coordinator or Deputy Title IX Coordinators.

What is Sexual Violence?

A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX and the University's Sexual Misconduct policy.

What will the school do to respond to allegations of sexual harassment including sexual violence?

The University will remediate the harassment, prevent its recurrence, and address its effects. Accommodations including, no contact orders against the alleged perpetrator, change in academic, extracurricular activities, living, transportation, dining and working situations are available to the victim during and after the investigation as appropriate.

What if I do not wish my identity to be disclosed to the alleged perpetrator, or do not wish to pursue a formal complaint?

You have a choice. Victims may request their identity not be disclosed to the alleged perpetrator, may request not to pursue a formal investigation, or may report anonymously. Such requests may limit the University's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. In limited circumstances the University may be required to override these requests.

HAVE YOU BEEN A VICTIM?

Take control. Know your rights.

If you or someone you know has been a victim of sexual harassment, including sexual violence or gender based harassment, UWG has a team who can help. Our goal is to take care of your medical needs, to protect, guide and support you in your journey of healing.

STEP 1

Take care of your medical needs. Free medical services for a victim of sexual violence are available 24/7/365 at UWG Health Services. To access Health Services after business hours, contact the UWG Police Department at 677-839-6000 and request they page the physician.

STEP 2

The following services are also available to victims:

UWG Counseling Center : 678-839-6428*

UWG Police: 678-839-6000

UWG Health Services: 678-839-6452*

West Georgia Rape Crisis Center:

UWG Patient Advocates:

770-834-7273

678-839-0641 (Jill Hendricks) or

678-839-5338 (Corey Hindman)*

Offices denoted by an asterisk are not required, without the consent of the victim, to report incidents of sexual violence in a way that identifies the victim. However, in some circumstances (e.g., minors) federal and state laws mandate these officials to report incidents of sexual violence. Other employees (including RA's and UWG Police) cannot assure confidentiality. If you are unsure whether an individual is required to report information shared, ask before disclosing any information.

STEP 3

Victims may file a complaint against students, faculty, staff, and third parties associated with the University, through the grievance processes independently or in conjunction with criminal charges pursued through UWG Police or the police department where the crime occurred. Complaints regarding sex discrimination, sexual harassment, or sexual violence can be reported to the following individuals:

Willie Black, Social Equity Officer

Title IX Coordinator

Aycock Hall, Room 301, 678-839-5344

wblack@westga.edu

Student Affairs and Enrollment Management

Title IX Deputy Coordinator for Students

Bonner House, 678-839-6423

Juanita Hicks, Director of Human Resources

*Title IX Deputy Coordinator for Faculty, Staff,
and Visitors*

Aycock Hall, Room 301, 678-839-6403

Laura Clayton-Eady, Assistant Athletics Director

*Title IX Deputy Coordinator for Gender Equity in
Athletics*

Athletic Operation Building, Room 242

678-839-3964

Reports may be also made online at: westga.edu/titleine or by emailing titleix@westga.edu

STAFF ADVISORY COUNCIL MEETING

March 11, 2015

Online Meeting

1. Erin Brannon – have an online committee update meeting

Committee Chairs please post an update and any questions from your committees so we can offer feedback.

2. **Committee Updates**

Benefits – Meggie Miller

The Book Scholarship fund has received the green light. We are meeting next week to generate a proposal for the council to approve. Please email any suggestions or specifics you would like addressed in the fund.

Question:

This is very beneficial. Has it been decided if it will be awarded on a competitive or need base?

Answer:

We will be addressing this on Thursday when the committee meets. Conversations have focused on this being a competitive –based award, but it's not set in stone. Do you have a preference or any other suggestions that can be brought to the committee? We appreciate the feedback we are getting and it will certainly help us to create a program that includes everyone's thoughts.

Benevolence fund project is still in the beginning stages, but we have received interest from other USG institutions that would like to create one. We are working with Rodney Byrd and Erin Brannon to take this to the next step. We will provide further updates as they become available.

We are also continuing to research interesting benefit information to include in the newsletter.

Bylaws Committee Update – Alexandra

Several areas have been identified in the bylaws that need to be changed or updated. A proposal is being put together to present to the council at a monthly SAC meeting.

If you have any suggestions or comments, please let Alex know (audin@westga.edu).

Public Relations Committee Update – Allyson

No update at this time.

Staff Development – Nancy Lott

This committee would like to request permission and funding for a Staff Development Day (Strategic Imperative #4 – Operational Success: Effectiveness and Sustainability). The following template for a draft agenda is below which reflects a half day schedule for the staff.

STAFF ADVISORY COUNCIL MEETING

March 11, 2015

Online Meeting

8:00 am - 8:50 am - Welcome, Keynote, Ice Breaker/Mixer

\$\$ We would like to provide refreshments (coffee, bagels, doughnuts, juice, & water)

9:00 am - 9:50 am - Concurrent Session 1 (1-3 talks happening simultaneously)

10:00 am - 10:50 am - Concurrent Session 2 (1-3 talks happening simultaneously)

\$\$ Snacks between sessions (water and cookies)

11:00 am - 11:50 am - Concurrent Session 3 (1-3 talks happening simultaneously)

Other money items might include notepads, pens, printing of conference agenda items, etc.
Please give us feedback!

Comment:

If there is no additional feedback on the Staff Development Day idea, I'd like to see the committee put this request into proposal form, relating it back to the strategic imperatives, and we will set up a meeting with Dr. Marrero. Thanks for your work on this, it's exciting!

INFORMATION:

- **DON'T FORGET THE ALL STAFF MEETING ON MONDAY, MARCH 16TH.**
- Diversity consultant was rescheduled to be on campus April 2-3rd. Time will be forthcoming.
- *Jim Martin '93 '94*, will receive the J. Owen Moore Staff Award on April 11, at 7pm in the Townsend Center. Make plans to attend. <http://bit.ly/1EuzDGX> #UWGalumniwknd
- Erin is chairing a subcommittee of the Barriers Team that will look at the feasibility of developing a Staff Toolkit--a kind of one-stop site for staff that will make it easier to find essential information and asked for anyone who wanted to serve on the committee to let her know. If you have suggestions on items that would be useful in a toolkit for staff, please share those with me as well

Next SAC meeting is scheduled for Wednesday, March 11, 2015, at 11:00am – Campus Center Room 303.

Submitted by Michelle Ertzberger 4-8-15

PROPOSAL FORM

PROPOSAL TITLE:

List the title of the proposal you are requesting. Example: Staff Development Day

SUMMARY OF PROPOSAL:

List a summary of the proposal.

STRATEGIC IMPERATIVE(S) AFFECTED: *(How will this initiative advance the strategic imperative?)*

3.A.1

Please attach any other pertinent information to this proposal form.

SPRING ALL-STAFF MEETING
STAFF ADVISORY COUNCIL
March 16, 2015 at 2:00pm

TLC 1305

1. Call to order by Erin Brannon – 2:00pm
2. Welcome & State of the University

Dr. Kyle Marrero

Legislative updates – They are reviewing our request for \$1.9 million to allow us to design the renovations needed to the Biology building (built 1965). Then we assume that next year we will receive \$18 million in funding for the construction. There is also talk about having money available this year for merit increases. We will follow the same guidelines as last year. Performance evaluations are due April 24, 2015. UWG will continue its commitment to the staff to bring pay grade levels of 1-19 to the minimum entry point and to re-do the Mercer Study next year.

UWG is working with the principals of Carroll County and Carrollton City schools on an education collaborative to attack the core of educational attainment. Looking at: 1- Early College Readiness & Education – working on a literacy program that the middle school students can come to campus and we can help educate them on the areas of study that are available to them. This will help to guide them in their studies when they have a proposed area of study to work toward. 2- Dual Enrollment (move on when ready bill) – an opportunity for 16 year old high school students who are ready to come to college to move on when they are ready. This can help focus those who are not ready for a 4 year degree but guide them in receiving a technical degree or certificate. So that when they are 18 they will have a chance for a job that is not just paying minimum wage.

Campus Working hard (Campus Inclusion Committee) – we have a consultant coming in to help make sure we are inclusive and make recommendations. Results may include adding a Chief Diversity Officer but we will see what comes out of the report.

Sustainability Council – looking at our recycle program, how we build our buildings to save energy and looking at how we might be able to add bike share program with paths throughout campus. We are working with a consultant regarding a bike share program.

Barrier team – identified operational issues take make our processes a simpler and a little easier.

SACCOC Report – received this report in January and it dinged us in five areas. One area being Institutional Effectiveness & Assessment: This looks at our assessment and continuous improvement. We don't do well with goal setting and they assessed how we worked to meet our goals (including providing documentation to support). We must improve in this area within two years, if not we could lose our accreditation. We now have a new strategic plan and it is filtering down with goals for each unit/department. Now we need to add the assessment part of it. We have now a University assessment team and each unit will have an Assessment Coordinator that will go through training. This is what we should be doing to meet our mission of being the best university.

Engage West – We received 81.7% in responses for this last survey and we will have an institutional level rollout on April 8th. The Managers and Supervisors will meet on the 7th for training on how to effectively

SPRING ALL-STAFF MEETING
STAFF ADVISORY COUNCIL
March 16, 2015 at 2:00pm

TLC 1305

roll out their results. We will not be giving out the actual departmental results at this meeting, but they will be given out on April 27th. We wanted to wait until after the performance evaluations were complete to avoid any possible issues. **Retaliation will NOT tolerated.** IF this occurs, let HR know immediately. Our next LDI retreat is on May 8th.

Capital Campaign – we have a plan, goals, dollar needs for the plan, and a case for support. We have \$26 million in foundation of assets invested. Will go all the way to 2020.

Athletics – awesome job by our Football team, our Basketball teams, our Baseball team is ranked 21st in country, our Golf team is ranked 11th in the county.

3. **Special Guest:**

DevelopWest – Patricia Durrough and Christy Rabern

This is a professional development initiative that has been funded by Dr. Marrero. The system provides for 24/7 access and can be accessed on mobile devices. You can work at your own pace. To access go to: www.westga.edu/developwest if you use bookmarks, please do so on the login page to avoid errors. You must turn off pop up blockers. If you look under the catalog section there are different levels of courses (3000) and books that you can choose from. For the certification courses, UWG cannot offer the test for the certification but you can do all the prep work within the system.

The My Plan folder is your personal folder for things you see that you might want to take and you can record them here for a later time. The Assigned folder shows those items that have been assigned by your manager. The My Progress folder shows what you have launched. If you look under the completed tab and click on the ribbon, you will be able to print your certificates of completion. Supervisors can run reports to show what professional development courses your employees are interested in and completing.

DevelopWest is currently for faculty & staff. CourseDen is still the location for Student training.

Managers will see an Admin link at the upper right corner of the screen, which allows you to go in and assign the courses to your employees. If you are a manager and you do not see the Admin link on your screen, please notify the Center for Business Excellence and this can be corrected.

Tricia and Christy are here to help, but they are still learning too, so there is also a live chat feature that you can use to get help and a “help” feature at the top of the page that will give you step by step directions.

Job aides have been developed for you to provide assistance and they can be found on the DevelopWest page. Remember that Atomic Learning is also available for technical topics. You can find this link on the DevelopWest web page.

Watch the “What’s new” area and it will be updated with information as it is found.

SPRING ALL-STAFF MEETING
STAFF ADVISORY COUNCIL
March 16, 2015 at 2:00pm

TLC 1305

Human Resources Update – Juanita Hicks

Performance Management Review Project:

Committee is tasked with looking at areas for improving the performance appraisal and the methodology in which it is submitted. Performance appraisals are being changed over to a calendar year for reporting because it is difficult to get all the information in, evaluate it, and input it in the system when merit dollars are available. The committee will be reviewing the competency questions (teamwork, co-workers, etc.) and enhance the goal/development section to also include an assessment of the goal. This should improve the scoring and overall assessment. We will also be putting this in an electronic format that can provide access year round for supervisors and employees. The Performance Management module has been purchased through the People Admin system to allow for the electronic format. The current evaluation period is July 1, 2014 – March 31, 2015. The next period will include April 1 – December 31, 2015. January 2016 we will be on a full calendar review. The evaluations for the current period are due on April 24th and must be complete and reviewed with the employee. Between April and June the decision for merit increases (if approved by Legislation) will be evaluated.

Proposed schedule for changes by the committee will be based on this schedule:

June 2015 – committee to present preliminary changes to PAC
August 2015 – Confirm new Performance Management tool (paper version)
December 2015 - End of evaluation period March 2015 – December 2015
January 2016 – Submit evaluation for December 2015

Diversity and Inclusion survey:

To collect data about campus that is not collected through traditional means to better support our campus community. The survey will be available March 23 – April 6. Created by the President's committee on Campus Inclusion with an external consultant and the UWG Survey Research Center. The survey will be administered by the UWG Survey Research Center. The survey will ask information like: race, gender, sexual orientation, religion, demographics, and your perception of working at UWG and within the community. It will be sent to all faculty and staff (students will receive a survey at a later date). All questions are voluntary and your identity will remain confidential. With this information a five (5) year plan for diversity and inclusion will be created.

SAC Update – Erin Brannon and Ashley Lewis

The SAC's newsletter has started and will continue to be sent out monthly.

Book Scholarship – a book scholarship has been created to assist staff that are enrolled in college with the cost of their books. The process is being developed now and we will provide more information as soon as it is available.

UWG Marketplace - we are working with Faculty Senate to create an avenue for this that will be within USG policy. We will provide more information as soon as it is available.

Staff Development Training & Workshops – We are working some training opportunities that will give

SPRING ALL-STAFF MEETING
STAFF ADVISORY COUNCIL
March 16, 2015 at 2:00pm

TLC 1305

staff opportunities like the Leadership Development Institute. Hopefully the first one will be available this summer. Let your staff representative know if there is something you might like to see.

Please note that SAC is not a funded organization, so if you would like to contribute to some of these programs, you can make donations and/or direct your A Day donations to these programs.

December's Toy Drive – we received a plaque recognizing us for a job well done.

Questions/Concerns/Rumors?

Wolves Card Office is hosting a recycle event in UCC on March 25th from 11 -2. You can bring items that you want to recycle like: Paper, plastic, cans, and batteries.

BEST OF THE WEST CELEBRATION – April 23rd from 10am – 2pm in Love Valley....

Submitted by Michelle Ertzberger 3-27-15

STAFF ADVISORY COUNCIL MEETING

May 13, 2015 at 11:00am

CAMPUS CENTER ROOM 303

Present – A. Bretch, D. Curley, M. Davis, J. Etheredge, K. Hemphill, J. Lambert, D. Liverman, N. Lott, M. Miller, J. Nichols, S. Pitts, I. Pounds, S. Robinson, E. Smith, A. Udin, A. Lewis, M. Parham, and M. Ertzberger

Absent – K. Ballard, S. Carter, T. Christman, Z. Green, J. Morgan, T. Morris, T. Puckett, H. Roberts, J. Robinson, E. Shooks, A. Skinner, R. Smith, Sgt. Branden, K. Willingham, A. Wright, and E. Brannon

1. Call to order by Ashley Lewis – 11:00am
2. Special Guest/Discussions:

Best of the West program changes

The proposal suggests that the program should not be quarterly because the summer quarter was not being recognized. It is changing to specific date time periods (March 8 – Aug 17, Aug 18 – Nov 30, and Dec 1 – Mar 7). Do not prolong your submission, submit it as soon as you can within the period so it is fresh on your mind. Communicate issues/concerns to the UWG committee.

The question was asked as to how they came up with the time periods – The question will be asked to the committee but it was thought that they wanted it to run with the annual celebration date.

Response from Marie Robinson: “Dr. Marrero suggested a general timeline for the recognition periods and then the committee met and decided the specific dates including the deadlines for nominations. “

The new timeline for the deadlines is below:

- o **1st Recognition Period: March 8th- August 17th – deadline for nominations Aug. 17th**
- o **2nd Recognition Period: August 18th- Nov. 30th – deadline for nominations Nov. 30th**
- o **3rd Recognition Period: Dec. 1st – March 7th – deadline for nominations March 7th**

Charge from Dr. Marrero for Staff Development

Dr. Marrero announced at the Leadership Development Institute (LDI) meeting that he was charging SAC to work with Human Resources (HR) to create a staff development program so that leadership is not receiving all this training; staff should receive this training also.

Laquna from HR was at the meeting and said that HR is working with the Center for Business Excellence (CBE) to purchase a few new systems (ex. DevelopWest system that was just brought online). The plan is to start with one-on-one meetings, then gather information. We will need to research and offer suggestions to management of what is needed and wanted. A timeline for this will need to be developed.

The question was asked whether this was for a specific target group, faculty and/or staff, etc.

STAFF ADVISORY COUNCIL MEETING

May 13, 2015 at 11:00am

CAMPUS CENTER ROOM 303

New Marketplace site

The new marketplace site has been created but only 125 people have joined as of this morning. Please provide feedback. This could be slow because faculty are not on campus right now. They are looking for people to help facilitate the site.

Is there a date set as to when we cannot longer post on the DISCUSS site? Currently people are being sent courteous messages so it won't be long. It is ok to ask for & post referrals on the Discuss site. Michael Post seems to be keeping up with the referral list.

Newnan Facility

Check out the new Newnan facility, it is amazing. A lot of the old materials were used in the remodel to help maintain the old character of the building. The old building was just a leased property, so it will just go back to them. They are expecting to serve about 3,000 students at this facility, with a big push on dual enrollment.

Committee Updates

Benefits – Meggie Miller

The Benefits committee - Juanita Hicks (HR) has reached out to us regarding the benevolence fund so it is moving along. A draft proposal has been created for the book scholarship fund that is to be discussed with Erin and then with this group. We hope to have this ready for the fall and spring semesters.

Bylaws Committee Update – Alexandra

We are working on a re-draft which will be presented to the group soon.

Public Relations Committee Update – Allyson

We did not send out an April newsletter because we only had two updates, but the May one is in the works. Please continue to send your thoughts and ideas for this. We are also interested in hearing any comments from the Best of the West celebration, so if you hear anything please let Allyson or Erin know. Some of the feedback that has been received stated that the awards portion was too long, so we are looking at ways to shorten this part of the program. Overall we think it went very well. The faculty and staff did appear to feel united.

Staff Development – Nancy Lott

We are wanting to meet with HR after we receive direction from Dr. Marrero. The committee suggests to have something for all staff like a ½ day session where you could sign up for one of three different tracks during the day. We would like to utilize both CBE and Continuing Ed in this effort and both have expressed an interest. We are currently looking at a technology (Banner,

STAFF ADVISORY COUNCIL MEETING

May 13, 2015 at 11:00am

CAMPUS CENTER ROOM 303

Boot camp) track, a general (personality in work place, back to school) track, and a leadership (develop leadership potential, communication) track. To keep the costs down we would like to utilize the talent that we have on campus to teach the classes. We would need to incur some printing costs for those who do not have access to email and to print certificates of completion. We would also need to provide a few snacks during the event. Continuing Ed has suggested that we can use their registration program for this. We are not sure of the timing because we still need to complete the details and work out funding. We would like to offer this training several times a year and at different hours, but this is going to depend on funding. We want to make sure that we are hitting the needs of the group. If HR has information/data on education levels for staff we would like to get that to help target the training.

Questions/Concerns/Rumors?

It was discussed at the PAC meeting that there was a rumor that the Newnan campus was closing. This was because of the way the newspaper headline read. The article was actually talking about the property land closing not the closing of the school.

Back Campus Drive changes – a representative could not be present to discuss these today, but several people are upset about the loss of parking and why. Concerns have also been raised about the Library staff that work very late at night having to walk farther in the dark to get to their cars.

From May 4 Daily Report:

Planning and Construction services is excited to announce the start of construction on Back Campus Drive. This project will drastically improve the look, feel, accessibility, and safety of the area between East Commons and the UCC. During the course of the next several months we will remove the existing paving and sidewalks along the Back Campus Drive and re-build the area as a pedestrian friendly concourse for this important area of our campus. The finished product will be constructed of concrete and brick pavers and will eventually have finishing touches such as landscaping, and benches that will create a positive environment for students.

We will begin by constructing a fence so that demolition and construction can begin. The majority of construction traffic will be entering and leaving the site from the East Commons end of the site. This work will begin on May 4 and will be completed by August 15.

We have a committee of key stakeholders who have special interests in this area that will be walking the area next week and will develop a plan for ensuring that people can still access all of the buildings and safely navigate around the construction areas, and we will issue a drawing for everyone's use. We will be issuing construction updates for this project on a routine basis, so please be on the lookout for the latest developments.

There are also lots of issues with people parking/driving on sidewalks.

STAFF ADVISORY COUNCIL MEETING

May 13, 2015 at 11:00am

CAMPUS CENTER ROOM 303

Next SAC meeting is on Wednesday, June 10, 2015, at 11:00am – Campus Center Room 303.

Submitted by Michelle Ertzberger 5-19-15

STAFF ADVISORY COUNCIL MEETING

June 10, 2015 at 11:00am

CAMPUS CENTER, ROOM 302

Present – K. Ballard, S. Carter, J. Etheredge, J. Lambert, D. Liverman, N. Lott, M. Miller, I. Pounds, S. Robinson, E. Shooks, A. Wright, E. Brannon, A. Lewis, M. Parham, and M. Ertzberger

Absent – A. Bretch, T. Christman, D. Curley, M. Davis, Z. Green, K. Hemphill, J. Morgan, T. Morris, J. Nichols, S. Pitts, T. Puckett, H. Roberts, J. Robinson, A. Skinner, R. Smith, E. Smith, Sgt. B. Smith, A. Udin, and K. Willingham

1. Call to order by Erin Brannon – 11:00am
2. Special Guests

FY16 Budget updates - Dr. Kyle Marrero

For FY16 there will be 43 new positions created throughout the campus. The basics of our funding submittal were that we grew \$7.6 million in FTE formula funding.

November outlined recommendations to the BOR for funding:

Tier 1 – asking for new reoccurring money (\$1.52 million)

Tier 2 – needs based on our growth in graduate enrollment; we looked at our spending and we are lower than other institutions with our graduate tuition. 9% increase

Tier 3 – 2 ½ % undergraduate tuition increase; 70% of students received Pell Grant or tuition assistance

Tier 4 - Projected growth revenue

We received full funding for everything we asked for.

Realizations:

Tier 1 is funded and will be moving forward as of July 1. There will be website positions as we direct people to our website and there are 10,000 dead pages currently. We will be working on a new CMS system that will have editing capabilities like Microsoft Word. Generating 3 fulltime positions.

The graduate assistant positions in Tier 1 & 2 were moved around by the VP's as priorities changed.

We are projecting a 3% growth this year. E-core students do not pay fees like regular traditional students – E-core is up 80% from last year.

After an audit of the Athletic Complex last year – we are refinancing the bond at a lower rate, increasing the student fees by \$12 to provide an additional \$200,000. This did not just go to B&F – it is covering some salary increases and promotions.

E-tuition, the fee for taking online classes, does not have a differential for in-state or out of state. Our tuition rate is lower than other institutions. We will see some grumbling in the upcoming year regarding these fees.

Fringe pool recovery is the money that is held back because of uncertainty with health care changes. Additional money will allow for an additional 10 students to join our nursing program. Currently there are 800 pre-nursing students that funnel down into 120 spots for the program (15%). The others leave UWG.

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The Mercer Study will be redone this year and money will be adjusted for pay bands 1-19 to get everyone to the entry level. Faculty are now at 86% of the median currently but this will also be evaluated every two years too.

We are working on developing 2 staff retreats next year to focus on training and development. This will be open to all staff on campus and is highly encouraged.

We are planning a State of the University Town Hall meeting in August (with the Faculty Senate & Staff Advisory Council) to communicate this information to the staff. You can go ahead and share this with your staff.

Cost of living increase were not allowed and merit could not be given across the board without a desk audit.

Campus Planning Update - Fred Ricketson, Director – PCS

We receive approximately \$800,000 – \$1.2 million per year for MRR (Major Repairs & Replacement). Upcoming projects can include: Crider Lecture Hall, Waring Archeology Lab building upgrades, Campus wide ADA restroom renovations (phase 1), Life Safety upgrades for the front campus buildings (multi-year project), Air distribution/controls for Z-6, Row roof replacement, Humanities elevator replacement, Sanford Hall roof replacement, Install/replace ADA operator buttons, Cobb Hall chiller pump replacement.

38 projects were submitted for consideration.

Biology Renovation project – the design was funded (\$1.9 million)

Newnan is now open and holding classes

Back Campus Drive renovations are currently underway and are scheduled to be completed in early August.

Questions?

Why do sidewalks just end?

Limits of construction are drawn to get funding, so work outside those boundaries does not get done unless additional funding is found. There has not been a sidewalk study conducted.

3. Business - Committee Updates Benefits – Meggie Miller

The book scholarship will only be offered to those attending UWG. It is hard to track enrollment after drop/add. We are shooting for one \$50 scholarship per semester. Our next step is to take it to Dr. Marrero for his approval. We want this to be available for the fall

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2015 semester.

Bylaws Committee Update – Alexandra

The draft of the changes are being sent out to the group for their review and comment.

Public Relations Committee Update – Erin

Send us your updates for the next newsletter.

Staff Development – Nancy Lott

We are meeting on Tuesday with Dr. Marrero and others to define the vision. We also need to meet with Human Resources to get their definition for this too. Per Dr. Marrero, this will be for staff and supervisors of less than 5 employees (who do not participate in the LDI meetings). We plan to use the CBE area for in-house training. We will send a proposed course offering once it is completed.

Questions/Concerns/Rumors?

There is a Town Hall meeting proposed for August 17th - details will be coming later.

Toolkit is moving forward

Concern – salary study for the staff – HR should have job descriptions in order before the study is performed. There is such salary disparity if you look.

See if we can get HR to speak in the July meeting.

Next SAC meeting is on Wednesday, August 12, 2015, at 11:00am – Campus Center Room 303.

Submitted by Michelle Ertzberger 7-14-15

University of West Georgia
Faculty Senate Budget Committee
FY2016 New Funding

Tier 1, 2, 3, 4 Funding Resources:

State Funding	\$1,520,500
Graduate Tuition Increase 9%	334,000
Undergraduate Tuition Increase 2.5%	1,127,778
FY15 Tuition Growth	436,222
eCore Tuition Residual	300,000
eTuition Administrative OH	327,097
Athletic Complex Fee	200,000
Subtotal	\$4,245,597

Other Resources:

State Merit Allocation	\$311,424
Fringe Pool Recovery	339,960
Additional Nursing Students (10)	35,715
Subtotal	\$687,099
Total New Resources	\$4,932,696

Uses:

Raises	\$1,432,742
People	2,585,139
Operations	914,815
Total Uses of New Resources	\$4,932,696

Redirecting Academic Resources:	\$142,500
Geoscience Admin Support (.6)	
Art Technician	
Graduate TA - QEP	
History Admin Support	

University of West Georgia
FY2016 New Funding Request

approval as of 5/21/15

Division	P	Item	Amount	Bal Remaining
AA	1	QEP Phase 2 21 Fac English	\$115,000	\$1,195,500
AA	2	Core Faculty (1 Fac) Pol Sci	\$62,800	\$1,132,700
SAEM	3	Academic Advisors (4)	\$245,300	\$1,087,400
SAEM	4	Advancing Career Structure	\$23,200	\$1,064,200
UA	5	Webmaster Program (3)	\$216,000	\$848,200
AA	6	Sociology - Assist Prof	\$69,900	\$778,300
SAEM	7	Supplemental Instruction Coord	\$88,400	\$689,900
AA/Pres	8	ITS Classroom Technology Upgrad	\$101,000	\$588,900
AA	9	Computer Science Faculty	\$101,500	\$487,400
AA	10	Chemistry Assistant Professor	\$101,500	\$385,900
AA	11	Phis/Astronomy Lecturer	\$67,500	\$318,400
AA	12	Middle East Historian	\$67,500	\$250,900
AA	13	Management Faculty	\$73,500	\$177,400
AA	14	Criminal/STEM Coordinator	\$150,000	\$57,400
AA			\$57,900	\$0

Officer/State Allocation:	Amount
Health Insurance Costs	\$648,113
Retirement	\$508,442
Business Office	\$400,442
Business Office	\$400,442
Merit/Promotion/Retention Initiative	\$311,425
DNAS Program	\$13,916
STEM Reduction to \$220,000	\$86,794
	\$2,844,130

*No \$ received for Nursing Initiative

Division	P	Item	Amount	Bal Remaining
AA	1	Education Faculty (Special Ed)	\$73,500	\$73,500
AA	2	Education Faculty (Counseling)	\$73,500	\$0
AA	3	Nursing Instructional Design	\$70,000	\$70,000
SAEM	10	Degree Works Analyst	\$14,500	\$14,500
SAEM	8	Graduate Assistant (2)	\$19,200	\$135,700
AA	5	Psychology Faculty	\$56,200	\$79,000
AA/IT	9	Library Archivist	\$79,000	\$0
AA	6	Graduate Teach Assistant - QEP	\$16,000	\$16,000
AA	7	Library Admin Support	\$36,200	\$16,000
AA	8	Graduate Enrollment Coordinator	\$55,000	\$16,000
SAEM	8	Graduate Assistant (Marketing)	\$40,000	\$16,000

Job	Amount
Coordinator - Newman	\$8,000
Chief Diversity Officer	\$8,000
Faculty	\$8,000
Programs (for mail)	\$8,000
Software Maintenance Increases	\$8,000
SSL Digital From certificate	\$8,000

Needed list got on our list:
Job Coordinator - Newman
Chief Diversity Officer
Faculty
Programs (for mail)
Software Maintenance Increases
SSL Digital From certificate

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FY15	1	Undergrad Tuition Earned	\$5,127,778	\$5,127,778
FY15	2	Undergrad Tuition Earned	\$5,127,778	\$0
69%	3	Summer Fee over FY15	\$5,111	\$5,111
Transfer Funding to 72	4	Transfer Funding to 72	\$1,300	\$3,811
Transfer Funding to 72	5	Transfer Funding to 72	\$1,300	\$2,511
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Division	P	Item	Amount	Bal Remaining
FY15	1	Undergrad Tuition Earned	\$5,127,778	\$5,127,778
FY1				

Expenses	
\$2,585,139	People = 43 FTEs
\$1,432,742	Raises
\$914,815	Operating Increases
\$4,932,696	

Revenue	
\$1,520,500	Tier 1 - New Funds
\$334,000	Tier 2 - 9% Graduate
\$1,127,778	Tier 3 - 2.5% Undergraduate
\$436,222	Tier 4 - Growth
\$3,418,500	Total
Additional Revenues Realized	
\$300,000	eCore
\$200,000	Athletic Complex
\$327,097	eTuition Overhead
\$339,960	Fringe Pool Recovery
\$311,424	State Merit Allocation
\$35,715	Add'l Nursing
\$1,514,196	Total

\$4,932,696 Grand Total



Staff Advisory Council Book Scholarship Application

The University of West Georgia Staff Advisory Council is pleased to announce the Staff Advisory Council Book Scholarship Award. The scholarship program is funded through contributions, profits from sales and donations. All contributions are tax-deductible and donations can be made to the Staff Advisory Council account through University of West Georgia Foundation.

Award criteria:

- Open to any UWG full-time or part-time benefited staff member who has successfully completed at least six (6) months of employment in a benefits-eligible position by the application date for that semester.
- Short statement explaining how this educational program will impact you professionally. (250 words or less)
- Supporting documents as required to pay the reimbursement: receipt (books do not have to be purchased from UWG bookstore to be eligible) and proof of enrollment in a UWG course.
- Applicants must not have received funds from the SAC Book Scholarship Program in the last two years.
- The scholarship will reimburse the cost of books for one semester, up to \$50, to be used during the semester in which it is awarded.

Award recipient(s) will be selected by the SAC Benefits Committee. Applications are due the day after the official UWG Drop/Add deadline for spring and fall semesters. Recipient(s) will be notified within 5 business days after the due date and will need to provide proof of enrollment, original receipts and complete reimbursement forms to claim their award.

The application will be embedded on the SAC website and will include the following criteria:

- Name
- Department name and location
- 917# & ADP#
- Contact email and phone number
- Semester applying for award
- Short statement (250 words or less) on how this educational program will impact you professionally
- Initial box in lieu of signature agrees that they meet the award criteria.

Fine Print Details: SAC Benefits Committee members are not eligible to select recipients if they are applying for the scholarship. If this occurs, the Benefits Committee will ask other SAC representatives to fill in. At this time, awards are not available for Summer semesters. Recipients must return the award if they withdrawal or fail to complete the course(s). Failure to comply will result in ineligibility for the scholarship in the future.

All Benefits Committee members and staff involved in the selection process shall comply with all University Rules.