

**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 20<sup>th</sup>.

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 Denise King 11-26-12

# Future Meetings

Erin Brannon, SAC Chair

- March 20<sup>th</sup> – CC 108.3&.4 – 2pm (All-Staff)
- April 18<sup>th</sup> – 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:

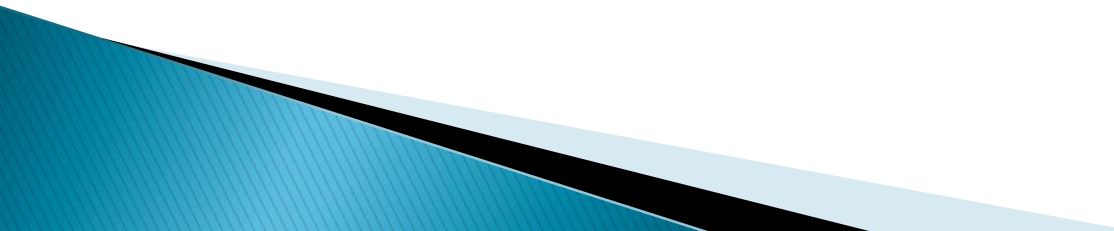
- Engaging student organizations
  - University events
- 

# 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.
- 

# 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



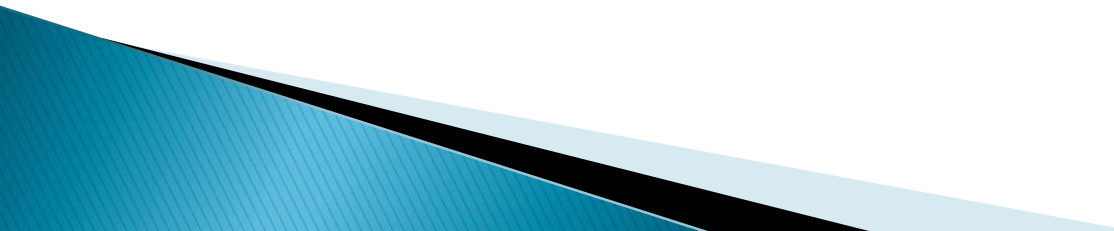
# Volunteer Policy

- ▶ 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
- 

# 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