

**Minutes of the Meeting of UWG Staff Advisory Council
Executive Committee Meeting
Campus Center Ballroom 108.4
February 21, 2013**

1. Call to Order – Erin Brannon

2. Old Business - Erin Brannon

No old business to present.

3. Risk Management – Matt Jordan

Matt Jordan provided a handout of the draft version of the new Volunteer Policy. He then explained the policy via a PowerPoint presentation (see attached). The following points were highlighted:

- Volunteer definition
- Why the University needs a volunteer policy
- Benefits of utilizing volunteers
- How Torte Claim Act/Insurance affect use of volunteers
- Development/language of new volunteer policy
- Who is and will be responsible for new volunteer policy
- Development Management Guide – in process

In conclusion, Mr. Jordan asked the S.A.C. to review policy, provide feedback, and submit requests for clarification to him.

4. Standing Committee Updates – Erin Brannon

By-laws Committee – Ineke Abunawass

Ms. Abunawass gave update on the revision/development of the current by-laws via a PowerPoint presentation (see attached). The following points were highlighted:

Acknowledgment of fellow committee members – Jane Wood & Sandra Robinson

Article II, Functions and Scope

Article IV – Officers & Elections Proposed selection process

Public Relations Committee – Ashley Lewis

Staff Appreciation Committee – Denise Colquitt

5. All-Staff Open Forum Topics – Erin Brannon

Juanita Hick, Interim Director HR, announced Mercer Results may be ready for next S.A.C. All Staff meeting the week of March 20th.

The committee discussed concerns over the lack of professional courtesy on discussion listservs utilized by faculty and staff on campus. No recommendations for action were decided.

REMINDER – next All Staff Open Forum Meeting is scheduled for 3/20/13 at 2 pm. And the next Executive Committee meeting is scheduled for 4/18/13.

6. Adjournment – Erin Brannon

Ms. Brannon adjourned meeting at 10:40 am.

Submitted by Denice King 11-26-12

Future Meetings

Erin Brannon, SAC Chair

- March 20th – CC 108.3&.4 – 2pm (All-Staff)
- April 18th – CC 108.4 – 10am (Executive Committee)

Volunteer Policy

Staff Advisory Council

UWG Risk Management, 22Feb2013

Volunteer Policy

- ▶ Includes:

- Non-paid interns
- Community-service students
- “traditional” volunteers
- Practicum support

- ▶ Includes:

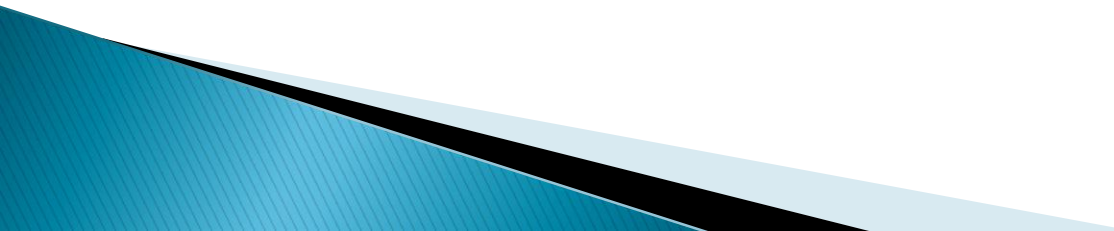
- Engaging student organizations
 - University events
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Volunteer Policy

▶ Why?

- Liability and insurance is defined by law
- Non-paid agents must be in a “structured” program in order to be covered by our liability program.

▶ Benefit?

- Permits the university to engage the public in pursuing its objectives
 - Permits the community to be engaged in UWG events and efforts
 - A whole bunch of other things.
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Volunteer Policy

- ▶ Tort-Claim Act
 - Limited to employees and officers in the course and scope of their employment
- ▶ Insurance Policy
 - Includes volunteers enrolled in a “structured volunteer program

Volunteer Policy

- ▶ History:
 - Passed in Faculty Senate:
 - Awaiting: Volunteer Management Guide

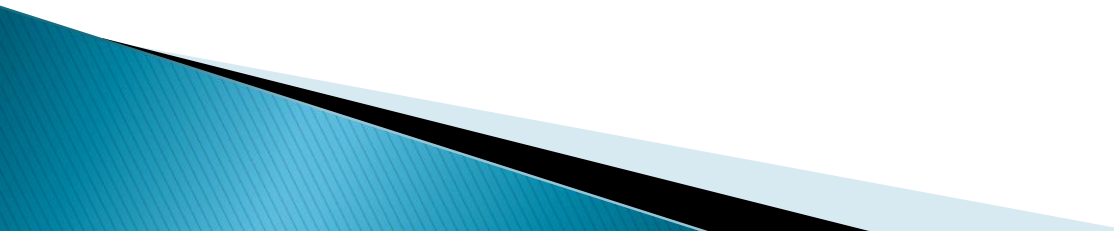
Volunteer Policy

- ▶ Language:
- ▶ Departments are permitted to engage the services of non-paid persons (community service workers, volunteers, non-paid interns) for efforts provided the following conditions are met:
 - The efforts of the non-paid person(s) will support or accomplish university business, and;
 - The effort or work is coordinated or supervised by a university employee, and;
 - The effort or work is in compliance with all applicable laws, codes, and regulations, including USG and UWG policies, and the Fair Labor Standards Act, and;
 - The department/unit has notified Risk Management/EHS (RM/EHS) of the effort, and has complied with all requirements identified by RM/EHS.

Volunteer Policy

- ▶ Current posture:
 - Accommodating all requests for engaging volunteers
 - Using risk management standards:
 - RM/EHS notified of effort
 - Deliberate communication effort?
 - In faith with community?
 - Acknowledgment
 - Rosters
 - Orientation
 - Training (mandatory/recommended)

Volunteer Policy

- ▶ Responsibility: VPBF
 - ▶ Custodian: RM/EHS
 - ▶ Communicated: Chain-of-authority, website, training (as needed)
 - ▶ Procedures:
 - Volunteer Management Guide
 - Compliance: Chain-of-authority
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Volunteer Policy

- ▶ Volunteer Management Guide

Volunteer Policy

- ▶ Request to Staff Advisory Council
 - Review policy, provide feedback
 - Language will remain intact
 - Submit requests for clarifications to Matt Jordan